

MEETING AGENDA

Meeting

Team Name: Homelessness Stakeholder Advocacy Group

Date: 14 May 2025

Time: 12:30- 2:30pm

Venue: Port Stephens Council Admin Building

Chairperson: Mayor Anderson

Minutes: Jessica McDonald

Purpose of Meeting: To support a coordinated approach to addressing the impacts of homelessness in Port Stephens.

File: PSC2023-00263

Attendance

Lee – Ann Gibson Yacaaba Centre	Nicole Grgas Hunter Tenants Advice and Advocacy Service	Ann Fletcher Port Stephens Family and Neighbourhood Services	Sarah Masters Dept of Communities and Justice
Amber Herrmann Port Stephens Council Officer	Mayor Leah Anderson Port Stephens Council	Katrina Ridley Community Representative	Jenna Nadiotis Hume Housing
Jessica McDonald Port Stephens Council	Phillipa Lewis Salvation Army	Emma - Jane Scott The Office of Kate Washington	Karley Culpin Dept of Communities and Justice
Cr Armstrong Port Stephens Council	Mel Burge Salvation Army	Cr Le Mottee Port Stephens Council	Meryl Swanson Member for Paterson
Clare Saunders Tomaree Neighbourhood Centre	Wendy Sharpe Hope Cottage	Mattea McIntosh Hume Housing	Rebecca Sturevski Senior Constable, NSW Police

The following guests are invited to attend:

Pietro Di Girolamo

Apologies

Kate Washington
Member for Port Stephens

Steven Peart
Port Stephens Council

Sue Ware
Community Representative/
TNC

Di Ball
Wahroonga Aboriginal Corporation

Janelle Gardner
Port Stephens Council

Andrew Smith
Worimi Local Aboriginal Land
Council

Cr Errington
Port Stephens Council

Jennifer Underwood
Port Stephens Council

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
1.0	WELCOME AND APOLOGIES				
1.1	Acknowledgement of country	2mins	Chairperson		
1.2	Chair Welcome	10mins	Chairperson		
1.3	Outstanding actions from previous minutes	5mins	Chairperson	See action table	
2.0	BUSINESS ITEMS				
2.1	HSAG Members Update <i>2025 Challenges, Opportunities and General Update</i>	25mins	Members		
2.6	Council Update	10mins	Chair		
2.2	Update New Life Community Relief – Raymond Terrace Outreach Project	10mins	Pietro Di Girolamo		
2.4	DCJ Street Count update	10mins	Cherie Salerno		

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.5	HSAG Online Member page overview	10mins	Amber Herrmann		
3.0	DISCUSSION				
3.1	Review Action Plan	15 mins	Amber Herrmann		
4.0	OTHER MATTERS				
4.1	HSAG Membership Changes	5mins	Chair		

NEXT MEETINGS

Date: TBC

Time: TBC

Venue: TBC

MEETING CODE OF COOPERATION

We start on time and finish on time.	Respect for diversity of group and views.
No inappropriate language.	Chair has to maintain control.
Decisions will be ratified at the next meeting.	We will not threaten or intimidate each other.
Agenda is put out before meeting and followed.	Everyone has a voice.
Agreement by majority consensus.	Lateral thinking is encouraged.
No hidden agendas.	Do not speak over others.
Minutes distributed in 7 days by email.	Secret ballots can be called.
Share knowledge.	Publicly support the decisions of the Panel.
Actions will be completed on time.	Maintain our focus on the agenda item.
We will leave our personal conflicts at the door.	Stay within the boundary of our Purpose Statement.
Commit to attendance as a delegate.	Deputies will be briefed.
Meetings will be scheduled.	Minutes will have an "Action" sheet.

Meeting will not proceed with less than 4 Worimi community representatives.

Respect the decision of the Chair.

Panel members will be trained in cultural awareness.

Practice good listening – PLUS we will have fun