

MEETING MINUTES

Meeting

Team Name:	Homelessness Stakeholder Advocacy Group		
Date:	14 May 2025	Time:	12:30- 2:30pm
Chairperson:	Mayor Anderson	Venue:	Port Stephens Council Admin Building
		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	Wendy Sharpe Hope Cottage	Ann Fletcher Port Stephens Family and Neighbourhood Services	Emma - Jane Scott The Office of Kate Washington
Amber Herrmann Port Stephens Council Officer	Mayor Leah Anderson Port Stephens Council	Steve McAlister Port Stephens Council	Jenna Nadiotis Hume Housing
Jessica McDonald Port Stephens Council	Clare Saunders Tomaree Neighbourhood Centre	Nicole Grgas Hunter Tenants Advice and Advocacy Service	Cr Le Mottee Port Stephens Council
Meryl Swanson Member for Paterson	Rosa Grine Meryl Swanson Office	Sarah Masters Dept of Communities and Justice	

The following guests are invited to attend:

Pietro Di Girolamo			
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New Life Community Relief			
Apologies			
Kate Washington Member for Port Stephens	Steven Peart Port Stephens Council	Sue Ware Community Representative/ TNC	Di Ball Wahroonga Aboriginal Corporation
Cr Armstrong Port Stephens Council	Cr Errington Port Stephens Council	Phillipa Lewis Salvation Army	Mel Burge Salvation Army
Mattea McIntosh Hume Housing	Andrew Smith Worimi Local Aboriginal Land Council	Janelle Gardner Port Stephens Council	Jennifer Underwood Port Stephens Council
Karley Culpin Dept of Communities and Justice	Katrina Ridley Community Representative	Rebecca Sturevski Senior Constable, NSW Police	

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	Amber Herrmann provided status update and overview. See Action table.	
2.0	BUSINESS ITEMS				

2.1	HSAG Members Update <i>2025 Challenges, Opportunities and General Update</i>	25mins	Members	<u>Wendy - Hope Cottage:</u> Increase in homelessness and people needing additional services. Available most days for support, however guests can attend Tuesday's 10-12pm <u>Emma Jane – Kate Washington Office:</u> Minister Jackson acknowledges 2025 Street Count with key actions underway: - Investing in more housing through Homes for NSW program (\$6.6m) - Delivering support through Homelessness Innovation Fund (\$100 M fund) - Reforming temp accommodation - Designing a better system – NSW Homelessness Strategy for 2025-2035, released mid 2025 - Targeted reforms DA's approved for 13 new social and affordable homes in Raymond Terrace. Backed by \$7.5m in state and Federal funds. Construction due to start late 2025. Construction has begun on the \$7.2m women's refuge in Port Stephens. <u>Clair - Tomaree Neighbourhood Centre</u> Increase in emergency relief to provide assistance with food vouchers, rates	
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				etc. Storms added pressure on their services. Tomaree community Connect event had 40 organizations attend across the week <u>Lee-Anne - Yacaaba</u> Increase in homelessness. Centre offers crisis packages (hampers and dignity bags) Looking for services to link with to holistically support vulnerable people needing help. <u>Nicole – Hunter Tenant’s Services</u> Constant calls coming in about new changes. Monday 19 June – No grounds eviction laws come into effect. New legislation includes pets. New rules don’t apply to those that already have an eviction notice. More information to follow. <u>Mayor Anderson</u> Plans to meet with real estate agents to better educate them on support they can provide clients facing housing issues. <u>Meryl Swanson</u> Continue to seek feedback from the group to pass onto The Hon Clare O’Neil Minister for Housing. Housing Australia Future Fund and other big projects on the horizon and she will	
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Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				advocate to bring them to Port Stephens. <u>Pietro - New Life Community Relief</u> Would like to know more key locations for rough sleepers to reach out. Looking to build on the Raymond Terrace outreach program. <u>Anne – PSFANS</u> Increase in demand that exceeds resources for the team. Affordability has been the major contributor to the homelessness PSFNA are seeing. Real Estate taking advantage of the current market and people wanting to move to the area. <u>Jenna – Hume Housing.</u> Hume managing budget challenges for temporary accommodation. Homelessness Innovation Fund (NSW Government) project submitted. Noticed police are understaffed and can't respond when needed, putting pressure back on services providers.	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.2	Council Update	10mins	Chair	Strategic Planning Coordinator - Liz Lamb updated group on: - Housing Audit Data and Land Supply Pipeline - Urban Development Institute of Australia NSW Housing Progress Report - Port Stephens Council Housing Delivery Program Update	
2.3	Update New Life Community Relief – Raymond Terrace Outreach Project	10mins	Pietro Di Girolamo	Pietro provided an update on the Raymond Terrace Outreach program. Program going well supporting rough sleepers with a meal and connections. ACTION: group to share the information about New Life outreach Friday BBQ with their networks. ACTION: Send stakeholders information about the 2025 Black Tie Bingo night.	
2.4	DCJ Street Count update	10mins	Sarah Masters	Sarah presented an overview of the data. ACTION: Send out Street Count report to HSAG members.	
3.0	DISCUSSION				
3.1	Review Action Plan	15 mins	Amber Herrmann	Items reviewed by members. ACTION: Final draft Action Plan to be circulated to members	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
4.0	OTHER MATTERS				
4.1	HSAG Membership Changes	5mins	Chair	Advised Dave Feeney no longer the representative for Karuah LALC Ann advised Rebecca Sturevski has left the Police. ACTION: Follow up on the new member to represent NSW Police Force.	

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

Homelessness Stakeholder Advocacy Group Actions

Item	Topic	Action/Decision	Responsible Officer	Date to be Completed	Status
14 MAY 2025					
2.1	HSAG Members Update <i>2025 Challenges, Opportunities and General Update</i>	Action: Send copy of TOC to Le Mottee and Rose Grine from Meryl Swanson’s office	Amber Herrmann		
2.2	Council Updates	Action: Investigate use of Tiny Homes in Port Stephens LGA and how to reduce the red tape.	Amber Herrmann		
2.3	Update New Life Community Relief – Raymond Terrace Outreach Project	Action: Group to share the information about New Life outreach Friday BBQ with their networks.	All		
		Action Send stakeholders information about the 2025 Black Tie Bingo night, 7 June	Amber Herrmann	16 May	Complete
2.4	DCJ Street Count update	Action: Include data from Sarah with minutes to be sent out.	Amber Herrmann	16 May	Complete

3.1	Review Action Plan	Action: Circulate the updated Action Plan, see individual actions listed.	Amber Herrmann	30 May	Complete
4.1	HSAG Membership Changes	Action: Follow up on the new member to represent NSW Police Force.	Jessica McDonald	22 May	Complete