

Homelessness Advisory Committee

Meeting Date: Thursday, 01 February, 2024
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 2.00pm

Please note: Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

Agenda

1. **Meeting Conduct Statement**
2. **Acknowledgement of Country**
3. **Apologies**
4. **Confirmation of Minutes**
 - Homelessness Advisory Committee - 30 November 2023 1
5. **Declaration of Interests**
6. **Presentations**
 - HT24.1 Homelessness NSW - Ongoing Item - State-Wide Update
Staff from Homelessness NSW will provide an update to the Committee regarding Homelessness issues across the State and developments within the Homelessness NSW organisation.
7. **Reports**
 - HT24.2 Homelessness Advisory Committee - Reduce Quorum 3
 - HT23.21 Action Table Report 30 November 2023 11
 - HT23.22 Mobile Medic 14
8. **General Business**

Membership

Clr Findley - Chairperson

All Councillors

CEO (or Nominee)

Dan Harmelin – Community Member North Shoalhaven

Keith Davis – Community Member South Shoalhaven

Jenifa Fowler – Community Member North Shoalhaven

Representative - SALT Care

Representative - SAHSSI

Representative - Southern Cross Housing

Representative - Vinnies

Representative - Legal Aid NSW

Representative - Waminda

Quorum – 8 provided that a minimum of one Councillor with voting rights, two community members, and one crisis/homelessness support are present

Purpose

The purpose of the Homelessness Advisory Committee is to provide advice, guided by lived experience and expertise, to Shoalhaven City Council on homelessness and related issues that can be dealt with at Council level. The Committee will work with Council to address issues and identify strategies to assist Council in their decision making processes.

Strategic Plan Alignment:

Community Led Plan For Homelessness

1. Early Intervention & Collaborative Support
2. Community Awareness & Education
3. Advocacy and Lobbying
4. Housing & Accommodation

Role

- Provide Council with advice, guided by lived experience and expertise on homelessness and related issues that can be dealt with at a Local Government level.
- Work with Council to address issues and develop strategies to assist Council in their decision making processes.
- Advise on the development, review and implementation of The Plan.
- Provide comment on relevant Council policies and strategies.
- Advocate for community needs on issues relating to homelessness in the Shoalhaven.
- Continuous monitoring and evaluation of The Plan.

MINUTES OF THE HOMELESSNESS ADVISORY COMMITTEE

Meeting Date: Thursday, 30 November 2023
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 2.00pm

The following members were present:

Mayor Amanda Findley - Chairperson
Clr John Kotlash (Remotely)
Clr Evan Christen
Clr Gillian Boyd – (Joined at 2.21pm)
Mr Keith Davis (Remotely)
Mr Peter Dover – Salt Ministries
Ms Julie Bugden - SAHSSI & Shoalhaven Homelessness Hub (Remotely)

Others present:

Ms Coralie McCarthy – Director – City Futures
Mr Gordon Clark – Section Manager – Strategic Planning
Mr Michael Paine – Manager – Community Connections
Ms Marsha Makary - Community Capacity Builder – Homelessness
Mr Alexander Dy (Remotely)
Ms Melissa Jones SEARMS (Remotely)
Ms Julie Heffernan – Nowra Community Mental Health Team (Remotely)
Ms Ruby Hansen-Tarrant – Age Matters (Remotely)
Mr Matthew Sutcliffe – The Salvation Army (Remotely)
Ms Coralee Rough – ROCC
Ms Amy Haines – Homelessness NSW (Remotely)
Mr Carlo Di Giulio (Remotely)
Ms Sarah Date - Safe Waters Community Care Inc (Remotely)
Ms Natalie Allan (Remotely)
Ms Maria Lopez – Gran Pacific Health (Joined Remotely at 2.33pm)
Ms Nicky Sloan – CI Group (Joined Remotely at 2.31pm)
Mr Blake Richards – My Best Life

At 2:35pm the Committee was advised that quorum had not been reached, and therefore the meeting lapsed. The Committee received two presentations and noted that the remaining items will be deferred to the next meeting.

PRESENTATIONS

**HT23.19 Shoalhaven Community Led Plan for Homelessness
Annual Review**

**HPERM Ref:
D23/431423**

Ms Marsha Makary - presented to the Committee outlining the distribution of funds from the Office of Responsible Gambling, project timelines and key milestones of the Community Led Plan for Homelessness and related projects. The presentation is attached to the Minutes.

Ms Amy Hains from Homelessness NSW, Mr Peter Dover from Salt Ministries, Ms Coralee Rough from ROCC for Women, Mr Blake Richards from My Best Life and Ms Roslyn Poole from ISLHD all raised interest in participating in various projects from the Community Led Plan, funded by the Community Development Fund.

Mayor Amanda Findley advised the Committee she had a meeting with Ms Hayley Basset from NSW Coalition of Aboriginal Peaks for the First People's Disability Network. This organisation is arranging a community outreach day event in Ulladulla in early 2024 for Aboriginal Mob's facing disability and particularly around disaster response. Mayor Amanda Findley clarified this is a possible opportunity to partner with them and will provide contact details to Ms Marsha Makary.

Other opportunities for the Community Led Plan for Homelessness 'Focus Area 2 Education and Awareness' include Safe Waters partnering with Minister for Homelessness, Ms Rose Jackson, to conduct a mental health and homelessness consultation in Ulladulla. The focus is to identify commonalities in lived experiences and gaps in services. An update of this consultation will be discussed at the next Homelessness Advisory Committee meeting.

HT23.20 Homelessness NSW - Ongoing Item - State-Wide Update

**HPERM Ref:
D23/393626**

Ms Amy Hains - Homelessness NSW presented to the Committee an updated to the Committee regarding Homelessness issues across the State and developments within the Homelessness NSW organisation. The presentation is attached to the Minutes.

Confirmation of the Minutes

Note: This item will be deferred to the next Homelessness Advisory Committee meeting.

REPORTS

HT23.21 Action Table Report 30 November 2023

**HPERM Ref:
D23/448888**

Note: This item will be deferred to the next Homelessness Advisory Committee meeting.

HT23.22 Mobile Medic

**HPERM Ref:
D23/477360**

Note: This item will be deferred to the next Homelessness Advisory Committee meeting.

Mr Peter Dover
CHAIRPERSON

HT24.2 Homelessness Advisory Committee - Reduce Quorum

HPERM Ref: D23/520027

Department: Business Assurance & Risk
Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. Homelessness Advisory Committee - Amended Terms of Reference - Track Changes [↓](#)

Reason for Report

The purpose of this report is to recommend that the Homelessness Advisory Committee reduce quorum to six (6) and the required number of community members to one (1) by amending and adopting the Terms of Reference.

Recommendation

That the Homelessness Advisory Committee accept and amend the Terms of Reference to reduce quorum to six (6), and the community member requirement to 'one community member'.

Options

1. As recommended

Implications: The Terms of Reference is amended and adopted, quorum is reduced to six (6) and community member requirement is reduced to one (1). This will help to ensure the Committee meets quorum more consistently.

2. Adopt an alternative recommendation

Implications: Unknown.

Background

The current Terms of Reference (adopted 14 September 2021 MIN21.638) underwent an amendment on 17 July 2023 (MIN23.352), and as part of that amendment the following clause regarding quorum was included: *Eight provided that a minimum of one Councillor with voting rights, two community members, and one crisis/homelessness support are present. No proxy votes are permitted. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.*

Prior to this amendment, quorum was eight (8) with no community member requirements. This was changed as part of the Committees role is to 'provide Council with advice, guided by lived experience', and to 'advocate for community needs on issues relating to homelessness in the Shoalhaven', and therefore, staff felt it appropriate that quorum should partly depend on community members being present.

The proposal to reduce quorum to six (6), and the required number of community members to one (1), has arisen for the following reasons:

- Two (2) Community members recently resigned from the Committee, leaving three (3) vacant community member positions of the six (6).

- Council has advertised the vacant positions but have had no uptake since the last EOI round in March 2023.
- At the last Committee meeting, the meeting failed to achieve quorum due to lacking one (1) community member required to meet quorum.

Another driving factor for reducing quorum is that there is a large presence of local service providers and relevant government agencies on this Committee that attend meetings who are not voting members and do not contribute to quorum. Staff propose that to ensure that the Committee can consistently meet quorum and draw from the expertise of these many organisations in those instances where only one community member and other voting members are unable to attend.

Council staff will continue to advertise the vacant positions through social media and via other relevant networks, however, in the interest of ensuring quorum is met for future meetings it is recommended by staff to make the proposed amendment.

Internal Consultations

This Committee sits under the City Lifestyles Directorate, and therefore, Manager – Community Connections, and Community Capacity Builder – Homelessness, have both been consulted.

External Consultations

As this is considered to be a minor amendment that will not affect or change the Committees Purpose or Role, it was not deemed necessary to undertake any external consultation, noting that the Committee will review this report before the meeting.

Homelessness Advisory Committee – Terms of Reference

Adoption Date:	14/09/2021
Amendment Date:	17/07/2023, 25/09/2023
Minute Number:	MIN17.196, MIN17.713, MIN21.638, MIN22.937, MIN23.352, MIN23.525
Review Date:	1/12/2024
Directorate:	City Lifestyles
Record Number:	POL23/54

Homelessness Advisory Committee – Terms of Reference

1. Purpose

The purpose of the Homelessness Advisory Committee is to provide advice, guided by lived experience and expertise, to Shoalhaven City Council on homelessness and related issues that can be dealt with at Council level. The Committee will work with Council to address issues and identify strategies to assist Council in their decision making processes.

Strategic Plan Alignment:

Community Led Plan For Homelessness

1. Early Intervention & Collaborative Support
2. Community Awareness & Education
3. Advocacy and Lobbying
4. Housing & Accommodation

2. Interpretation

For the purpose of this document:

- *Member* means a member of the Committee.
- *Council* means Shoalhaven City Council.
- *Chairperson / Chair* means the chairperson of the Committee.
- *Elected members* mean the elected Councillors of Shoalhaven City Council.
- *The Plan* means the Community Led Plan for Homelessness.

3. Status of the Committee

The Homelessness Advisory Committee provides non-binding advice to Council for consideration.

4. Role

- Provide Council with advice, guided by lived experience and expertise on homelessness and related issues that can be dealt with at a Local Government level.
- Work with Council to address issues and develop strategies to assist Council in their decision making processes.
- Advise on the development, review and implementation of The Plan.
- Provide comment on relevant Council policies and strategies.
- Advocate for community needs on issues relating to homelessness in the Shoalhaven.
- Continuous monitoring and evaluation of The Plan.

5. Delegations

Advisory Committees may make recommendations to Council on all matters within the role outlined above. These recommendations may be submitted via the minutes of each meeting to Council for consideration.

This does not include substantial issues and recommendations (possibly including expenditure) that will be reported to Council by a separate report by the appropriate manager.

Homelessness Advisory Committee – Terms of Reference

The Committee does not have the power to incur expenditure (directly or indirectly), or the power to bind Council.

6. Membership

The Committee will be Chaired by a nominated member of the Committee. Membership of the Committee will consist of members from the community with expertise, lived experience and/or an interest in addressing issues of homelessness across the Shoalhaven, as well as representatives from relevant government/non-government organisations and local service providers. The voting and non-voting members will be as follows:

Voting Members

- The Mayor.
- All Councillors
- CEO or nominee
- Three community members with lived experience.
- Three community members with an interest in homelessness in the Shoalhaven with representation from North, Central and South of the Shoalhaven LGA.
- Three crisis/homelessness support organisations; SALT Care, Supported Accommodation & Homelessness Services Shoalhaven Illawarra (SAHSSI), Vinnies.
- Community housing provider; Southern Cross Housing.
- Legal AID NSW.
- An Aboriginal Organisation nominated by the Committee.

Non-voting Members

Representatives from organisations and local service providers being either Government/Non-Government agencies/organisations and community members with an interest in addressing homelessness across the Shoalhaven.

Councillor Representatives

All Councillors are voting members on the Committee.

Community Representatives

Following an expression of interest process, a maximum of six local community representatives, three with lived experience of homelessness and three with an interest in homelessness in the Shoalhaven with representation from North, Central and South of the Shoalhaven LGA will be appointed.

Only community representatives with Committee Membership have voting rights.

Community representative appointments:

- Nominations should be advertised throughout the community via an Expression of Interest (EOI) process.
- Appointments to the Committee will be for a four-year term with a set commencement and finish date.
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process.
- An assessment panel consisting of a Council staff member (Community Connections Team member), the Chairperson of the Committee and one suitably qualified

Homelessness Advisory Committee – Terms of Reference

independent representative will assess the applications and make recommendations for appointments to Council based on a set criteria. Each member of the assessment panel will vote on recommendations with a majority ruling. The assessment panel may hold interviews if necessary to reach a consensus.

Government Agencies, Community Organisations and Service Providers

Representatives from three crisis/homelessness support organisations, a community housing provider (Southern Cross Housing), Legal AID NSW and an Aboriginal organisation will be sought as voting members of the Committee.

The Chief Executive Officer invites a range of Government Agencies, Community Organisations and Service Providers to nominate one representative each.

The nominated agency representatives provide advice in relation to their functions and areas of expertise, however, are non-voting members unless they have been nominated for a Committee Membership.

Council Officers

Council officers may attend meetings to provide specialist professional advice including but not limited to Strategic Planning (Affordable Housing Strategy), Council services, facilities and assets, Compliance and Community Development.

Council officers (other than the CEO or nominee) do not have voting rights

Chair

The Chair of the Committee is open to all members of the Committee.

Terms of Office

The term of the Chair will be one year which will be reviewed annually in September. Elected members (or their representative) continue as members of the Committee until the next ordinary election of the Mayor, or the next general election of Council, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference (ToR).

7. Committee Meetings

Agenda

An agenda will be distributed seven days prior to the date of the meeting. Councillors and members may contribute to the agenda by requesting a report on a particular issue four weeks prior to the meeting, subject to the approval of the Chair and the relevant Director.

Quorum

~~Eight Six~~ provided that a minimum of one Councillor with voting rights, ~~two one~~ community members, and one crisis/homelessness support are present. No proxy votes are permitted. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

Homelessness Advisory Committee – Terms of Reference

Voting

It is expected that the Committee, and any working group, develop recommendations by consensus. If voting is required, a majority shall prevail with the Chair having a casting vote in the case of a tie.

Any votes against will be recorded in the minutes.

Meeting Schedule

In general, meetings should be held quarterly or otherwise as determined by the Chair and conducted either in person or electronically. Please note as required the Committee can request to meet informally via teams or in person without formal agenda or minutes for the purpose of receiving information only i.e., not making recommendation/resolution.

Minutes

The Committee shall provide advice to the Council for consideration. The Committee's advice shall be posted on the Council website with minutes reported to the elected Council. Following consideration of the advice from the Committee, any resolution determined by Council, will be posted on the Council website.

Confidentiality And Privacy

Members who may have access to confidential or personal information retained by Council are required to maintain the security of such confidential or personal information and therefore shall not use or remove any information unless the member is authorised to do so.

Communication

In relation to the communication functions of Committee, the following apply:

- Members of the Committee are not permitted to speak to the media as Council representatives of the Committee unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Committee and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.
- The Chair of the Committee is the preferred point of contact for communication between members and Council staff.
- Council will endeavour to utilise the Chair as the primary point of contact to communicate with Committee members.

8. Council Staff Responsibility

The Committee's contact within Council is through the Community Capacity Builder, Homelessness, within the City Lifestyles Directorate. This Directorate is responsible for ensuring the agenda and presentations remain relevant to the Committee's role and presenting the Action Table Report.

Reports requested by or presented to the Committee from other departments/Directorates outside of the responsible contact department will be the responsibility of said Directorate.

Updates on these actions in the Action Table will be the sole responsibility of said department and Directors will ensure these updates are finalised in a timely manner.

Homelessness Advisory Committee – Terms of Reference

Governance is responsible for administrative support functions of the committee such as collating and distributing the agenda, minutes, and notation of apologies.

9. Code of Conduct

All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the Code of Conduct may lead to the member being expelled from the Committee.

10. Document Control

These ToR are reviewed at the commencement of each term of Council. Amendments to these ToR are to be reported to Council for approval.

A version history (footnote on front page) is included if amendments have been approved.

11. Other Relevant Documents List

Code Of Conduct

Code of Meeting Practice

CSP

Terms Of Reference Template

Community Led Plan for Homelessness

Affordable Housing Strategy

HT23.21 Action Table Report 30 November 2023

HPERM Ref: D23/448888

Department: Community Connections
Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. Homelessness Advisory Committee Action Table 30 November 2023 [↓](#)

Reason for Report

The purpose of this report is to provide the Homelessness Advisory Committee (HAC) with a progress report on outstanding actions.

Recommendation (Item to be determined under delegated authority)

That the Homelessness Advisory Committee:

1. Accept and receive the Action Table Report for information.
2. Consider the following action as complete and remove from the Action Table:
 - a. CL23.146 Membership - Homelessness Taskforce Shoalhaven - Appointment - Thrive Together Fair 2023.
 - b. HT23.16 - Homelessness Advisory Committee Terms of Reference Implementation - Voting Aboriginal Organisation - Seek Consensus

Options

1. Adopt the recommendation as written.
Implications: The Homelessness Advisory Committee is updated on progress of actions and recommendations made at previous meetings.
2. Request more information.
Implications: Members of the Homelessness Advisory Committee request further information.

Background

This report is to update the HAC on outstanding actions from previous meetings. Attachment 1 provides information regarding the status of actions and resolutions made at previous meetings, including the following update:

- *CL23.146 Membership - Homelessness Advisory Committee - Appointment - Thrive Together Fair 2023.*

Part 1 and 2 were endorsed and closed during the HAC meeting on 17 August 2023.

Part 3 to be closed as recruitment has taken place at the Thrive Together Fair and Thrive Together Pop Ups. Recruitment for a community representative with lived experience will continue to take place through self-referrals and referrals from service providers. The HAC community membership registration page will remain open on the Council website until this position is filled.

Should HAC members require further information on the status of the actions in the table attached, Council staff will provide as requested.

Homelessness Advisory Committee
Completed: 25 September 2023

Action Sheets Report

COMPLETED ACTIONS – NOT REPORTED

PLEASE NOTE: The action below was completed by staff but has not been formally removed from the action table by the Committee

Meeting Date: 08/05/2023	Item No: CL23.146	Officer: Makary, Marsha	Completed: 25/09/2023
Title: Membership - Homelessness Taskforce Shoalhaven - Appointment - Thrive Together Fair 2023			
<p>RESOLVED* (Clr White / Clr Copley) MIN23.239</p> <p>That Council:</p> <ol style="list-style-type: none"> Acknowledge five (5) vacant positions and endorse the appointment of the following applicants to the Homelessness Taskforce Shoalhaven: <ul style="list-style-type: none"> Jenifa Fowler Keith Davis Dan Harmelin Julieanne Hopkins Peter Brandis Provide the unsuccessful applicants an outcome letter, thanking them for their application and inviting them to participate as non-voting members. Support extension of the membership EOI to fill the remaining vacant position for 'community member with lived experience' to promote at the Thrive Together Fair 2023. <p>FOR: Clr Kottash, Clr Norris, Clr D'Ath, Clr Copley, Clr Ell, Clr Christen, Clr White, Clr Wells, Clr Watson, Clr Kitchener and Clr Gray</p> <p>AGAINST: Nil</p> <p>CARRIED</p>		<p>Notes:</p> <p>11 May 2023 10:39am Fischer, Ben For action – Part 1 & 2 of resolution Benjamin Fischer - Part 3 of resolution Marsha Makary & Benjamin Fischer. Separate action sheets have been created for each officer.</p> <p>30 May 2023 4:19pm Makary, Marsha The expression of interest was successful in obtaining five new community representative members, two of which have lived experience of homelessness. It is proposed that the final position be advertised at the Thrive Together Fair, held on 8 August 2023, with the aim of filling the position with a community member with lived experience.</p> <p>27 Jul 2023 4:51pm Makary, Marsha New members have been welcomed to the Committee. Final vacant position to be advertised at the Thrive Together Fair on 8 August.</p> <p>04 Sep 2023 4:22pm Makary, Marsha A new community member was not recruited at the 2023 Thrive Together Fair. Staff will enquire with Taskforce service provider members top see if they have a client(s) that may wish to apply.</p> <p>25 Sep 2023 10:24am Makary, Marsha Recruitment will continue at Thrive Together Pop Ups over the next two months.</p> <p>25 Sep 2023 10:28am Makary, Marsha - Completion Completed by Makary, Marsha (action officer) on 25 September 2023 at 10:28:03 AM - Recruitment will continue at Thrive Together Pop Ups over the next two months or through clients of the service providers who are members of the Homelessness Advisory Committee.</p>	

Homelessness Advisory Committee Completed: 25 September 2023			Action Sheets Report
Meeting Date: 17/08/2023	Item No: HT23.16	Officer: Makary, Marsha	Completed: 25/09/2023
Title: Homelessness Advisory Committee Terms of Reference Implementation - Voting Aboriginal Organisation - Seek Consensus			
RESOLVED (By consent) That the Homelessness Advisory Committee seek consensus from all Aboriginal Organisations on the Committee to nominate Waminda to be the voting Aboriginal organisation on the Committee. CARRIED		Notes: 04 Sep 2023 4:23pm Makary, Marsha Email sent from Governance to AMS, SEARMS, and ALS regarding consensus to nominate Waminda as voting representative. Awaiting response via email 25 Sep 2023 10:29am Makary, Marsha - Completion Completed by Makary, Marsha (action officer) on 25 September 2023 at 10:29:42 AM - the relevant organisations have been contacted and the outcomes of the request will be discussed at the next Homelessness Advisory Committee meeting.	

HT23.22 Mobile Medic

HPERM Ref: D23/477360

Submitted by: Peter Dover

Recommendation (Item to be determined under delegated authority)

That the Homelessness Advisory Committee form a focus group to research the establishment of a Mobile Medic Program in the Shoalhaven.

Details

I would suggest that the Homeless Advisory Committee of Shoalhaven City Council would look at exploring the possibility of establishing a service similar to "Street Side Medic" in the Shoalhaven area. This service would aim to provide medical assistance and advice to individuals living on the streets.

To initiate this endeavour, the Committee could propose the formation of a focus group. The focus group would collaborate with local medical providers to gather valuable insights and information. By involving these stakeholders, we can better understand the specific needs and challenges faced by the homeless population in terms of accessing medical care.

Working closely with medical professionals and taking their expert opinions into account, the focus group would then develop a comprehensive plan. This plan would outline the necessary steps and strategies for setting up the service effectively. It would include considerations such as staffing, resources, outreach methods, and coordination with existing healthcare services.

By implementing this proposed approach, the Homeless Advisory Committee would aim to create a tailored and efficient service that addresses the unique healthcare needs of individuals living on the streets in the Shoalhaven area.

Delivery Plan / Operational Plan – Reference Heading

Focus Group Establishment.

Budget Implications and Resourcing Strategy Implications

Budget would be created with grant funding options.

Terms of Reference / Delegation

The Homelessness Advisory Committee would nominate members for the focus group.

Policy Context

Nil

CEO NOTE

A service such as the one described could be scoped and developed by the committee and would need to be led by an appropriate Medical Service or Community Service provider. The funding for such a service would require external funding. The committee will need to consider potential external funding sources, such as grants to establish and deliver such a program.

HT23.22