

# MEETING AGENDA

## Meeting

**Team Name:** Homelessness Stakeholder Advocacy Group

**Date:** 1 October 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	Cameron Barrack Salvation Army
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	Leanna Mann NSW Police
Kate Washington Member for Port Stephens	Steven Peart Port Stephens Council	Sue Ware Community Representative/ TNC	Di Ball Wahroonga Aboriginal Corporation

Leigh Williamson Dept of Communities and Justice	Andrew Smith Worimi Local Aboriginal Land Council	Cr Errington Port Stephens Council	Rosa Grine The Office of Meryl Swanson
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The following guests are invited to attend:

Elizabeth Lamb Port Stephens Council	Lucinda Rigby Port Stephens Council	Anna Finter Street Side Medics	Janelle Gardner Port Stephens Council
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Apologies

Sarah Masters Dept of Communities and Justice	Jennifer Underwood Port Stephens Council		
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Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
<b>1.0</b>	<b>WELCOME AND APOLOGIES</b>				
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	
<b>2.0</b>	<b>BUSINESS ITEMS</b>				
2.1	HSAG Members Update <i>Current Challenges, New Opportunities and General Update</i>	25mins	Members		
2.3	Street Side Medics <i>Delivering medical services to people experiencing homelessness</i>	10mins	Anne Finter		

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.4	Hunter Tenants <i>Update on new termination provisions and share housing</i>	10mins	Nicole Grgas		
2.5	Council Housing Update <ul style="list-style-type: none"> <li>• Annual report</li> <li>• Tiny homes overview</li> <li>• Affordable Housing Action Plan</li> </ul>	10mins	PSC Strategic Planner		
<b>3.0</b>	<b>DISCUSSION</b>				
3.1	Review Action Plan	15 mins	Amber Herrmann		
<b>4.0</b>	<b>OTHER MATTERS</b>				

### 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