

Homelessness Taskforce Shoalhaven

Meeting Date: Monday, 24 September, 2018
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.00pm

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Agenda

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Membership

Clr Findley - Chairperson

All Councillors

General Manager or Nominee

Tamie Harvie - Community / volunteer – interested in mental health and D&A

Penni Wildi – Community Member / Waminda

Wendy Woodward - Nowra Show Society / community volunteer

Deborah Ferrier – Community volunteer

Lesley Labka - SAHSSI – Shoalhaven Women’s Homeless and DV Service

Wendi Hobbs - Shoalhaven Suicide Prevention and Awareness Network (SSPAN)

Rev Matthew Wilson – Nowra Uniting Church

Patricia David – Unions Shoalhaven

Peter Dover – Salt Ministries

Roslyn Poole - ISLHD – Homelessness Mental Health Program

Ashleigh Hudson - Mobile Response Vehicle coordinator (services for homeless)

Max Zalakos – Nowra Baptist Church

Julie Bugden - Shoalhaven Homelessness Hub

Bernard Gleeson - St Vincent De Paul Nowra

Sharlene Naismith – Legal Aid

Natalie Beckett - HARP Unit – Sexual Health & Blood Borne Infections; and Aboriginal community member

Adam Collison - Southern Cross Community Housing

Illawarra Forum (Vacant)

Quorum - 8

Purpose

To provide appropriate and considered strategic advice on homelessness and related issues that can be dealt with at Council level. The Taskforce will work with Council to address issues, develop options and assist with the identification of preferred solutions as part of Council’s decision making process.

Role of the Taskforce

The role of the Homelessness Taskforce is:-

- Provide Council with strategic advice on homelessness and related issues that can be dealt with at a Local Government level.
- Work with Council to address issues, develop options and assist with the identification of preferred solutions as part of Council’s decision making process
- Advise on the development and application of a Homelessness Strategic Plan
- Provide comment on relevant Council policies and strategies
- Advocate community views on homelessness issues

Homelessness Taskforce Shoalhaven - The Wish List:

- Plan and Strategy for dealing with homelessness and any ‘incidents’ that arise
- Adopting the Affordable Housing Strategy to Shoalhaven
- Permanent Shelter for the Shoalhaven
- Education of the community (possibly a forum)
- Building connections between homeless persons and wrap around services

- Permanent but temporary accommodation
- Future of Public Housing – mapping the way forward and advocating for tenants
- Business Involvement
- Plan and Policy for Emergency nights (crisis accommodation)
- Creating policy that works on the ground (Homeless protocol for the showground as an example)
- Improving life outcomes for those who have experienced/are experiencing homelessness
- What Next? – who can help after the Safe Shelter closes?
- Continue to lobbying for the State Government to get on board with the demonstration affordable housing site at Bomaderry
- Knowing who the homeless are (anywhere between 100 – 375 homeless on any given night in the Shoalhaven)

MINUTES OF THE HOMELESSNESS TASKFORCE SHOALHAVEN

Meeting Date: Monday, 30 July 2018
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.05pm

The following members were present:

Clr Findley - Chairperson
Clr Gash
Clr White
Clr Levett
Clr Cheyne
Clr Alldrick
Sharlene Naismith – Legal Aid NSW
Penni Wildi – Waminda
Matthew Wilson – Nowra Uniting Church / Safe Shelter
Max Zalakos – Nowra Baptist Church / Safe Shelter – left at 5.11pm
Peter Dover – SALT Ministries
Lesley Lane – Safe Shelter Shoalhaven
Julie Budgen – Shoalhaven Homelessness Hub

Also present:

Nikki Sloan – CEO, Community Industry Group – left at 4.45pm
Gordon Clark – Manager, Strategic Planning
Colin Wood – Manager, Building & Compliance
Jessica Rippon – Executive Manager, Communications – left at 5.27pm
Stephen Dunshea – Director, Finance Corporate & Community Services
Catherine Campbell – Senior Community Development Officer
Melissa Andrews – Community Development Officer
Donna Corbyn – Community Development Officer – left at 4.45pm

The Chair made an Acknowledgement of Country, and gave respects to Elders and all other Aboriginal people working in this space.

Apologies / Leave of Absence

Apologies were received from Clr Gartner, Shelley Hancock MP, Ashleigh Hudson, Wendi Hobbs, Wendy Woodward, John Steele, and Patricia David.

Carried by consent

Confirmation of the Minutes

RESOLVED (By Consent)

That

1. The Minutes of the Homelessness Taskforce Shoalhaven held on Monday 27 November 2017 be confirmed.
2. The Minutes of the Homelessness Taskforce Shoalhaven held on Thursday 05 April 2018 be confirmed.

CARRIED

Declarations of Interest

Nil

The meeting participants introduced themselves.

Updates:

Peter Dover (SALT) reported that Safe Shelter has now been open for 21 days, and has hosted 278 different clients. The shelter has been very successful in attracting community support.

The Church of Christ has offered 5 acres of zoned residential land in South Nowra to use for bus accommodation, should this be needed.

Matthew Wilson (Nowra Uniting Church) has been looking at affordable and transitional housing options.

Lesley Lane (Safe Shelter) has been at the shelter consistently and agreed that the community response has been strong. They have received donations of tea, coffee, food (Aldi), and other items. Grand Pacific Health and 'Nurse Nina' Cheyne have also been very helpful.

Clr Cheyne reported the shelter is offering its volunteers staff policies and procedures, and workshops, which will aid them in dealing with the effects of trauma in clients.

PRESENTATIONS

HT18.7 The Housing Spectrum

**HPERM Ref:
D18/228215**

Nikki Sloan, Chief Executive Officer of Community Industry Group (formerly the Illawarra Forum) gave a presentation on The Housing Spectrum.

The organisation has been delivering services for the last 16 years. It is a membership-based peak body for community service organisations with a dual role: – to support the work of community organisations (offering professional development, and government and management support) and as a voice for the community sector (advocacy, lobbying).

Community Industry Group surveys its membership annually to identify the biggest issue impacting their clients. Every year, housing is the top issue. They have found the term “affordable housing” is overused and has different meanings for different people; the level of understanding is very mixed.

The system is complex and they wanted a simple document, starting with definition of homelessness. They have used the ABS statistical definition that when a person does not have suitable accommodation alternatives they are considered homeless if their current living

arrangement:

- is in a dwelling that is inadequate; or
- has no tenure, or if their initial tenure is short and not extendable; or
- does not allow them to have control of, and access to space for social relations.

Some people might not consider they fall under this definition, but they do.

Nikki explained each of the steps on the Housing Spectrum diagram (see attached):

1. Homeless.
2. Emergency Temporary Accommodation.
3. Crisis Accommodation.
4. Transitional Housing. Community Industry Group has been lobbying for people not to be left in transitional housing but make it permanent.
5. Supported Accommodation.
6. Boarding Houses. Nikki stressed the problem in boarding houses of insecurity of tenure and vulnerability.
7. New Generation Boarding House.
8. Affordable Housing.
9. Social Housing. Nikki noted the NSW Government's New Directions Policy means tenants are expected to exit social housing – but the need security of lease.
10. Affordable Private Rental.
11. Purchase Property: This is a cultural ideal but out of the reach of many.

The term "Affordable Housing" really means "the right to a home". Housing is a multilevel, intergovernmental issue.

Clr Levett asked how people are able to move from social to affordable housing, given the potential obstacles of references and tenancy records – do agencies accept them? Nikki Sloan agreed this is one of the key issues. Donna Brotherson had been Community Industry Group's tenant resource officer, training tenants in building a portfolio etc. to make their applications more attractive to real estate agents. There are so few affordable private rentals that agents can be selective.

A discussion followed about the ways people with a low income can improve their chances of securing a sublease. Housing problems may come down to levels of unemployment.

Nikki Sloan advised that Community Industry Group use no formula for offering car park ratio and/or floorspace concessions to developers, but take the position that to encourage provision of more affordable housing in central locations with access to services and transport, this must be made more attractive to them.

Gordon Clark (Manager, Strategic Planning) noted that models from other areas are not necessarily applicable to the Shoalhaven: the economy and scale of development can differ. Planning solutions should be tailored to the local area. Another problem is that it is difficult to give car parking concessions as there is little public transport here, and people rely on their cars. There are two levers Council can pull fairly quickly – adjusting planning controls, and using its own land holdings.

Clr Cheyne suggested that the Housing Spectrum model needs to include health and other services in the first five levels (from homeless to supported accommodation) in a multifaceted approach, coordinated with different services.

Regarding headleasing, Nikki explained they are discussing this option with Property Council and others. Community housing providers will often do the headlease, and are able to guarantee return to the landlord and also attract Commonwealth Rent Assistance.

Lesley asked whether the owners of the many empty properties in the coastal villages could be encouraged to put them up for lease. It was noted that the lack of public transport would present problems, e.g. for employed people to access TAFE courses after hours. Nikki agreed that transport is the Number 2 issue revealed by their survey. The Community Industry Group would like the government to expand transport on demand in regional areas.

Clr Alldrick added the transport problems that can confront homeless women leaving hospital

following childbirth – there are too few options.

Gordon Clark appreciated the attempt to clarify the meanings of “affordable housing”, “housing affordability”, “social housing” etc., agreeing there is considerable confusion in the community. This helps to explain what these are and where Council can step in.

Clr Findley asked that Community Industry Group send Council any short campaign and information briefings that could be disseminated.

REPORTS

HT18.8 NSW Homelessness Strategy 2018-2023

**HPERM Ref:
D18/243870**

Clr Findley advised that if Taskforce members have comments on the issues raised then they should continue to contact the Government.

RESOLVED (By Consent)

That the Homelessness Taskforce note the release of the NSW Homelessness Strategy 2018-2023 and receive the copy provided to members under separate cover.

CARRIED

HT18.9 Communication Strategy

**HPERM Ref:
D18/232830**

Jessica Rippon (Executive Manager, Communications) explained it had been a resolution of the Taskforce to create a communications strategy. Her report presents an initial draft, but she has many questions for the Taskforce to determine whether we are on the right track. There is a difference between a media strategy, and something more broad – whether to communicate everything the Taskforce is doing, or specific issues.

Clr Findley advised that the Taskforce’s last meeting had discussed digital representations of people’s stories. The Shoalhaven Anti Poverty Committee’s campaign a couple of years ago had been reasonably successful. Clr Findley said the key messages should centre on the humanity of people who are homeless, with the aim of overcoming stigma. Actual stories can show the difference that is being made.

Suggestions included: to raise the profile of homelessness in Shoalhaven; to articulate the purpose of the Taskforce; to outline what is occurring and how decisions are made.

There was a desire for the campaign not to look as if it is a Council campaign, but from the Taskforce. Should the spokesperson be the Mayor, or someone else? It need not appear to be coming from an organisation, but it can be presented as supported – the community must want to own the campaign as well.

Melissa Andrews (Community Development Officer) and Catherine Campbell (Senior Community Development Officer) raised the work of the Suicide Prevention Collaborative, whose media campaign has chosen key messages. They ran a 12 week campaign via media release, relying also on members to push the messages out. All the messages contained a call to action. This is a model the Taskforce could look at.

Gordon Clark recommended the Taskforce not reinvent the wheel, but adapt the large amount of information that already exists. For example, there are some 6 or 7 different generic client profiles that organisations often use in their campaigns – we can find local examples. Judy Stubbs had put together some useful information for Council, including simple generic profiles of people who could potentially be in housing stress in the Shoalhaven. They may be in work, but the wage level is

insufficient. It distils to basic terms the housing affordability issues.

Melissa agreed this is a message that many can identify with: being one paycheck away from homelessness. We should add a call to action, such as volunteering or donation opportunities.

Clr White noted that it is important to get a message out in the next few weeks, to coincide with the screening of a television series [‘Filthy Rich and Homeless’] which follows several prominent Australians as they become ‘homeless’, on the streets of Sydney. This will show how people experiencing homelessness live, and like War on Waste the program will generate media attention. It would be good to coordinate with this – also to show that homelessness is happening here and not just in Sydney.

The list of projects being addressed by the Taskforce is contained in the Ongoing Actions Table. Clr Findley noted past campaigns and recommended celebrating the wins along the way, and retrospectively; for instance, celebrate Safe Shelter starting in winter 2017 and the fact it is continuing. Also the coming together of the frontline services – making connections with one another.

One idea raised was to commission a documentary to portray how the Taskforce has progressed and how it is making a difference. Bronwyn Adcock, who produced an ABC special on Background Briefing, could be approached. People staying at the shelter could be asked to relate their stories; this would show there is an end result. The key purpose is telling the story about homelessness, their ongoing journey. A volunteer from the Taskforce could be nominated to drive the story project with Jessica.

Jessica cited some possible connections at Digital Business Hub (Kiama), where there are some talented young people with communications and media skills.

It could also be an idea for a joint project with the Youth Centre.

Jessica will continue email contact with the Communications Working Party.

Recommendation (Item to be determined under delegated authority)

That the Homelessness Taskforce:

1. Receive a presentation on a proposed Communication Strategy at the meeting on 30 July 2018.
2. Endorse the proposed Communication Strategy having received and considered the presentation at the meeting.

RESOLVED (By Consent)

That:

1. The Homelessness Taskforce receive a presentation on a proposed Communication Strategy at the meeting on 30 July 2018.
2. The communications strategy be circulated by email for the Taskforce’s endorsement, and if there is any dissent that be referred to a meeting of the small Working Party to work through the issue.

CARRIED

HT18.10 Everybody's Home Campaign - Support Request

**HPERM Ref:
D18/205917**

Clr White advised that an item of this nature needs to be determined by Council, so it will not be dealt with under delegated authority.

Gordon Clark explained this is a joint campaign between Shelter NSW and the peak body for community housing associations, created to lobby for the five areas identified in the report. One

can sign up as an organisation or an individual, offering support financially or by lobbying. Lake Macquarie Council signed up and wrote to other councils inviting them to join. Council would not necessarily be committing funds, just putting our name to it. The campaign has the support of all the main community housing providers, and the next stage is asking others to partner with them.

Council may wish to be aware that some of the five areas may be controversial, e.g. changes to rental laws, and to look at the detail before committing.

Information about the campaign can be found at <http://everybodyshome.com.au>

Recommendation

That Council offer its support to the Everybody's Home campaign, and write to Lake Macquarie City Council to affirm this.

RECOMMENDATION (By Consent)

That Council offer its support to the Everybody's Home campaign, and write to Lake Macquarie City Council to affirm this.

CARRIED

HT18.11 Ongoing Actions Update

**HPERM Ref:
D18/232268**

Agenda item HT18.12 (following) addresses item 3 in the Actions Table.

The following items can be noted as completed: 1, 2, 4, 5, 6, 7, 11. The items regarding tiny homes (3), health representatives (8), monthly statistics (9), and Second Life (10) are still active.

Item 8: Melissa Andrews confirmed she has not heard anything from the Department of Health. Cllr Cheyne said that case management is needed – clients need to be provided with care plans and assistance to attend services. The potential involvement of FACS and community health should also be considered.

Organisations do already exist which are set up to facilitate this. Peter Dover said the Homeless Hub is working as referral service, but it is not always available. It is important to encourage clients to get out and engage with the services.

Items 5/6: Cllr Findley raised the forthcoming Community Open Day at the Safe Shelter, to which ministers and others have been invited. This takes place on 17 August (12.00pm).

Gordon Clark said that the planning proposal to change the Kinghorne Street site zoning so it can be permanent had been signed off the previous Friday, and should be gazetted this coming Friday (3 August). It was agreed to write a letter of thanks to the State Government once rezoning is complete

Action: When the planning proposal for rezoning Kinghorne Street is completed, to write a letter of thanks to State Government; and another to acknowledge the work of Gordon Clark and the team.

Action: Melissa Andrews to circulate information about the Safe Shelter Open Day on 17 August to Councillors.

Recommendation (Item to be determined under delegated authority)

That the Homelessness Taskforce receive this report for information.

RESOLVED (By Consent)

That the Homelessness Taskforce receive this report for information.

CARRIED

HT18.12 Proposed Memorandum of Understanding - Affordable Housing Opportunities

**HPERM Ref:
D18/210107**

Clr Gash advised that this item should not be dealt with under delegated authority.

Gordon Clark explained the background. Amoveo, a modular building company, had contacted Council offering their services and products, and proposed the current Memorandum of Understanding. In Council's view we are not purchasing services or offering business to them. Nor would the relationship be exclusive.

It is not certain that there is any Council land we can provide, but Amoveo may have access to RMS to help free up some of their land. There will be no direct business as a Council in dealing with them.

Recommendation

That Council:

1. Proceed to enter into a Memorandum of Understanding with Amoveo and Southern Cross Community Housing to pursue a partnership to investigate and deliver affordable housing and emergency accommodation opportunities in Shoalhaven
2. Receive update reports, through the Homelessness Taskforce Shoalhaven, as needed or required.

RECOMMENDATION (By Consent)

That Council:

1. Proceed to enter into a Memorandum of Understanding with Amoveo and Southern Cross Community Housing to pursue a partnership to investigate and deliver affordable housing and emergency accommodation opportunities in Shoalhaven
2. Receive update reports, through the Homelessness Taskforce Shoalhaven, as needed or required.

CARRIED

GENERAL BUSINESS

HT18.13 Definition of Homelessness

**HPERM Ref:
D18/225339**

To discuss the definition of 'Homelessness' as used in Council's draft Homelessness Policy, POL17/88.

This matter has been added to the agenda following a request of Councillor John Levett for the definition to be further considered by the Committee.

This item was no longer required so was not addressed.

There being no further business, the meeting concluded, the time being 5.46pm.

Clr Amanda Findley
CHAIRPERSON

HT18.14 Australia Day - Nominations

HPERM Ref: D18/323161

Group: Finance Corporate & Community Services Group
Section: Human Resources, Governance & Customer Service

Attachments: 1. 2019 - Australia Day Nomination Form [↓](#)

Purpose / Summary

To advise the Committee that the nominations for the 2019 Australia Day Awards opened in August 2018.

Recommendation (Item to be determined under delegated authority)

That the Homelessness Taskforce Shoalhaven:

1. Receive the Australia Day Nominations report for information; and
2. Actively promote the Australia Day Nominations.

Options

1. As recommended

Implications: Nil

Background

The Shoalhaven has many people who achieve great success and make a significant personal contribution to better the region and improve the lives of others. Shoalhaven City Council recognises these individuals to be of great importance. One of the ways in which we do this is via our “**Australia Day Awards**” each year.

The Australia Day Awards seek to recognise outstanding contributions to the local community during 2018 based on the following categories:

- Citizen – 25 Years and Over
- Young Citizen – 24 Years and Younger
- Sports Person – 19 Years and Over
- Junior Sports person – 18 Years and Younger
- Outstanding Contribution to the Environment
- Outstanding Contribution to an Inclusive Shoalhaven – *This category is for nominees who have made an outstanding contribution to making the Shoalhaven a more inclusive community for people of all abilities, ages and/or cultures.*
- Outstanding Emerging Artist – *This category is open to artists of any age, practising any art form including writer, visual/ digital artist, performer etc*
- Outstanding Contribution to Arts & Culture – *This category is open to both artists and non-artists contributing to the arts in any capacity*

Nomination forms will be made available online in August and can be found via this link www.shoalhaven.nsw.gov.au and at the following Council buildings:

- Nowra Administration Building
- Ulladulla Administration Building
- Nowra Aquatic Centre
- Nowra Library
- Ulladulla Aquatic Centre
- Ulladulla Library/Civic Centre
- Bay and Basin Leisure Centre

The Nomination form is attached to the report and nominations are open until Friday 30 November 2018.

The awards will be an exciting event in recognising the achievements of our local community heroes.

We encourage all members of the Homelessness Taskforce Shoalhaven to make nominations for the awards and share the information and nomination forms within the Community.

Community Engagement

Council staff will liaise with Council committees and advisory groups, CCBs, sporting associations, not for profit organisations, service providers and community groups by working directly with the committees to spread the message and information, visiting their meetings and sending out constant communications. Other engagement and communications platforms including community stands, noticeboards, advertising, media, videos, social media, speaking engagements, posters in Council Buildings and interviews will be utilised.



2019 Australia Day Awards Nomination Form



As part of the Australia Day Celebrations for 2019, Shoalhaven City Council in conjunction with the Australia Day Council NSW will be presenting two categories of Citizen Awards to residents of the Shoalhaven City area. The aim of the awards are to recognise outstanding contributions to the local community during 2018.

Nominees will be assessed on the basis of information provided in this nomination form and attachments. Nominators are asked to take care in completing this form and are encouraged to provide complete and accurate information about the nominee.

Which Category are you nominating for:

- | | |
|--|---|
| <p>Citizen (25 Years and Over) <input type="checkbox"/></p> <p>Sports Person (19 Years and Over) <input type="checkbox"/></p> <p>Outstanding Contribution to the Environment <input type="checkbox"/>
<i>Highlights nominees who have made an outstanding contribution to the environment within the Shoalhaven.</i></p> <p>Outstanding Contribution to an Inclusive Shoalhaven <input type="checkbox"/>
<i>This category acknowledges nominees who have made an outstanding contribution to making the Shoalhaven a more inclusive community for people of all abilities, ages and/or cultures.</i></p> | <p>Young Citizen (24 Years and Younger) <input type="checkbox"/></p> <p>Junior Sports Person (18 Years and Younger) <input type="checkbox"/></p> <p>Outstanding Emerging Artist <input type="checkbox"/>
<i>Open to artists of any age, practising any art form including writer, visual/ digital artist, performer etc</i></p> <p>Outstanding Contribution to Arts & Culture <input type="checkbox"/>
<i>Open to both artists and non-artists contributing to the arts in any capacity</i></p> |
|--|---|

1. Notes to Assist in Completing this Form

How to Enter

- Complete the Nomination Form.
- Nomination Form must be signed by the Nominator.
- Attach a Photograph of the Nominee
- Please provide any information (maximum 10 Pages) or other documentation that may support this nomination.
- Forward the signed Nomination Form and any attachments to the:
Governance Unit, Shoalhaven City Council, PO Box 42, Nowra NSW 2541.
Or via email to: council@shoalhaven.nsw.gov.au
Closing Date Nominations must be received at the above address by **5.00 pm on Friday 30 November 2018.**

Eligibility

- Only individuals may be nominated. The nomination of a club or association or any other organisation will not be accepted.
- Nominees are those that have made **significant contributions** to the city.
- Persons who have previously been nominated but have not been awarded a Shoalhaven Medal or Australia Day Award in that category are eligible to be nominated again.
- Individuals cannot nominate themselves.
- Individuals, associations or clubs may nominate a Candidate.

Assessment

Entries will be considered by the Judging Panel whose decision will be final and no correspondence will be entered into. The judging panel will be looking not only at the length or value of service but also the quality of the service, including individual acts of compassion, generosity, bravery, ingenuity, creativity or professional accomplishments. Should a Nomination be received which is better suited to a different category, the Panel reserves the right to reassign the nomination to the more suitable category.

Information to Include

Please list specific details and examples. Generalised statements such as "the Nominee is community minded" or "the Nominee is willing to offer assistance whenever needed" may be true; however they do not provide enough relevant information.

2. Signature of Nominator

I hereby declare that the information contained in this nomination regarding the Nominee is, to my knowledge, true and accurate. The nominee has the right to access information and subsequent information provided as part of this nomination. Information provided within this nomination may be publicised in the media. The nominee may be called upon to respond to the media.

Signed:..... Date:.....

PLEASE PRINT CLEARLY AND COMPLETE ALL SECTIONS

3. Details of Nominee

Mr /Mrs /Miss /Ms Surname: Given Name:

Current Place of Residence:

Postal Address (if different from above):

Email: Phone: Age as at 26 January 2018

Does the Nominee permanently live in the Shoalhaven? YES NO

Why do you believe this nominee should receive an Australia Day Award?

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.....
.....

For how many years has the nominee been involved in their chosen field?

Describe the nominee in one paragraph.

.....
.....
.....
.....

What impact or contribution did the actions of the nominee have on the community over the years?

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.....
.....

How is the nominee an inspirational role model for their community?

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.....
.....
.....

Achievements and/or Awards the nominee has received (e.g. highest sporting achievement)

.....
.....
.....

PLEASE PRINT CLEARLY AND COMPLETE ALL SECTIONS

Details of Nominee Continued

Please provide examples of how the nominee has enhanced the Image of the Shoalhaven?

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Please provide examples of how the nominee has gone “above and beyond” for their chosen field / community?

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.....

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.....

Please provide additional information or other documentation that may support this nomination. (Max 10 pages - Read instructions above)

4. Details of Nominator

Name: Phone:

Organisation (If applicable):

Postal Address

Email Address

Nature of the relationship with nominee e.g. business, personal etc:

Referee's/persons who can verify contributions or service of the nominee:

Name: Phone:

Name: Phone:

How did you hear about the Australia Day Awards? (Please circle)

Social Media **Website** **CCB** **e-newsletter** **Radio** **Word of Mouth**
Councillor/s **Other (Please Specify)**

City Administrative Centre Bridge Road, Nowra, NSW, Australia, 2541
Address all correspondence to The General Manager, PO Box 42, Nowra, NSW, Australia, 2541
council@shoalhaven.nsw.gov.au | www.shoalhaven.nsw.gov.au | Phone: (02) 4429 3111 | Fax: (02) 4422 1816

OFFICE USE ONLY

Form Number: 888 Issue Date: 09/2017
Version Number 1 Next Review date: 07/2018

HT18.14 - Attachment 1

HT18.15 Ongoing Actions

HPERM Ref: D18/290841

Group: Finance Corporate & Community Services Group
Section: Recreation Community & Culture

Attachments: 1. Ongoing Actions Table [↓](#)

Purpose / Summary

To update the Taskforce on progress made against actions raised at previous meetings.

Recommendation (Item to be determined under delegated authority)

That the Homelessness Taskforce receive this report for information.

Options

1. The Homelessness Taskforce receive this report for information.

Implications: The Taskforce is kept updated about progress towards the completion of identified actions.

No.	TRIM Reference Number	Included in Action Table	Issue and Allocated Person	Action Comments	Update / Outcome September 2018
1.		August 2017	<p>Tony Holmes & Gordon Clark</p> <p>Marriot Park / Douglas Street RMS Land – general agreement to pursue for a 4-6-unit Tiny House Project.</p> <p>Pursue all three, land options identified in the Council report.</p> <p>Idea to develop a community host for a tiny home – this would need to be done in conjunction with a service provider i.e. Southern Cross Housing.</p>	<p>When the outcome of RMS is known, Cllr Proudfoot to lead a doorknock of residents in the area.</p>	<p>Council is currently considering an alternative project.</p> <p>See action item Proposed Memorandum of Understanding - Affordable Housing Opportunities below.</p>
2.		August 2017	<p>Continuing Actions – Health Representatives</p>	<p>All Health representatives on the HTS Taskforce to coordinate and plan for addressing the health needs of the homeless.</p> <p>(Perhaps this could also be done in conjunction with SALT as a first responder).</p>	<p>Council staff have contacted:</p> <ul style="list-style-type: none"> • ISLHD – Homelessness Mental Health Program • Shoalhaven Suicide Prevention and Awareness Network (SSPAN) <p>No response or update has been received from these organisations.</p> <p>Further direction is sought from the Homeless Task Force on how to move forward on this.</p>
3.		August 2017	<p>Continuing Actions – Patricia David & Julie Bugden</p> <p>Statistics</p>	<p>Patricia and Julie to form a monthly report to the Mayor in respect to statistics to digest to Politicians.</p>	<p>There has been a total of 430 new clients over the year 1st July 2017 to 30th June 2018.</p> <p>There has also been 2358 people (not including children) that have utilised the homeless hub on a day to day basis</p>

No.	TRIM Reference Number	Included in Action Table	Issue and Allocated Person	Action Comments	Update / Outcome September 2018
					<p>over the past year for food assistance, access of showers/laundry facilities, general case management and housing needs with referrals to our main Shoalhaven specialist homeless services. As the Homelessness Hub is the first point of contact with Homelessness in the Shoalhaven these are clients who are generally in crisis situations.</p> <p>We acknowledge Councils role in supporting the Safe Shelters Project as this will relieve the chronic situation faced daily homeless people in the area.</p>
4.	D18/138201	April 2018	Transport for NSW Second Life Project Gordon Clark & Peter Dover	<p>Resolved that Council contact the Department and Transport NSW to:</p> <ol style="list-style-type: none"> 1. Express an interest in the Second Life Project for the acquisition of transport assets for homeless initiatives. 2. Request an audit of State Govt land that may be available within the Shoalhaven. 	<p>Point 1 - No progress as the focus was on achieving the permanent shelter at 134 Kinghorn Street, Nowra.</p> <p>Point 2 – Letter sent requesting an audit of State Government land within Shoalhaven that might be suitable for this purpose. Noted that Council is willing to assist with or participate in the requested audit. No response yet.</p> <p>If the committee still wants to progress with a 'larger scale' homelessness project, following the successful opening of the homeless shelter in Nowra, then some critical thinking needs to be done around where this can occur and how it could be delivered.</p>

No.	TRIM Reference Number	Included in Action Table	Issue and Allocated Person	Action Comments	Update / Outcome September 2018
5.	D18/210107	July 2018	Proposed Memorandum of Understanding - Affordable Housing Opportunities - Gordon Clark	<p>Recommendation:</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Proceed to enter into a Memorandum of Understanding with Amoveo and Southern Cross Community Housing to pursue a partnership to investigate and deliver affordable housing and emergency accommodation opportunities in Shoalhaven. 2. Receive update reports, through the Homelessness Taskforce Shoalhaven, as needed or required. 	<p>Council subsequently resolved in August 2018 to enter into the Memorandum of Understanding (MoU) as recommended by the Committee. As such Council staff will now take the necessary steps to finalise the MoU and work with Amoveo and Southern Cross Housing.</p> <p>Future update reports will be provided.</p>
6.	D18/232830	July 2018	Jessica Rippon & Melissa Andrews	<ol style="list-style-type: none"> 1. The Homelessness Taskforce receive a presentation on a proposed Communication Strategy at the meeting on 30 July 2018. 2. The communications strategy be circulated by email for the Taskforce's endorsement, and if there is any dissent that be referred to a meeting of the small Working Party to work through the issue. 	<p>At the time of writing the final communication strategy has not been received from Executive Strategy team by Community Development staff for circulation to the Taskforce.</p> <p>Update will be provided by the Executive Strategy at this meeting.</p>

HT18.16 Homelessness Taskforce Shoalhaven - Alternate Representation

HPERM Ref: D18/308247

Submitted by: Patricia David

Attachments: 1. Homelessness Taskforce Shoalhaven - Terms of Reference [↓](#)

Recommendation

That the request from the Homelessness Taskforce Shoalhaven with respect to appointing a delegate member for representatives who are absent be noted.

Details

Due to personal issues I was unable to attend the last meeting. Question was asked was it possible or a representative to attend in my place. Governance Officer wasn't able to answer my question at the time and was going to put it forward at last meeting. I would like to have this matter clarified at our next meeting.

If a representative can stand in for the member of the Taskforce, what rights will they have at the meetings, if any?

Staff Note

Council's Code of Meeting Practice, the guiding document for Council Meeting protocol, does not provide options for delegates or proxy voting to others in the absence of members. Each member is appointed by the Council and provided a vote for consideration of the Committee, should it be required.

The Taskforce's Terms of Reference (provided at Attachment 1) outline the membership and voting provisions for the Committee.

Should a member be unable to attend a meeting of the taskforce, they may choose to

- Send comments to the Chair/Minute taker with respect to issues they would like raised with respect to items on the agenda of the meeting; and/or
- Have a representative of their organisation or other person attend the meeting as an observer (i.e. without voting rights) to report back on the proceedings. The opportunity of that individual to speak and participate in the meeting will be at the discretion of the Chairperson.

Should a member identify that they will be unable to attend meetings for an extended period of time (i.e. more than 3 consecutive meetings) then arrangements can be made to temporarily reassign their vote to another individual for a fixed period of time.

It is noted that the Homelessness Taskforce Shoalhaven has not yet had an occasion to employ a formal vote as all items considered since the establishment of the Committee in August 2017 have been dealt with by consent. Further, as the taskforce has always achieved a quorum for meetings, a need to change the Terms of Reference and a variance to the above options has not been identified at this time.



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For more information contact the Finance Corporate & Community Services Group

Homelessness Taskforce Shoalhaven - Terms of Reference

Policy Number: POL17/77 • Adopted: 21/03/2017 • Amended: 15/08/2017 • Minute Number: MIN17.196, MIN17.713 • File: 55584E • Produced By: Finance Corporate & Community Services Group • Review Date: 1/12/2020

1. PURPOSE

To provide appropriate and considered strategic advice on homelessness and related issues that can be dealt with at Council level. The Taskforce will work with Council to address issues, develop options and assist with the identification of preferred solutions as part of Council's decision making process.

2. STATEMENT

Homelessness is a growing problem in all communities throughout Australia. On any given night in Australia 1 in 200 people are homeless. (Homelessness Australia). On census night in 2011 the Shoalhaven Local Government Area recorded 375 homeless people. Only about 6% of these are 'rough sleepers' ie those in improvised dwellings, tents or sleeping out.

Of those who are homeless 56% are male and 25% are Aboriginal and Torres Strait Islanders. Homelessness may be defined as: "when a person does not have suitable accommodation alternatives they are considered homeless if their current living arrangement:

- is in a dwelling that is inadequate; or
 - has no tenure, or if their initial tenure is short and not extendable; or
 - does not allow them to have control of, and access to space for social relations."
- (Australian Bureau of Statistics)

People become homeless for a number of reasons. This can be due to structural factors such as lack of income, lack of affordable housing or rental accommodation, cost of living pressures, discrimination, poverty or lack of superannuation funds in retirement. Or it could be due to system failures such as children exiting from the care system, discharge from prison, hospital, rehabilitation or other institution. This is compounded by individual circumstances such as domestic violence, addictions, traumatic events, mental illness or physical health and disability.

There are no short term solutions to the issue of homelessness in the Shoalhaven. Without the provision of increased Government funding to provide longer term temporary accommodation and fund services to provide an increased number of emergency beds for men, women and children the situation can only continue to degenerate. Long term solutions involve the construction of affordable housing.

3. TERMS OF REFERENCE

3.1. Relationship to Council

The Homelessness Taskforce is a Section 355 & 377 Committee of Council (Local Government Act 1993).

It is a strategic advisory committee to advocate for and inform Council's decision making process related to homelessness in the Shoalhaven.

3.2. Role of the Taskforce

The role of the Homelessness Taskforce is:-

- Provide Council with strategic advice on homelessness and related issues that can be dealt with at a Local Government level.
- Work with Council to address issues, develop options and assist with the identification of preferred solutions as part of Council's decision making process
- Advise on the development and application of a Homelessness Strategic Plan
- Provide comment on relevant Council policies and strategies
- Advocate community views on homelessness issues

3.3. Membership

Membership of the Taskforce is open to members of the community with an interest in addressing issues of homelessness across the Shoalhaven.

The membership of the taskforce will comprise of:

- Representatives from community representatives being either Government/Non-Government agencies/organisations and community members.
- All Councillors be members of the taskforce.
- The General Manager or nominee.

The process for nomination to the taskforce will be as follows:

- An Expression of Interest will be advertised for membership of the taskforce. The Expression of Interest will be advertised locally via media and Council communication networks.
- Council will manage the application process.
- Appointment to the Homelessness Taskforce Shoalhaven can be for a maximum four (4) years with a set commencement and finish date and standing members may re-nominate for an additional term.
- Any individual, representatives of an organisation, service or agency, who agree to work within the purpose of the taskforce may nominate to become a member.
- Organisations, services, agencies or residents groups may only nominate one representative.
- The taskforce aims to include the voices of all stakeholders, and welcomes the participation of those who have a lived experience of homelessness.
- An interview panel will consist of a Council staff member, the Chair of the Homelessness Taskforce Shoalhaven and one (1) independent person will assess the applications and make recommendations for appointments to the taskforce and then Council.

3.4. Meetings

- The taskforce will meet on a quarterly basis and more frequently if required
- Agendas and minutes from previous meetings will be circulated to members at least seven (7) days prior to the meeting

Shoalhaven City Council - Shoalhaven Homelessness Taskforce - Terms of Reference

- The Chair of the Taskforce will be appointed for a term of two (2) years and is open to all members of the Taskforce.
- A quorum will consist of eight (8) members of the Committee.

3.5. Voting

- Voting and Recommendations are made by consensus and all decisions must be stated precisely for the inclusion of the minutes.
- Where a consensus cannot be reached then the majority of 60% of those present can adopt a motion.
- Alternative views are to be minuted.

3.6. Code of Conduct

- Meetings be conducted in an informal manner, but still within Council's 'Code of Conduct' Policy which all members are required to observe.
- Taskforce members should act in a professional, responsible and respectful manner with the information they obtain as a member.
- Taskforce members must at all times respect other members when expressing their opinions and views. Members should feel free to express their opinions without fear of recrimination.

3.7. Confidentiality and Privacy

Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

3.8. Communication

- All issues must be clearly communicated including priorities, limitations and benefits to community.
- Members of the Taskforce are not permitted to speak to the media as representatives of the Taskforce unless approved by the chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Taskforce and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.

3.9. Council Staff Attendance

Shoalhaven City Council will provide administrative Council staff who are normally required to attend the meetings of the Advisory Committee to carry out the following tasks:

- Collate and distribute Business Papers.
- Organise meetings.
- Minute taking, storage and distribution of minutes and associated documents.
- Providing administrative support to the Community Development Team to distribute information between the Committee and the Community Development Team.
- Other staff at the relevant Group Directors' discretion or at the Advisory Committee's request can attend meetings as required. Staff have no voting privileges.

3.10. Expectation of Taskforce Members

Pecuniary Interest Returns may be required on appointment and annually as required by the Office of Local Government and Council.

Shoalhaven City Council - Shoalhaven Homelessness Taskforce - Terms of Reference

3.11. Responsibility of Council

Council at its discretion may review and change the Terms of Reference, Role and Structure of the Taskforce.

4. REVIEW

After every Council election.