

## **PORT STEPHENS HOMELESSNESS STAKEHOLDER ADVOCACY GROUP**

### **1. PURPOSE:**

The purpose of the Stakeholder Advocacy Group is to support a coordinated approach to addressing the impacts of homelessness in Port Stephens.

### **2. CONTEXT/BACKGROUND:**

2.1 Council resolved on 28 February 2023 to establish a Stakeholder Advocacy Group

2.2 It is recognised that Local Government is not best placed to act in the role of direct service providers however, evidence shows that success can be achieved through collaboration at all levels of government and the community sector.

### **3. SCOPE:**

3.1 The role of the Stakeholder Advocacy Group is to:

- a) Provide Council with strategic advice on homelessness and related issues that can be dealt with at a Local Government level.
- b) Work with Council to address local issues, develop options and assist in identifying preferred solutions as part of Council's decision-making process
- c) Advocate community views on homelessness issues

3.2 The Stakeholder Advocacy Group is not a decision-making body. Council retains the final decision-making authority on final actions to be carried out

### **4. DEFINITIONS:**

4.1 An outline of the key definitions included in the Terms of Reference.

Stakeholder Advocacy Group	Port Stephens Homelessness Stakeholder Advocacy Group
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Council	Port Stephens Council
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### **5. AUTHORITY:**

5.1 This Stakeholder Advocacy Group is responsible for:

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- a) Provide Council with strategic advice on homelessness and related issues
- b) Provide Council with local insights and data on homelessness
- c) Advocate community priorities on homelessness issues and priorities
- d) Proposing preferred actions for Council undertake to addressing the impacts of homelessness

## 6. TERM:

6.1 Membership of the stakeholder advocacy group would remain for the term of Council. Subsequent membership would be determined within three months following a Local Government election.

## 7. MEMBERSHIP:

7.1 The Stakeholder Advocacy Group will comprise 18 core members (including 2 community members) and 1 occasional member.

Organisation	Membership type (Core or Occasional)	Role
Port Stephens Council Elected Councillor 1	Core	Chairperson
Port Stephens Council Elected Councillor 2	Core	Member
NSW Police	Core	Member
Member for Port Stephens	Core	Member
Member for Paterson	Core	Member
Hume Housing	Core	Member
Port Stephens Family and Neighbourhood Services	Core	Member
Karuah Local Aboriginal Land Council	Core	Member
Worimi Local Aboriginal Land Council	Core	Member
Wahroonga Aboriginal Corporation	Core	Member
Yacaaba Centre	Core	Member

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Hunter Tenants Advice and Advocacy Service	Core	Member
Salvation Army	Core	Member
Hope Cottage	Core	Member
Tomaree Neighbourhood Centre	Core	Member
Community Member 1	Core	Member
Community Member 2	Core	Member
Port Stephens Council Officer	Core	Secretariat (administrative support)
NSW Department of Communities and Justice	Occasional	Guest

- 7.2 The Stakeholder Advocacy Group is comprised of one delegated representative from each of the approved organisations listed in Section 7.1. Each organisation must nominate a member annually at the start of the financial year or at a time an existing member resigns from their position.
- 7.3 The Committee must call for public expressions of interest to appoint the two (2) community representatives at the start of each Council term. The community representatives must be confirmed by a Stakeholder Advocacy Group vote.
- 7.4 The Stakeholder Advocacy Group may invite others to attend meetings as required.
- 7.5 Members who fail to meet the requirements of this Terms of Reference and the meeting code of cooperation (see Section 14), may be expelled from the Stakeholder Advocacy Group on recommendation of the Chair and General Manager of Port Stephens Council.

## 8. ROLES AND RESPONSIBILITIES:

8.1 The roles and responsibilities of the Stakeholder Advocacy Group members are outlined below:

Role	Before meeting	During Meeting	Following Meeting
<b>Secretariat (Council staff)</b>	<ul style="list-style-type: none"> <li>• Schedule meetings.</li> <li>• Call for agenda items.</li> <li>• Invite occasional members.</li> <li>• Distribute draft agenda.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide updates as per agenda.</li> <li>• Record action items and outcomes as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Finalise minutes.</li> <li>• Save a record to EDRMS.</li> <li>• Maintain list of Stakeholder Advocacy Group member contact details.</li> </ul>
<b>Chair</b>	<ul style="list-style-type: none"> <li>• Review agenda and read supporting information.</li> </ul>	<ul style="list-style-type: none"> <li>• Chair Meeting</li> </ul>	
<b>Members</b>	<ul style="list-style-type: none"> <li>• Produce and provide reports to the Secretariat.</li> <li>• Review agenda and read supporting information.</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participate in meetings.</li> <li>• Support collaborative information sharing.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete actions as required.</li> <li>• Communicate with staff as necessary.</li> </ul>

## 9. ADMINISTRATION ARRANGEMENTS:

### 9.1 Meeting practices and cycles

- The Stakeholder Advocacy Group will meet twice per year, or at an interval deemed appropriate by the Stakeholder Advocacy Group. All attendees are required to comply with the Port Stephens Council Meeting Code of Cooperation listed in Section 14 of this Terms of Reference and appended to every agenda.
- Unless otherwise specified in this Terms of Reference and in accordance with any Local Government Act requirements, the Stakeholder Advocacy Group will determine its meeting practice, processes and protocols.

### 9.2 Secretariat

- The Strategy and Environment section of Port Stephens Council will provide administrative support to the Stakeholder Advocacy Group.

## 9.3 Agenda and minutes

- a) The Secretariat will provide the meeting agenda to all members of the Stakeholder Advocacy Group no later than five (5) business days prior to the scheduled meeting date.
- b) The Secretariat will provide the meeting minutes to all members of the Stakeholder Advocacy Group no later than ten (10) working days following the scheduled meeting date.

## 9.4 Guests

- a) Core members may, with approval from the Chair, invite a guest to attend a meeting. Requests for guest attendance must be made to the Chair at least 1 week before the scheduled meeting.

## 9.5 Record keeping

- a) All record keeping will be made and maintained by the Secretariat.

## **10. CONFIDENTIALITY:**

- 10.1 Members listed in this Terms of Reference may become acquainted with or have access to confidential and/or sensitive information. Members should not disclose such information to any other party unless specifically authorised to do so and should not make improper use of any information.

## **11. INTELLECTUAL PROPERTY:**

- 11.1 The Stakeholder Advocacy Group acknowledges and agrees:

- a) It is important for Council to develop, maintain, protect and manage the organisation's intellectual property including copyrights, trademarks, registered designs, patents and databases.
- b) They have a duty to observe and help protect Council's intellectual property by not copying or supplying such property without the express permission of Council or the copyright owner.
- c) Council retains ownership of all intellectual property created by members in the course of their Stakeholder Advocacy Group work.
- d) Council will acknowledge the Stakeholder Advocacy Group if publishing or reproducing copies of Stakeholder Advocacy Group research, including images and historical data.

11.2 The Stakeholder Advocacy Group refers to the Secretariat any questions relating to intellectual property rights or the use of another organisation's document.

## **12. MEDIA:**

12.1 Any media liaison associated with the activities of the Stakeholder Advocacy Group shall be undertaken in accordance with Port Stephens Council protocols.

## **13. REVIEW:**

13.1 The Terms of Reference will be reviewed in line with the Local Government election cycle, or on an as needs basis.

## **14. MEETING CODE OF COOPERATION:**

- We start on time and finish on time.
- We focus on the strategic intent of the item.
- We ensure that people attending meetings are provided with guidance and support.
- We consider the risks and opportunities of each item.
- We are prepared to have open and honest conversations about an issue even if it is uncomfortable.
- We all participate fully and are prepared to challenge each other.
- We use improvement tools that enhance meeting efficiency and effectiveness.
- We actively listen to what others have to say, seeking first to understand then to be understood.
- We consider the deployment of actions and programs through appropriate frameworks and communicate the consensus view through appropriate channels.
- We follow up on the actions we are assigned responsibility for and complete them on time.
- We give and receive open and honest feedback in a constructive manner.
- We use data to make decisions (whenever possible).
- We determine issues arising by consensus or refer to the Chair for consideration.
- We strive to continually improve our meeting process and build time into each agenda for reflection and learning.
- We will promote best practice, keeping open minds, combining our experiences and shared learnings to inform our deliberations.

## **15. RELATED DOCUMENTS:**

# TERMS OF REFERENCE



15.1 Port Stephens Council's Code of Conduct:

<https://www.portstephens.nsw.gov.au/trim/policies?RecordNumber=19%2F102443>

## CONTROLLED DOCUMENT INFORMATION:

This is a controlled document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's website <a href="http://www.portstephens.nsw.gov.au">www.portstephens.nsw.gov.au</a>			
EDRMS container No		EDRMS record No	24/66304
Audience	Staff, Councillors and the Community		
Process owner	Vibrant Places Coordinator		
Author	Vibrant Places Coordinator		
Review timeframe	3 years	Next review date	25 July 2026
Adoption date	25 July 2023		

## VERSION HISTORY:

Version	Date	Author	Details
1	26 April 2023	Vibrant Places Coordinator	7.1 – Removed number of Core Members 7.1 – Updated number of core members to 20 7.1 – Replaced Centre for Hope with Hope Cottage 7.1 – Inserted Tomaree Neighbourhood Centre