

MEETING MINUTES



Meeting

Team Name: Homelessness Stakeholder Advocacy Group

Date: 10 February 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	Wendy Sharpe Hope Cottage	Ann Fletcher Port Stephens Family and Neighbourhood Services	Cherie Salerno NSW Department of Communities and Justice
Amber Herrmann Port Stephens Council Officer	Mayor Leah Anderson Port Stephens Council	Cr Errington Port Stephens Council	Jenna Nadiotis Hume Housing
Jessica McDonald Port Stephens Council	Di Ball Wahroonga Aboriginal Corporation	Katrina Ridley Community Representative	Emma - Jane Scott The Office of Kate Washington
Matt Eagan Port Stephens Council	Sue Ware Community Representative/ TNC	Karley Culpin Dept of Communities and Justice	

The following guests are invited to attend:

Apologies

Meryl Swanson Member for Paterson	Kate Washington Member for Port Stephens	Steven Peart Port Stephens Council	Cr Armstrong Port Stephens Council
Clare Saunders Tomaree Neighbourhood Centre	Janelle Gardner Port Stephens Council	Dave Feeney Karuah Local Aboriginal Land Council	Jennifer Underwood Port Stephens Council
Mattea McIntosh Hume Housing	Andrew Smith Worimi Local Aboriginal Land Council	Nicole Grgas Hunter Tenants Advice and Advocacy Service	Cr Le Mottee Port Stephens Council
Rebecca Sturevski Senior Constable, NSW Police	Phillipa Lewis Salvation Army	Mel Burge Salvation Army	

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	10mins	Chairperson	Amber Herrmann provided status update and overview.	Complete
2.0	BUSINESS ITEMS				

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.1	Update from Minister for Families Communities and Disability	5mins	Emma – Jane Scott	Emma – Jane Scott provided and update from Minister for Families, Communities & Disability Kate Washington of current NSW Government actions, including; • Core and Cluster (model of housing that allows for independent living and privacy + providing access to supports) • Stockton Centre (transitional housing) • Homelessness Innovation Fund (The HIF will initially target reducing the current demand and costs of temporary accommodation, and proposals for service reform and innovation) • Building Homes for NSW	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.2	HSAG Members Update <i>2025 Challenges, Opportunities and General Update</i>	30mins	Members	Hope Cottage/Sue - People are asking for a safe place to park their car more than ever. Look at afterhours car park use for cars. Department Communities and Justice – Annual street count for rough sleeping scheduled for 18 February. Hume Housing – Looking to apply for grant funding to support local collaborative approach (Advance to Zero). Continuing to investigate option for using Council owned buildings as possible housing options. Wahroonga – Migration of first nation's people into Port Stephens is increasing. Raised concerns that Aboriginal Housing Office (AHO) is not represented at HSAG. ACTION: Approach AHO to nominate representative to attend next HSAG meeting.	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.3	Council Update	10mins	Chairperson	Mayor Anderson provided an overview on current Council action items: • Developing an affordable housing action plan and review of council land plan in the coming months. • Supporting an Outreach BBQ and laundry facility (police and new life church) in the Council building carpark, Raymond Terrace. • Hunter Violent Domestic Consortium have approached Council for in principle support for a regional approach to DFV advocacy. • Council has launched investment attraction campaign in Raymond Terrace. ACTION: HSAG engagement on affordable housing action plan to be added to HSAG action plan.	
3.0	DISCUSSION				

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
3.1	Workshop – Review of Action Plan and discuss priorities for the year.	40mins	Amber Herrmann	Amber Herrmann facilitated a conversation to review previous outstanding actions and look at new priority actions for the group. ACTION: Research examples of Food Pantry options. ACTION: Remove safe zones as a priority action in the action plan ACTION: Recommit to Real estate engagement program ACTION: Add hearing and sharing people's stories as part of communications action. ACTION: Members to email Amber Herrmann with additional suggestions for priority actions. ACTION: Amber to update Action Plan for feedback.	
4.0	OTHER MATTERS				
	Letter of support Request - Hunter Domestic Family Violence Consortium (DFVC)	5mins	Amber Herrmann	ACTION: HSAG to provide a letter of support for the project, noting the need for all stakeholders working directly or indirectly in the DFVC space should be engaged in any local project.	

MEETING CLOSED AT: 2:25pm

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