

# CITY OF ARMADALE

## MINUTES

**OF COMMUNITY SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,  
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 3  
DECEMBER 2019 AT 7.00PM.**

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**PRESENT:**

Cr K Busby (Chair)  
Cr C A Campbell JP (Deputy Chair)  
Cr H T Jones  
Cr G Nixon  
Cr S Peter  
Cr D M Shaw  
Cr M Silver

**APOLOGIES:**

**OBSERVERS:**

Mayor R Butterfield  
Cr M S Northcott  
Cr G Smith

**IN ATTENDANCE:**

Mrs Y Loveland	Executive Director Community Services
Mr N Kegie	Executive Manager Community Services
Ms L Jarosz	Executive Assistant Community Services
Ms J Abbiss	Chief Executive Officer
Mr J Lyon	Executive Director Corporate Services
Ms R Milnes	Manager Community Development
Ms C Whittington	Community Facilities Planning Coordinator

**PUBLIC:**

Nil

*“For details of Councillor Membership on this Committee, please refer to the City’s website  
– [www.armadale.wa.gov.au/your\\_council/councillors](http://www.armadale.wa.gov.au/your_council/councillors).”*

**DISCLAIMER**

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As there were no members of the public present, the Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings was not read.

**DECLARATION OF MEMBERS' INTERESTS**

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Nil

**QUESTION TIME**

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Nil

**DEPUTATION**

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Nil

**CONFIRMATION OF MINUTES**

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**RECOMMEND**

**Minutes of the Community Services Committee Meeting held on 4 November 2019 be confirmed.**

**Moved Cr D M Shaw**

**MOTION CARRIED**

**(7/0)**

**ITEMS REFERRED FROM INFORMATION BULLETIN**

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Report on Outstanding Matters – Community Services Committee

*No items from the information bulletin required clarification or a report for a decision of Council.*

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## COMMUNITY SERVICES COMMITTEE

3 DECEMBER 2019

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**\*\*1.1 - FEES FOR HOT-DESK AREA USE AT THE CHAMPION CENTRE**

WARD : ALL  
FILE No. : M/766/19  
DATE : 15 November 2019  
REF : RM  
RESPONSIBLE : Executive Director  
MANAGER : Community Services

**In Brief:**

- This report outlines the use of the 'hot-desk' open plan working area of the Champion Centre by external organisations and the fee applicable.
- Recommend that Council adopt the fee of \$20 per desk per day plus GST for external organisations to use the hot-desk area at the Champion Centre.

**Tabled Items**

Nil

**Decision Type**

- Legislative**                      The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- Executive**                              The decision relates to the direction setting and oversight role of Council.
- Quasi-judicial**                      The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

**Officer Interest Declaration**

Nil

**Strategic Implications**

- 1.1 A strong sense of community spirit
  - 1.1.3 Value and celebrate our diversity and heritage
- 1.2 Active community life that is safe and healthy
  - 1.2.2 Recognise, value and support everyone
- 1.3 The community has the services and facilities it needs
  - 1.3.1 Plan for services and facilities in existing and emerging communities
  - 1.3.2 Deliver services
  - 1.3.3 Advocate and share responsibility for service delivery
  - 1.3.4 Promote services and facilities available in the community

**Legislation Implications**

6.16(1), 6.16(3), 6.17 and 6.19 *Local Government Act 1995*

### **Council Policy/Local Law Implications**

Nil

### **Budget/Financial Implications**

Increased revenue for the Champion Centre's communal spaces in addition to the fees for the Meeting Rooms as per the Fees and Charges schedule for community facilities.

### **Consultation**

1. City Departments

## **BACKGROUND**

In May 2019 (C14/5/19), a report was presented to Council outlining the operation of the Champion Centre including staff structure of the Aboriginal Development Team, partnerships and programming. This resulted in the recommendation that Council:

*Maintains its current Long Term Financial Plan commitment for the purpose of continuation of the co-ordination and operation of the Champion Centre.*

The redevelopment of the Champion Centre funded by a \$4M grant from Lotterywest was recently completed with the official unveiling of the Centre and the adjacent Seville Grove Library held in October 2019 and the subsequent reopening of both facilities in November 2019. The design of the redeveloped Centre reflects the following key findings of a Feasibility Study conducted in 2017:

- *Improve the internal design, including possible extensions to the building, to enable more efficient community access spaces*
- ***Design internal spaces including administration spaces from which external organisations can provide support programs in a way that encourages collaboration. For example, shared spaces and open plan 'hot-desking' areas***
- *Ensure there is a strong focus on developing functional and appealing outdoor spaces to increase the areas that can be used for activities and programs*

The second point (in bold) has been translated into an open plan desk and seating arrangement at the Centre to accommodate up to 24 external organisations at any one time for the purpose of staff 'hot desking' to maximise use of the space and create collaboration opportunities between organisations. Organisations will also have access to the other amenities of the Centre including meeting rooms, informal areas, the kitchen, the main hall and outdoor spaces.

There is significant interest in this arrangement, with 32 government and community organisations attending a presentation in September 2019 on working from the Centre. This was followed by two tours of the Centre held during November 2019, each attended by over 20 service providers.

These organisations include headspace Armadale, WA Police, Noongar Outreach, Save the Children Australia, Hope Community Services, Department of Communities (Child Protection and Family Support), Department of Human Services (Centrelink), Department of Health and Wungening Aboriginal Corporation.

The role of the City at the Champion Centre is to coordinate this 'service hub', with the Aboriginal Development Team managing the operation of the facility alongside the City's programs and activities. With the new design of the Centre increasing its capacity to accommodate more organisations than ever before, it is envisaged that there will be a corresponding increase of the robust community outcomes.

### **DETAILS OF PROPOSAL**

To recover the cost for outgoings, renewal and maintenance of the hot-desk area of the Champion Centre, it is proposed that a fee of \$20 per day, per desk is applicable to external organisations.

#### *Basis for the fee*

The annual cost for outgoings, renewal and maintenance of the facility has been estimated at \$40 per square metre. The Champion Centre is 1200 square metres and the hot-desk area is 178 square metres, with the latter comprising 24 work spaces. It is intended the annual cost of \$7120 is recovered from hire of the hot-desk area.

Translating this to the fee payable, dividing \$7120 by 12 months equals \$593, and dividing \$593 by 20 days (Monday to Friday working week) equals \$30 per eight hour day for the entire hot-desk area – \$30 is the amount required to be brought in every day to recover the cost of the hot-desk area. The fee for each working station booked is proposed to be \$20 to cover shared amenity expenses including limited storage and access to the staff kitchen for free tea/coffee as well as use of the indoor and outdoor informal areas. However, the fees payable for the Centre's meeting rooms will be as per the Fees and Charges schedule for community facilities.

It is anticipated that many organisations will be using the hot desk area on a daily basis therefore the annual cost recovery goal will be met and exceeded.

The booking can be made in advance for a maximum period of six months to be reviewed after that time to reassess the alignment of the objectives of the organisation with the priorities of the community. Due to the unprecedented nature of this arrangement at the City, this process will be reviewed in six months.

### **COMMENT**

The City is well placed to harness the objectives of external organisations and provide opportunities for collective work for the benefit of both the community and participating organisations.

Reflecting the service coordination element of the City's role, the hot-desk area at the Champion Centre was a design recommendation of the informing Feasibility Study and has been very well received by many local organisations.

The proposed hot-desk area fee structure is accessible and not cost prohibitive for most organisations and can lead to increased capacity to offer a wider range of services on a more frequent basis. It is also conducive to attracting new groups and organisations to the Centre to work in a more collaborative way. From the City's perspective, it means that the annual cost recovery goal will be met and exceeded as it is anticipated that many organisations will be using the hot-desk area.

### **OPTIONS**

Council has the following options:

1. Adopt the fee of \$20 plus GST per desk per day for external organisations to use the hot-desk area at the Champion Centre
2. Adopt an alternate fee to the fee of \$20 plus GST per desk per day for external organisations to use the hot-desk area at the Champion Centre
3. Request further information on the fee of \$20 plus GST per desk per day for external organisations to use the hot-desk area at the Champion Centre

### **CONCLUSION**

The City's Champion Centre has recently undergone a major redevelopment based on key design elements of the preceding Feasibility Study. One design feature comprises the hot-desk area aimed at providing opportunities for external organisations to work together for the benefit of the community. It is proposed that the fee structure associated with this arrangement is not cost prohibitive to organisations therefore helping to facilitate optimum service provision at this unique community facility whilst providing the City revenue to contribute to the operation of the Centre.

### **ATTACHMENTS**

There are no attachments for this report.

**RECOMMEND**

C43/12/19

**That Council:**

- 1. Pursuant to section 6.16(1) and 6.16(3) of the *Local Government Act 1995*, amend the 2019/2020 fees and charges for Recreation and Culture by adopting\* a new fee of \$20 plus GST per desk per day for external organisations to use the hot desk area at the Champion Centre;**
- 2. Give local public notice of the intent to amend the fees and charges in accordance with section 6.19 of the *Local Government Act 1995* to take effect from February 2020**
- 3. Review the fee in (1) above in six months.**

**\*ABSOLUTE MAJORITY RESOLUTION REQUIRED**

**Moved Cr G Nixon  
MOTION CARRIED**

**(7/0)**

# Gwynne Park - Location Plan



- LEGEND**
- Extent of Works
  - Forrest Road - Subject to road widening
  - Bus Route
  - Bus Stop
  - Building / Community Facility
  - Parks Facility
1. Lottary House
  2. John Green Centre
  3. Armadale Guide Hall
  4. Armadale Arena
  5. Armadale Bowling Club
  6. Armadale Badminton Centre
  7. Gwynne Park Pavilion
  8. Armadale Tennis Pavilion
  9. Gwynne Park Fire Training Tower
1. Existing Skate Park
  2. Existing Basketball Court
  3. Existing Playspace
  4. Existing Picnic Tables
  5. Existing BBQ

DWG : CD01 (B)  
 DATE : October 2019



## ***2.1 - GWYNNE PARK YOUTH ACTIVITY SPACE***

WARD : MINNAWARRA  
FILE No. : M/535/19  
DATE : 17 October 2019  
REF : CW/NK  
RESPONSIBLE MANAGER : Executive Manager  
Community Services

### **In Brief:**

In May 2019, Council referred an improved outdoor youth activity space for the existing skate park at Gwynne Park (corner Forrest Road and Townley Street) for budget consideration for the 2019-20 budget.

Funding was allocated and preliminary work on this project has progressed.

This report recommends that Council:

- Endorse the preliminary concept plan for the Gwynne Park youth area as shown as attachment 1.
- Endorse the allocation of \$466,218 from the Future Recreation Facilities Reserve to the project.
- Endorse the increased budget allocation for the project from \$350,000 to \$816,218 noting that the increase of \$466,218 will be met from the Future Recreation Facilities Reserve.
- Note that the project will proceed to a co-design phase with young people with a view to maximising the hardscape areas and functional elements
- Note that further information will be provided to Councillors on the outcome of the co design phase, a final design and a construction timeframe.

### **Tabled Items**

Nil

### **Decision Type**

**Legislative**

The decision relates to adopting/changing local laws, town planning schemes, and City policies.

**Executive**

The decision relates to the direction setting and oversight role of Council.

- Quasi-judicial**      The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

### **Officer Interest Declaration**

Nil

### **Strategic Implications**

1.3 The community as the services and facilities it needs

1.3.1 Plan for services and facilities in existing and emerging communities

1.3.1.1 Deliver the Community Infrastructure Plan

### **Legislation Implications**

Nil

### **Council Policy/Local Law Implications**

- COMD2 – Community Engagement
- Parks Facilities Strategy (T77/10/18)
- Guiding Principles for Youth Spaces (As noted in October 2018, C32/10/18)

### **Budget/Financial Implications**

The 2019-20 budget includes \$350,000 in the Parks Fixtures and Structures – Renewal area for the upgrade of the Youth Activity Space at Gwynne Park.

Preliminary project costing for the re scoped concept as shown in Attachment 1 is indicated at \$816,218. The difference of \$466,218 between the budget allocation and the revised concept is attributed to two main factors as follows:

- 1) The inclusion of a public toilet in the revised concept at \$100,000 and
- 2) Accommodating the facility at Council's preferred site.

The City has three reserves related to future facilities;

- The Future Community Facilities Reserve  
*To be used to assist in the research, planning and construction of future Community Facilities.*
- The Future Projects Funding Reserve  
*To be used to fund future capital works and projects considered in excess of Council's normal funding capacity.*
- The Future Recreation Facilities Reserve  
*To be used to assist in the research, planning and construction of future recreation facilities.*

This report recommends meeting the difference between the budget and the preliminary estimates with an allocation of funds from the Future Recreation Facilities Reserve. The current balance of this Reserve is \$674,480 and this project is consistent with the purpose of the Reserve.

### **Consultation**

- Inter-directorate
- Councillor Workshop – Tuesday 12 November 2019
- Lotteries House Management Committee

### **BACKGROUND**

A Master Plan for Gwynne Park Reserve was endorsed at the Council meeting of 13 June 2016. The Gwynne Park Master Plan contained major upgrades in two phases. Phase 1 is included in the City's Long Term Financial Plan (LTFF) for 2028-29 and Phase 2 sits beyond the 15 year horizon of the 15 year LTFF.

Phase 1 includes the replacement and upgrade of the existing skate facilities at Gwynne Park at an estimated value of \$62,000 (C20/5/16 refers). Essentially this was a 'like for like' replacement of the small portable metal units that currently sit on the site rather than the full scale project that is the subject of this report.

At its meeting of 8 October 2018, Council considered a report titled *Youth Engagement Project and Review of Youth Spaces and Places*. Following consideration of the report Council requested to be provided with a further report on the elements, scale, community engagement and possible funding opportunities for an improved outdoor Youth Activity Space on Forrest Road, Gwynne Park (C32/10/18 refers).

Accordingly, at its meeting of 13 May 2019 Council considered a further report which focused on the run down and seldom used skate facilities at Gwynne Park and gave consideration to bringing forward the skate elements of the Master Plan Stage 1 project originally forecast for 2028-29.

The May 2019 report included information on the current provision, considerations for the Gwynne Park site, examples of scale and elements, engagement and funding approach, and presented a proposal for an option at an alternative site within Gwynne Park. Council resolved (C16/5/19) to accept the proposal with regard to scale and budget, however decided to retain the skate park site at its current location as follows:

#### *That Council*

1. Refer for consideration in the 2019-20 budget, \$350,000 for outdoor youth facilities at Gwynne Park, comprising \$62,000 brought forward from 2028-29 and \$288,000 in new funds.
2. Confirm the current skate park site situated at the corner of Townley Road and Forrest Road as the preferred location.
3. Investigate alternate funding sources for the Gwynne Park Youth Activity Space.

In order to address part 3 of Council's May 2019 decision and identify funding sources for the project it has been necessary to re-scope the project based on the current site and to identify a revised cost and funding target.

As the revised cost estimate is significantly higher than the original it is necessary for Council to authorise the additional expenditure and funding source.

### **DETAILS OF PROPOSAL**

This report proposes that Council endorse a revised concept based on the current location and that a shortfall in the budget is met by a transfer of funds from the Future Recreation Facilities Reserve fund. The report also seeks Council's endorsement to proceed with an engagement phase comprising a co-design process involving young people and some broader community engagement within a defined radius of the proposed facility. Details of the engagement phase are outlined further in this report.

Preliminary work has commenced in line with the Council's resolution of May 2019, which includes the development of a draft concept plan, preliminary costings and more detailed site investigations; along with internal discussions with respect to other aspects of the project.

#### Draft Concept Plan (Attachment 1.1.1)

The draft concept plan for the project is included as Attachment 1. This concept was developed internally incorporating considerations from the *Guiding Principles for Youth Spaces and Places* and the *City's Parks Facilities Strategy*.

The concept plan was then used as the basis for preliminary cost estimates. The preliminary estimates resulted in a total estimated project delivery value of \$816,218 which exceeds the current budget allocation by \$466,218.

#### Alternative Funding Sources

The May 2019 report noted that external grant funds were not the target of this project as other City projects would be competing for similar pools of external funding at the same time (John Dunn Challenge Park and Roleystone Theatre). In addition, the timeframes of the external funding agencies for which the project would be eligible to apply do not allow for the project to commence in the 2019/20 financial year.

Additional funding from existing City sources has been investigated, these include Public Open Space Strategy funds, POS Cash in Lieu funds and the Future Recreation Facilities Reserve, of these it is proposed that the additional project funding of \$466,218 be allocated from the Future Recreation Facilities Reserve.

#### Councillor Workshop

The Gwynne Park Youth Space was discussed at a Councillor workshop on Tuesday 12 November, 2019. The main items discussed at the workshop were;

- Potential long term modifications to the Forrest Road/Townley Street intersection. It is likely that Forrest Road will be modified as traffic volumes increase due to the increasing population in Haynes and Hilbert. Part of this modification may involve modification to the intersection adjacent to Youth Space site, however the extent of any intrusion into the site is not known at this stage. Any modification is 15+ years away.
- Given the long term outlook for any modification, and the uncertainty around how it may impact the site, it is suggested that the benefits to the community of having the Youth Space for 15+ years before it may need to be redesigned outweigh any consideration of not proceeding.

- Without compromising the functionality of the youth space, the design of the area can to an extent take into account potential future modifications.
- Potential to incorporate part of the adjacent Lotteries House Carpark into the site. Officers are currently in discussion with Lotteries House about resuming a strip of the currently leased adjacent carpark which will result in a modest increase in the size of the youth space site.
- Cost & funding  
The current budget includes an amount of \$350,000 for the project noting this allocation is based on a previous concept in a different location. A reworked concept was provided at the workshop that was costed at \$687,413. It was suggested at the workshop and is a recommendation of this report that the shortfall is met through an allocation from the Future Recreation Facilities Reserve.

Since the workshop, further modifications have been made to the concept. The attached concept assumes the increased site area which utilises a strip of land currently leased to Lotteries House, and also looks to maximise the 'hardscape skate' area for the functional elements. It was suggested at the workshop that the project should be completed in one phase, rather than staging it over a number of years to spread the budget. It is suggested that the cost benefit of staging is outweighed by further interruption due to additional construction, and having a less than optimal facility until it is completed.

## **ANALYSIS**

### Draft Concept Plan (Attachment 1)

The site is flat with some trees in the proposed skatepark location. It is bounded by an intersection, a car park and Armadale Recreation Centre. The following opportunities and constraints were taken into account in the development of the draft concept plan:

#### Opportunities:

- High visibility as close proximity to the intersection
- Easily accessible
- Access to parking
- Opportunity to increase the size of the site by resuming a small portion of the currently leased Lotteries House carpark

#### Constraints:

- The site is quite close to residential properties (less than 50m to the closest residential property)
- There are some trees that will need to be removed
- There are no services at the site
- Design is constrained by proximity to roads, an adjacent carpark and the location of an existing bore on the site

The draft concept plan includes provision and consideration of these elements as well as the typical considerations associated with outdoor youth spaces which are included in the City's *Parks Facilities Strategy* detailed as follows:

The Parks Facilities Strategy (Page 30) notes the following criteria when planning for youth spaces;

- *Youth spaces require the direct buy-in by the end users and the best examples are usually spaces which have been designed and located through extensive end user engagement (a co-design process is integral in determining community interest and predicting community use post-delivery)*
- *Youth activity spaces would typically be associated with other asset types including but not limited to drinking fountains, shade/shelter, passive seating and landscaped areas, and would support and promote connectivity to surrounding areas.*
- *Space is particularly important; sufficient space would need to be available for the proposed facility, fall zones, hangout viewing areas or separation zones to hazards such as roads, buffering noise pollution.*

The draft concept plan does not include the detailed design of the “Hardscape area” as it is preferred that this area be the result of a ‘co-design’ process that includes local young people and end users. This is further expanded below in the engagement section.

#### Cost Estimates

A summary of the costs associated with the attached concept design is shown in the table below;

<b>Gwynne Park Youth Activity Space - Preliminary Cost Estimate</b>	
<b>Item</b>	<b>Cost</b>
Youth Activity Space	\$ 350,000
Includes design.	
Preliminaries	\$ 16,730
Includes site set out, removal and disposal of existing features, and preliminaries	
Site Preparation and Soil Works	\$ 16,398
Includes weed control, fine grading, ripping, soil conditioner, turf area preparation.	
Irrigation	\$ 21,950
Includes connection to existing system, irrigation design, supply and installation.	
Walls/Bollards	\$ 17,100
Includes limestone seating wall, fencing and gates.	
Paving	\$ 50,135
Includes concrete paving, edging, central paved area, compacted gravel.	
Furniture	\$ 75,250
Includes shelters (2), accessible picnic setting, seats, BBQ, signage and drink fountain.	
Accessible toilet	\$ 100,000
Includes power connection, sewer and water	
Lighting	\$ 90,000
Includes headworks charges and lighting fixtures (subject to design extent)	
Planting and Turf	\$ 37,288
Includes trees, low planting, feature planting, mulch and turf.	
Practical Completion	\$ 2,500
Contingency	\$ 38,868
5% Contingency	
<b>TOTAL (EX GST)</b>	<b>\$ 816,218</b>

It is noted that there was no allocation for a toilet in the concept that was presented to Council in May 2019. After further consideration it is proposed that a toilet is integral to the project and in hindsight should have also been included in the earlier version.

If the toilet was to be omitted (on the basis of reducing the budget), it is highly likely that users of the Youth Space would use the toilets at the adjacent Armadale Recreation Centre. There is no issue with young people using the Recreation Centre facilities other than safety concerns if young people are using scooters, bikes and skateboards to get from the youth space to the toilets through the Recreation Centre car park. This is seen as a safety concern which should be avoided if possible.

The provision of \$90,000 for passive security lighting includes an allowance of \$60,000 for headworks charges which may or may not be required based on design and review of existing provision.

#### Investigation into alternative funding sources

Potential sources of external funding are Lotterywest and the Department of Local Government, Sport, Recreation and Cultural Industries. As noted earlier in this report, the timeframes of the external funding agencies for which the project would be eligible to apply do not allow for the project to commence as planned in the 2019/20 financial year. In addition, and as noted the May 2019 report the City would be competing against itself with projects such as the Roleystone Theatre and John Dunn Challenge Park current priorities for external grants.

The following internal funding sources were investigated:

- Public Open Space (POS) Funds:
  - POS Strategy funds of \$230,554 (Precinct C derived from the closure and sale of a portion of Sexty reserve) could be applied to this project. Preliminary enquiries into the Sexty Park Legal Agreement indicate no restrictions to the expenditure of the funds from the sale of a portion of Sexty Reserve in this area.

Council has previously considered expenditure from POS land sales through a workshop process to identify and prioritise initiatives for POS funds over a range of sites. While these funds could be used for this project, it would require a departure from Council's previous processes to allocate the funds within the desired timeframe.

- POS Cash In Lieu (CIL) funds of \$277,477.26 (derived from Subdivision 149346 – Lots 13, 20 and 40 Girraween Street) could be applied to this project. However as Reg Williams Reserve and other Reserves are closer to the source of the funds, justification would have to be provided to the WAPC as to why the City is prioritising Gwynne Park.

Allocation of CIL funds is restricted by WAPC policy and requires Ministerial approval. More importantly, allowance of 4 to 6 months for approval would be required, which would make delivery of the project within the 2019-20 financial year difficult.

- Reserves
  - Future Community Facilities Reserve
  - Future Recreational Facilities Reserve
  - Future Projects Funding Reserve

Of these reserves, the Future Recreation Facilities Reserve is seen as the most appropriate source of funding for the Youth Space project. There are adequate funds in the reserve which can be accessed through a decision of Council.

#### Community Engagement

As noted in both the Guiding Principles for Youth Spaces and Places, and the Parks Facilities Strategy, “*youth spaces require the direct buy in by the end users and a co-design process is integral to determine community interest and predict community use post creation*”.

The City’s Community Development team and industry specialists recommend that any upgrade project be undertaken as a co-design involving surrounding schools and youth workshops. The area indicated on the concept plan as ‘hardscape skate area’ is proposed to be undertaken via a co-design process with young people who would be the end users of the facility.

Should Council endorse the concept, it is envisaged that a group of young people are brought together to collaborate on the co-design process, with an emphasis on maximizing the skateable elements.

It is proposed that broader community engagement consist of the local residents within the 400m catchment of the project site. Extensive consultation was undertaken in the development of the Gwynne Park Master Plan in 2015-16 including multiple community workshops and citywide advertising of the Master Plan that includes this project. Positive feedback was received at the time, however as the youth space element of the overall Master Plan project has been brought forward from Phase 1 (originally included in the Long Term Financial Plan for 2028/29) and is in a different location from the original Master Plan, it would be appropriate to provide an opportunity for further community input at this time.

#### **OPTIONS**

In considering this proposal Council could:

1. Reduce the scale and elements of the project to fit within the current budget provision of \$350,000 or an amount less than the full forecast cost of \$816,218 for the attached concept

This is possible but would not allow for delivery of an optimal facility which would be consistent with the City’s Parks Facilities Strategy.

2. Consider the draft concept plan (and preliminary cost estimates) and endorse the additional budget allocation as per the recommendations in this report.

This is the preferred option.

#### **CONCLUSION**

A youth area such as that proposed would be a welcome addition to the facilities at Gwynne Park. Engaging young people in the co design process is an important next step to ensure a final design (for the ‘hardscape skate area’) is appropriate and wanted by young people in the area.

**ATTACHMENTS**

1. 1 Gwynne Park Skate Park Upgrade - Draft Concept

**RECOMMEND**

C44/12/19

**That Council:**

1. **Endorse the preliminary concept plan for the Gwynne Park Youth Activity Space as shown in attachment 1.**
2. **Pursuant to Section 6.8 of the Local Government Act 1995,**
  - a. **Authorise the following additional expenditure –**

Gwynne Park Youth Activity Space	<b>\$466,218</b>
----------------------------------	------------------
  - b. **Amend\* the 2019-2020 Annual Budget as follows –**

<b>Expense</b>	
Gwynne Park Youth Activity Space increase by	<b>\$466,218</b>
<b>Funding</b>	
Transfer from Future Recreational Facilities Reserve	<b>\$466,218</b>

**For the purpose of constructing the Gwynne Park Youth Activity Space.**

**\*ABSOLUTE MAJORITY RESOLUTION REQUIRED**

3. **Note that the project will proceed to a co-design phase with young people with a view to maximising the hardscape areas and functional elements.**
4. **Note that further information will be provided to Councillors on the outcome of the co design phase and broader community consultation, a final design and a construction timeframe.**

**ABSOLUTE MAJORITY RESOLUTION REQUIRED**

**Moved Cr K Busby  
MOTION CARRIED**

**(7/0)**

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**2.2 - EXTENT OF HOMELESSNESS AND BEGGING IN THE CITY AND CURRENT RESPONSES**

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WARD : ALL  
FILE No. : M/652/19  
DATE : 3 December 2019  
REF : JE  
RESPONSIBLE MANAGER : Executive Manager  
Community Services

**In Brief:**

- In August 2019 Council requested a report on the extent of homelessness and begging in the City and current responses to the issues.
- This report provides the information requested.

**Tabled Items**

Nil

**Decision Type**

- Legislative**                      The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- Executive**                              The decision relates to the direction setting and oversight role of Council.
- Quasi-judicial**                      The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

**Officer Interest Declaration**

Nil

**Strategic Implications**

- 1.2.1              Recognise, value and support everyone  
1.2.2              Provide opportunities to improve health outcomes for everyone  
1.2.3              Encourage initiatives that improve the perception of safety

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

Nil

### **Consultation**

- Department for Communities
- WALGA
- WA Police
- Local emergency relief service providers
- City departments
- Cities of Vincent, Rockingham, Bayswater, Gosnells, Canning, Joondalup, Swan, Fremantle, Bunbury, Belmont, Town of Kwinana and Shire of Serpentine/Jarrahdale

### **BACKGROUND**

At the Council meeting held on 27 November 2017, Cr Butterfield referred the following matter to the Community Services Committee.

*That the matter of the growing number of homeless people and beggars within the City's town centres be referred to the Community Services Committee.*

The referral matter was considered at the 6 August 2019 Community Services Committee with Council moving the following recommendation (C30/8/19)

*That Council receive a report on the extent of homelessness and begging in the City and current responses to the issues.*

### **DETAILS OF PROPOSAL**

#### **Context**

Sleeping rough is commonly referred to as being homeless; however it is only one component of the broader term of 'homelessness'. The Australian Bureau of Statistics define a person as homeless if they do not have suitable accommodation alternatives and their current living arrangement:

- is in a dwelling that is inadequate;
- 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.

This includes persons living in; improvised dwellings, tents, sleeping out, in cars, buses, trains, and buildings not designed for housing (rough sleeping); supported accommodation for the homeless; temporarily with other households; boarding houses; other temporary lodging; and living in 'severely' crowded dwellings.

On any given night in Western Australia, around 9,000 people can be considered to be homeless. Over a year, WA's specialist homelessness services are assisting over 24,000 people with significant over-representation of Aboriginal people (41%). Homelessness is not just the result of too few houses. The main drivers of adult homelessness are family and domestic violence, leaving prison, low incomes, housing affordability or access, physical or mental health problems, and relationship breakdown.

It is not illegal to beg or rough sleep in public places, and a person cannot be arrested or moved on simply for sleeping rough or begging. However, there are some circumstances where the WA Police are able to respond, where an illegal activity has occurred, and may include trespass on private property, street drinking and aggressive or antisocial behaviour.

Begging can occur when people are homeless or in need of food, however to ensure people requiring assistance receive optimal care any funding for people is best directed to essential service providers, rather than directly to people who are begging. This also discourages people who are begging and not actually wanting money for food, shelter or essential services.

### **How the City of Armadale is tracking**

2016 ABS Census data indicates that between 2011 and 2016 homelessness in the City of Armadale increased by 60% (155 to 225 community members). On Census night in 2016 the number of people homeless in the City identified themselves as:

- 5 persons living in improvised dwellings, tents, or sleeping out
- 12 persons in supported accommodation for the homeless
- 60 Persons staying temporarily with other households
- 0 Persons living in boarding houses, or other temporary lodgings
- 141 Persons living in 'severely' crowded dwellings

And those referred to as 'Marginally housed' included:

- 155 persons living in other crowded dwellings
- 46 persons who are marginally housed in caravan parks

The Armadale Police indicated that from their perspective instances of rough sleeping and begging in the City is low though as noted earlier in this report not all instances of rough sleeping and begging are police matters. Armadale Police indicated that there are relatively higher levels of observed homelessness and begging at Kelmscott shopping centre and Seville Grove shopping centre though these levels are still relatively low compared with some other local government areas.

The City's Building Compliance and Health Services are regularly receiving complaints of anti-social behaviour and damage to property at unoccupied houses. In a number of cases this can be attributed to people who are homeless squatting in unoccupied houses. The City has served a number of Building Orders and Health Notices on houses across the City that have been damaged by individuals. In some instances City officers they have been able to assist people squatting through referrals to appropriate support agencies.

Rangers respond to reports of homeless community members sleeping rough and begging, however the number of reports is very low and generally relate to repeat reports of the same people.

The City recently undertook comprehensive community engagement across the City to inform the social priorities approach. Housing/homelessness was identified by residents in five of the seventeen suburbs as an issue, however, it should be noted that engagement didn't necessarily extend to the people for whom housing/homelessness is an issue. Service providers stated that housing/homelessness is a key issue.

The City currently delivers some effective initiatives:

- The Aboriginal Development Team, based at the Champion Centre, assist between 800 and 1000 families annually with their food relief program, distribute care packages, and provide some support and referrals for the increasing number of people experiencing homelessness;
- The City has provided training for front line staff on how to respond to people in crisis and where possible, actively assist individuals with connecting to services;
- Front line Officers have a list of emergency relief service providers;
- The City can grant rates exemptions for emergency relief organisations who demonstrate they meet requirements under the Local Government Act; and
- Library membership category for people with no fixed address (or no proof of address).

The City is represented on a District Leadership Group (DLG) which is being driven and facilitated by the Department of Communities and includes key State government agencies such as Police, Education, Housing, and Child Protection. The DLG can have a major role in facilitating a strategic approach which is responsive to local community needs. The City is also represented on the Full Service School Management Committee – this Committee has a specific focus on students from local secondary schools that are homeless or at risk of being homeless.

### **Services supporting homelessness in the City**

The City has many service providers who assist in addressing a range of social issues including homelessness. The following agencies and community organisations provided information on their services, but not in all cases exclusively relating to homelessness.

#### **Centrecare (non-government service provider)**

- Long term accommodation - Centrecare's Family Accommodation Service provides support and medium-term housing if people are homeless (up to 12 months) and can also support families to overcome the difficulties in keeping a home. (24-26 houses in the City)
- Homelessness Accommodation Support Worker South East assists clients:
  - To access and maintain long term stable accommodation
  - Reconnect with family including children if possible
  - To budget more effectively and manage finances
  - In accessing education; employment training opportunities, income entitlement, medical care, drug and alcohol counselling etc.
  - With support to attend groups and courses to improve relationships, life skills, gain confidence, manage anger and develop positive options for the future
  - Link with positive recreational and leisure and activities
  - Access to counselling or other support services
- Centrecare's Housing Support Worker Corrective Service provides transitional support to men leaving correctional facilities and/or Corrective Services Accommodation Support Programs in the metropolitan area. It also assists to secure and maintain stable accommodation and facilitate reintegration back into the community.
- Advocacy and support for people living in a private rental and experiencing difficulty
- Assist previously homeless children through counselling, therapy and recreation
- Provide housing support to people escaping domestic violence.
- Assist people in need but not eligible for Dept. of Housing support them to get into private rentals.

### **Foodbank**

Foodbank deliver services to both the Arena and the Champion Centre weekly. They are also assisting approximately 50 families weekly.

### **Hope Community Services**

Hope has been operating a street van on Thursday nights from February 2019. Numbers have increased from around 15 to around 30. The total number of people accessing the van is greater than this as there are new faces each week and others attend intermittently. The van offers care packages as well as food and workers are hearing more and more about couch surfing and overcrowding. The street van is an informal referral pathway to move people into suitable housing but statistics are not gathered. Issues raised by workers are a lack of crisis accommodation and after office hours assistance.

### **Parkerville – Armadale Youth Accommodation Service (AYAS)**

AYAS is a short term crisis accommodation service for “at risk” or “homeless” young people between the ages of 15 and 20. AYAS is a six bed facility that can accommodate three males and three females for a period of up to three months. Young people that are accommodated at AYAS present with an array of issues including:

- Homelessness (often the primary issue)
- Exposure to domestic violence
- Drug addiction
- Mental health
- Sexual abuse

During their stay at AYAS the young people are provided with a safe environment to live. The youth workers assist and encourage young people to make positive changes in their lives by informal counselling, referring to services that can assist them with their issues, teach independent living skills, inclusive of cooking, cleaning, maintaining gardens and household chores that many don't know how to do. Staff also link young people with other services that can assist with longer term accommodation.

AYAS has a mixture of full-time and part-time residential youth workers, a part time drug education support worker who provide educational programs about drugs and alcohol. AYAS also has 2 transitional units that can accommodate 2 young people in each. These units are longer term accommodation for up to 12 months living independently, though they still have support from the staff at AYAS on a weekly to fortnightly basis dependent on the client's needs.

AYAS are currently turning away 25-30 people per month. These people may be from anywhere and are often youth who have an expired term at another hostel. There are 9 youth hostels in the Perth (total of 54 beds) metropolitan area which is seen as inadequate to meet the need.

### **New Spring Church**

- Hand out approximately 150 food hampers per week over two days per week.
- In September 2018 launched Street Chaplains in Armadale and Kelmscott.
- Fair turnover of people through the caravan park accepting food hampers too.

### **Have a Cuppa (Dutch Reform Church)**

- Located at 38 Marian Avenue, Armadale.
- There is a centre coordinator who reports to a board
- Coordinator is supported by a group of volunteers.
- Their food pantry is currently closed but will reopen shortly. They also offer good quality second hand clothing.
- They assist approximately 20 people per week with approximately 80% of their visitors either couch surfing or homeless. Four people that visit every week are homeless and three of these people use their shower and clothes washing facilities.

### **Save the Children - Reconnect Program**

The Reconnect program provides holistic support to young Aboriginal or Torres Strait Islander people aged 12-18 who are homeless or at-risk of homelessness.

This involves working with the young people to achieve family reconciliation where possible, and engagement with employment, education, training and the community. The program operates across the Cities of Armadale, Gosnells and Canning.

### **South East Emergency Relief Forum**

The South East Metropolitan Emergency Relief Forum (SEMERF) consists of frontline community sector providers. The purpose of the network is to coordinate responses to people experiencing hardship, poverty and adversity. The Forum meets bi-monthly and the network crosses over seven different local government areas including the City of Armadale.

### **Strategic Response**

A report commissioned by the Department of Communities provided new insights into the state of homelessness in WA and will help inform the State Government's 10-Year strategy on homelessness:

- Risk of homelessness is increasing for low income older person households, particularly older women, which is driven by a lack of social housing, high rents, and absence of retirement savings.
- Homeless children are also a large and growing group; they become homeless with their families due to poverty or because of family violence or abuse in the home. Early experiences of homelessness are highly correlated with adult homelessness
- Children placed in out-of-home care have a much higher incidence of homelessness after exiting care than for other young Australians.
- Overrepresentation of Indigenous people among clients seeking homelessness and social housing services compared with than non-Indigenous people. These higher rates relate to complex and interrelated factors including exposure to family violence, substance disorders, unemployment, low education levels, and poor health. These factors are both contributors to, and outcomes of, insecure housing circumstances. (This overrepresentation is not only significant but requires urgent and culturally specific interventions).

In March 2019, the Department of Communities released a Directions Paper for the 10-Year Strategy on Homelessness 2019-2029 (attachment 1 refers). The Directions Paper will ultimately inform the State Government Strategy on Homelessness. It is anticipated that the strategy will include a role for local governments in assisting to address and prevent homelessness.

WALGA has consistently contributed to the discussion, conveying that although Local Government has a role in Homelessness however it is not the lead agency. The consistent message is that the responsibility still sits with State Government, with funding also provided from the Commonwealth Government.

### **Other Local Governments**

As with many matters considered by local governments, responses are driven by the needs of their particular community. Responses by the local governments consulted for this report varied from practically no involvement to the development of a homelessness policy (Kwinana) through to the development of a regional homelessness plan (Wanneroo/Joondalup). The City of Perth has also developed an interim homelessness plan pending the development of a state strategy. Of interest is an excerpt from the Wanneroo/Joondalup Regional Plan;

*'Local Government is largely considered to be the sphere of government closest to the people, responsible for the wellbeing of communities through the provision of infrastructure, services and regulation. Whilst there is no specific mandate for Local Government to play a major role in addressing homelessness, Local Government through its planning, health, community development and regulatory powers can facilitate positive local and regional responses to end homelessness.'*

The Regional Plan outlines the roles of various other stakeholders as well as the local government role in overseeing the implementation and evaluation. Key actions include:

- Maintaining an inter-agency network;
- Engaging with community and other stakeholders;
- Review local housing strategies to support the provision of affordable housing;
- Identify opportunities to optimise the development of social and affordable housing;
- Professional development and process for responding to rough sleepers; and
- Provide information about available services and support through libraries, facilities and websites.

### **COMMENT**

Homelessness is being recognized more and more as a growing problem in the community. In part this may be due to a raised awareness of the issue; however there is no doubt that the scale of homelessness and related issues is increasing. While the City of Armadale has a relatively lower incidence of homelessness and begging compared with some other areas, it is increasing and obviously has a profound effect the people who find themselves in a homeless situation.

One common theme throughout all the consultation undertaken on this report it is the recognition that the complexity of addressing homelessness necessitates involvement from a wide range of agencies, all spheres of government, not-for-profit, commercial and private sectors. Local governments are well placed to be actively involved in the engagement between state/federal/community organisations, and to advocate for the collaboration and the services needed to achieve the most effective responses. The City is well placed in this regard with representation on a number of collaborative working groups that focus on social issues including homelessness.

There is a significant amount of work currently underway with the development of a State Strategy on Homelessness as well as by some local governments (notably Perth and Wanneroo/Joondalup). The City should continue to monitor this work to understand if and how it relates to Armadale.

Should Council wish to become more proactive and assisting to address homelessness and associated issues it has the option of seeking more detailed information on some of the responses noted in this report. This may be a precursor to developing a policy and/or a resourced strategy that could compliment and add value to the work of other organisations operating in the area.

## **OPTIONS**

Whilst the recommendation of this report is to note its contents, Council may also wish to request additional information that could lead to the development of a policy position on homelessness.

## **CONCLUSION**

Homelessness and related issues are increasing in the broader community including in the City of Armadale. There is a significant amount of work currently underway to gather information on the issue and identify what the most effective responses may be. Through representation on a number of related working groups, the City is well placed to monitor this work and identify what role it may play in addressing the issue at a local level.

## **ATTACHMENTS**

1. [homelessness-strategy-directions-paper](#)

## **OFFICER RECOMMENDATION**

That Council note the information provided in this report.

### *Committee Discussion*

*Committee discussed this item at length, noting the complexity and the underlying factors that contribute to homelessness. After considering the impending release of the State Homelessness Strategy, and trying to determine the City's role in the matter, the recommendation was amended to allow further review.*

## **RECOMMEND**

**C45/12/19**

### **That Council:**

1. **Note the information provided in this report regarding homelessness.**
2. **Review the State Homelessness Strategy and work with relevant agencies to establish the scale of the issue within the City.**

**Moved Cr Silver  
MOTION CARRIED**

**(7/0)**



### **2.3 - FORRESTDALE COMMUNITY HUB - DRAFT CONCEPT PLANS**

WARD : LAKE  
FILE No. : M/771/19  
DATE : 18 November 2019  
REF : CW/NK  
RESPONSIBLE MANAGER : Executive Manager  
Community Services

**In Brief:**

In October 2019, Council considered draft concept plans for the Forrestdale Community Hub. Council requested additional concept plans (C38/10/19) and a workshop to discuss the options. The revised concept plans are now presented for consideration for public comment.

Recommend that Council:

- Make the three revised concept plans available for stakeholder and community comment.
- Receive a further report that includes feedback from the consultation recommending a configuration for the buildings on the site.

#### **Tabled Items**

Nil

#### **Decision Type**

- Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- Executive** The decision relates to the direction setting and oversight role of Council.
- Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

#### **Officer Interest Declaration**

Nil

#### **Strategic Implications**

- 1.1 A Strong sense of Community spirit.
- 1.1.1 Provide opportunities to connect individuals to each other and the wider community.
- 1.1.2 Build inter-dependent and resilient community groups.
- 1.3.1 Plan for services and facilities in existing and emerging communities.
- 1.3.2 Advocate and share responsibilities for service delivery.
- 1.4 The Community is engaged and understood

### **Legislation Implications**

Nil

### **Council Policy/Local Law Implications**

COMD2 Community Engagement

### **Budget/Financial Implications**

The two key projects are currently included in the Corporate Business Plan and Long Term Financial Plan as follows:

- Forrestdale Hub – Sporting Facilities Upgrade – currently listed for 2021/22
- Forrestdale Hall – Upgrade – currently listed for 2024/25

In October 2019 Council resolved (C38/10/19) to:

*1. Refer for consideration combining the following two Key Projects in the Corporate Business Plan with timing and impact on the Long Term Financial Plan to the 2020-21 Budget Review process.*

The recommendations in this report do not have any further budget or financial implications.

### **Consultation**

The development of the initial concept plans considered in October 2019 involved the following:

1. Forrestdale Sporting Association
  - Forrestdale Falcons Senior Football Club
  - Forrestdale Falcons Junior Football Club
  - Forrestdale Falcons Ladies Football Club
  - Forrestdale Galahs Senior Cricket Club
  - Forrestdale Galahs Junior Cricket Club
  - Diamond Backs Softball Club
  - Piripino Touch Football Club
  - Forrestdale Falcons Darts Club
  - FSA Pool Club
2. Forrestdale Community Kindergarten
3. Armadale Soccer Club
4. Directions Disability Support Services
5. Other community users
6. City Officers

The subsequent development of additional concept plans, and refinement of previously presented plans involved the following:

1. Councillor Workshop – Tuesday 12 November 2019
2. Councillor briefing – Tuesday 27 November 2019
3. City officers
4. Consultant architects

## **BACKGROUND**

The Forrestdale Hub comprises community buildings, sporting grounds, parkland, playgrounds, hardcourts and bushland on and immediately adjacent to the William Skeet Reserve and Alfred Skeet Reserve in Forrestdale. The Forrestdale Hub Master Plan was endorsed by Council in March 2014 (C9/3/14).

In 2016, once all eleven Community Hub Master Plans were completed and endorsed, Council considered how the proposed new major projects and other minor works should be assessed (C38/10/16) and prioritised (C42/11/16 & T62/11/16).

The preliminary assessment for the 12 major projects provided an initial guide as to how they could be included in the LTFP. In adopting the assessment and prioritisation of the major projects Council selected the Forrestdale Hub as one of the first projects to be the subject of further feasibility analysis.

*C42/11/16 refers)*

*That Council:*

- 1. Adopt the preliminary assessment and prioritization of the 12 Master Plan projects.*
- 2. Endorse further feasibility analysis on the Cross Park Pavilion project, Forrestdale Sporting Facilities project, Creyk Park project, John Dunn BMX project and report back to Council on the results of that work.*
- 3. Refer the Master Plan projects for Council's consideration in the next review of the City's Long Term Financial Plan.*

A major consideration influencing a configuration of facilities on the site, and a constraint on the timing of the project was the final design for a widened Armadale Road. Main Roads WA has now progressed the widening and the City has a clear idea of its impact on the site both for the configuration of facilities and access to them

In February 2018 (C2/2/18) a status report on the feasibility work on the Forrestdale Hub was presented to Council which also provided information on the main areas of focus for consideration as the feasibility phase progressed.

The February 2018 report outlined the needs assessment completed and the status of community engagement in some detail, along with the impacts of the road widening and areas of further consideration. The scope of the work was noted, and identified the following for development of concept options:

- 1. A single facility that incorporates the functions of the current Forrestdale Hall, Sporting Club Pavilion, change rooms and the various other facilities that occupy the site.*
- 2. A different configuration that retains two main facilities; a replaced or significantly upgraded hall and associated spaces for community groups, and a separate facility that replaces the sporting pavilion and change rooms (but in a different location).*

To further the development of these options, a scope of works for an architect was developed in late 2018 and Plus Architecture was appointed to develop two concept plans incorporating the functions of:

- William Skeet Sporting Pavilion
- Ian Pratt Change rooms
- Forrestdale Hall
- Child Friendly service space (currently Forrestdale Community Kindergarten)
- Spaces and facilities for identified non-government service delivery (currently Directions Disability Service)
- Multi-courts
- Skate-Park and Youth Space
- Play grounds and other spaces for families and young children.
- Nature Play areas
- Community Art location.
- Access – vehicle, bicycles and pedestrian.
- Carparks.

The scope of works included identifying opportunities and constraints, consultation, development of functional tables and concept designs along with cost estimates that demonstrated adherence to project budget.

The original key themes identified during the master planning were as follows:

1. Revitalising the hub through increased community use and inviting aesthetics – including entry statement.
2. Connectivity and links.
3. Youth and family focused facilities and activities.
4. Revitalisation and development of Forrestdale Hall into a multi-use facility.
5. Access and Parking.

In October 2019, the two draft concept plans developed were presented to Council for consideration. This report outlined the process of developing the concepts, and the key features of each, along with information as to the cost estimates and site constraints.

At the October meeting, Council (C38/10/19) resolved to:

1. *Refer for consideration combining the following two Key Projects in the Corporate Business Plan with timing and impact on the Long Term Financial Plan to the 2020-21 Budget Review process.*
  - *Forrestdale Hub – Sporting Facilities Upgrade*
  - *Forrestdale Hall – Upgrade*
2. *Receive the concept plans as presented in this report.*
3. *Request a concept plan for a complete combined facility not constrained by lot boundaries*
4. *Request a different configuration that retains two main facilities; a replaced or significantly upgraded hall and associated spaces for community groups, and a separate facility that replaces the sporting pavilion and change rooms (but in a different location).*
5. *Schedule a workshop for discussion on all options.*

Since the October 2019 meeting, alternative concepts were developed in line with recommendations (3) and (4) above and a workshop was conducted with Councillors on 12 November. Discussions at the workshop have further refined the draft concept options.

The October 2019 report also had two items that were subject to further investigation:

- Multiple title issues: the report highlighted some land holding and planning considerations due to the multiple titles, vestings and land use in place on the site. Further investigations have been undertaken and City officers have met with staff from relevant State departments. It has now been clarified that there are no impediments to delivering any of the options presented in this report due to the lot configuration of the site.
- Traffic and parking study: an independent report into the parking and traffic considerations at the site has since been received by the City. The findings of this study have been summarised further in this report.

On 12 November 2019, a Councillor workshop was held to discuss the Forrestdale Hub project. Of the matters discussed at the workshop perhaps the most significant was determining the need for a north-south access way between William Skeet and Alfred Skeet reserves, and if needed what form it would take. Along with some of the other matters discussed at the workshop, further information on the access way is provided later in this report.

## **DETAILS OF PROPOSAL**

Three concept options are presented in line with the recommendations from October 2019, and the subsequent Councillor workshop.

### Option 1 – Single Building (Attachment 1)

This concept includes the location of a single building combining all current functionality of existing facilities on the eastern side of William Skeet Reserve, along with the courts and playgrounds. The youth space is located on the western aspect of the reserve.

### Option 2 - Multiple buildings – Stand-alone Hall (Attachment 2)

This concept maintains the current functionality of the eastern aspect of the reserve – ie the existing hall function, child friendly service space (Community Kindergarten) and community service space (Directions Disability Support Services). The functionality of the Ian Pratt changerooms and sporting pavilion (Forrestdale Sporting Association) is combined in a separate facility to the west of the reserve.

### Option 3 - Multiple buildings - Sports plus Hall (Attachment 3)

This concept includes the functional spaces of the current sporting pavilion (Forrestdale Sporting Association), Ian Pratt Change rooms and the community hall into one facility located on the western aspect of William Skeet Reserve.

The functionality of the child friendly service space (Forrestdale Community Kindergarten) and community service space (Directions Disability Services) is located in a second building located on the eastern aspect of the reserve, along with the youth spaces and multi-courts.

Parking, Access and a potential north-south access way between the reserves

All three concept options have been modified from previous versions by clarifying that the final configuration of parking, access and whether or not a central north-south access way is to be included, is yet to be determined.

Public Comment

It is intended that the focus of the public comment period is to seek feedback on the options relating to the location and configuration on the buildings on the site. User groups and the general community in a catchment within a 400m radius of the site would be engaged through standard practice with all feedback to be included in a further report to Council.

**COMMENT**

Concept Options

A stakeholder workshop was held at the Forrestdale Hall on 6 August 2019, with representatives from the resident sporting clubs, Armadale Soccer Club, Forrestdale Community Kindergarten, Directions Disability Services and regular hall users invited to attend. At the workshop functionality tables were refined for single or multiple buildings options and outlined the elements, area, qualitative and quantitative requirements, users as well as user group feedback and applicable standards.

All three concepts proposed were developed from the same underpinning functionality requirements.

The concept options serve the purpose of determining:

- that all the elements ‘fit’ on the site
- that all the elements can be delivered within the project budget
- informing Council’s decision on a final configuration of the site

Councillor workshop – 12 November 2019

The Councillor workshop covered a range on matters relating to the project. Of particular note are the following two:

- **Playing Surface and Lighting upgrade**  
This is a significant component of the project that involved realigning the playing field, resurfacing the ground and installing new lights. Once the final configuration of the site is determined this project can commence immediately as there are funds in the current budget for this purpose. A consequence would be that the playing surface is completed before the new buildings are constructed as planned in 2021/22. While not essential to the project for the playing surface upgrade to be undertaken this financial year, it would be a show of good faith towards clubs that have been very patient with uncertainty around this project.
- **Parking, access and a potential north-south access way**  
There is uncertainty around the need for a north-south access way and the traffic management options in general. Consequently the revised concept options have noted that these elements are yet to be determined.

In summary, changes to the concept options following the October 2019 report and the Councillor workshop are;

- clarifying that the final configuration of parking, access and whether or not a central north-south access way is to be included is yet to be determined.
- removal of the private dwelling outlines
- consistent naming of the options
- show the potential overflow parking to the south of the soccer fields
- increase the size of the youth space, and the prominence of the building elements.

#### Public Comment and Stakeholder Feedback

As noted earlier in this report, it is intended that the focus of the public comment period is to seek feedback on the options relating to the location and configuration on the buildings on the site. As is normal with this type of engagement, in addition to the feedback requested to directly inform a decision, it is expected that general comments on other aspects of the project will be received. While these may not affect the decision, in this case related to the location of the buildings on the site, they should be useful for further stages of the project.

Following a decision on the site configuration more detailed design work can commence on options for all of the other elements noted in the endorsed concept.

It is intended that user groups and the general community in a catchment within a 400m radius of the site would be engaged through standard practice with all feedback to be included in a further report to Council.

User group engagement:

- Face to face contact with the key user and existing stakeholder groups.
- Request for formal submissions from the key stakeholders, for inclusion in a further report to Council.

Public Comment:

- Notification vial mail drop to residents in the 400m radius of the site
- Prominent signage on the western and eastern approaches (ie at FSA and hall sites)
- Normal website public comment section
- Electronic feedback opportunity via a survey tool.

#### Traffic and Parking Study Findings

Access, parking and movement within the site has been identified as a significant consideration, particularly with the informal parking along Armadale Road no longer available due to the road widening. An independent specialist was engaged to provide comment and preliminary review of the draft concept plans with respect to the following:

- Overall supply of parking to the hub
- External access to and from the hub
- Internal configuration and access

The key findings of this study are:

- *Adopting one option over another does not materially change the traffic generated by the development. While the internal distribution of the traffic will vary somewhat, the design issues remain essentially the same.*
- *The proposed overall capacity of parking bays to be provided for the Hub appears to be sufficient for most days of the year, however additional temporary spillover parking can be provided south of the soccer club and on Commercial Road.*
- *Considering several criteria for convenience of access, parking, walking distances, spillover options and impact on local residents, the proposed parking design for multiple buildings has significantly more advantages than for the single building option.*
- *The construction of a new north-south internal access way will provide a new connection between Commercial Road to the south and the proposed east-west internal roadway in the north thereby improving access and alleviating pressure on the northern side of the site.*

It is noted that Main Roads WA have committed to providing the City with full funding for the construction of an internal north south access way connecting to Commercial Road if required.

The final design of parking, access and a potential north-south internal access way is seen as independent to the main focus of this report, which is to work towards a final configuration for the buildings on the site.

Once the final configuration of the site has been confirmed it is intended that the options relating to a potential north south access road will be investigated in detail. This will include commissioning a further traffic study to analyse the options noted in the attached concepts;

- No access way
- One way access (South access only)
- Two way access

Assuming there is a decision on a final configuration of buildings on the site in early 2020, all subsequent investigations on the other elements on the concepts (youth space, playgrounds etc.) and in particular, the traffic, parking and potential access way, can be finalised well within the existing timeframe for delivery of the project.

#### Lot configuration

There was initial concern that the multiple lot configuration of the site could compromise a final design for the site. In summary, the affected area comprises seven lots, two of which are owned freehold by the City with the remainder being crown land under different vestings and land use categories. The City has received advice from the Western Australian Planning Commission that it is a straightforward matter to amalgamate the relevant lots into one reserve and this will not hold up the project.

#### Cost Estimates

A key aspect of the scope of works provided to the consultant architects was to deliver concept options that fit within the implementation budget. Qualified quantity surveyors were used to provide detailed estimate of costs of the three concept options.

These are summarised below with Option 3 being slightly more cost effective, however there is no significant difference in estimated costs between the three options presented. It is of note that while these are robust numbers for the purpose of progressing the project and assessing the options, they are based on preliminary assumptions and will be further developed as the project progresses.

<b>Total project budget</b>	<b>\$ 7,235,000</b>
Forrestdale Hub - Sporting Facilities Upgrade - LTFP 2021/22	\$ 4,235,000
Forrestdale Hall - LTFP 2024/25	\$ 3,000,000

<b>Option</b>	<b>Cost estimate</b>
Option 1 – Single Building	\$7,225,000
Option 2 - Multiple buildings – stand-alone hall	\$7,234,000
Option 3 - Multiple buildings - sports plus hall	\$7,184,000

## OPTIONS

1. That Council note the three concept plans, make them available for public comment and that Council receives a further report that includes feedback from the public comment period and a recommended configurations for the buildings on the site.
2. Request further information prior to releasing the concept options for public comment.

Option 1 is the preferred option.

## CONCLUSION

The three concept plans presented have been developed with significant input of the user groups, are consistent with the Master Plans, and are within the project budget.

Taking the project to the next stage of public comment at the earliest convenience will allow for a preferred plan to be endorsed by Council and certainty provided for the key user groups.

Having the concept plan agreed will allow for commencement of planning for affiliated works including the oval and lighting upgrades, as well as funding applications, and planning considerations to allow for timely delivery of the project, subject to LTFP deliberations.

**ATTACHMENTS**

1. ↓ Option 1 - Forrestdale Community Centre Single Building
2. ↓ Option 2 - Forrestdale Community Centre\_Stand Alone Hall
3. ↓ Option 3 -Forrestdale Community Centre\_Sports plus Hall

**RECOMMEND**

**C46/12/19**

**That Council:**

1. **Make the three concept options as attached to this report available for stakeholder and community comment.**
2. **Receive a further report that includes stakeholder and community feedback that recommends a configuration for the buildings on the site.**

**Moved Cr G Nixon  
MOTION CARRIED**

**(7/0)**

**3.1 - LOCAL LAW AMENDMENT - BUSH FIRE BRIGADES LOCAL LAW 2019**

WARD : ALL  
FILE No. : M/738/19  
DATE : 4 November 2019  
REF : KD  
RESPONSIBLE : Executive Director  
MANAGER : Community Services

**In Brief:**

- The report presents proposed changes to the Bush Fire Brigades Local Law 2019 as requested by the Joint Standing Committee on Delegated Legislation (JSCDL).
- Recommend that Council confirm the proposed amendments as presented in this report and invite public comment as required under the *Local Government Act 1995*.

**Tabled Items**

Nil

**Decision Type**

- Legislative**                      The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc
- Executive**                              The decision relates to the direction setting and oversight role of Council.
- Quasi-judicial**                      The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

**Officer Interest Declaration**

Nil

**Strategic Implications**

- 1.3.2.3      Deliver initiatives that respond to local law enforcement and legislative compliance.

**Legislation Implications**

Local Government Act 1995 Section 3.12 - Procedure for making local laws  
Bushfire Act 1954

**Council Policy/Local Law Implications**

Bush Fire Brigades Local Law 2019

**Budget/Financial Implications**

Cost of advertising and any other costs associated with the process can be accommodated within the Community Services Budget.

### **Consultation**

1. Joint Standing Committee on Delegated Legislation
2. Executive Management (MANEX)

### **BACKGROUND**

Council, on 2 July 2018 resolved (CS59/7/18)

*“That Council:*

- 1. Note that a review has been undertaken and that a number of changes are required to the Bush Fire Brigade Local Law;*
- 2. Pursuant to Section 3.16(4) of the Local Government Act 1995 resolve that the Bush Fire Brigade Local Law be amended; and*
- 3. Note that a further report detailing the proposed changes to the Local Law will be presented to Council later this year.”*

On 17 December 2018, Council resolved (C42/12/18)

*“That Council:*

- 1. Confirm its intent to repeal the existing City of Armadale Bush Fire Brigade Local Law and replace it with the City of Armadale Bush Fire Brigade Local Law 2018 as attached to this agenda.*

- 2. Notes the Purpose and Effect of the new City of Armadale Bush Fire Brigade Local Law 2018:*

*PURPOSE: Provide for the establishment, operation and management of volunteer bush fire brigades; and*

*EFFECT: To align existing Local Laws with changes in the law and operational practice.*

- 3. In accordance with the provisions of Section 3.12(3) of the Local Government Act 1995, give state-wide public notice of the proposal to repeal the existing Local Law and replace with a new Local Law.”*

On 15 April 2019, Council resolved (C11/4/19)

*“That Council in accordance with the provisions of Section 3.12(4) of the Local Government Act 1995 makes the Bush Fire Brigades Local Law 2019 as attached to this agenda.”*

The *Bush Fire Brigades Local Law 2019* was published in the *Government Gazette* on 24 May 2019 and the required information was forwarded to the Joint Standing Committee on Delegated Legislation (JSCDL) on 31 May 2019.

On 12 August 2019, Council resolved (C28/8/19)

*“That Council:*

1. *Resolve to undertake to the Joint Standing Committee on Delegated Legislation that the City will:*
  1. *When the Local Law is next reviewed or amended, amend the City of Armadale Bush Fire Brigades Local Law 2019 to:*
    - (a) *Amend items 3.2, 3.3, 3.6(1)(a), 3.6(1)(b), 3.6(2)(a) and 3.6(2)(b) in the First Schedule.*
    - (b) *Make any further necessary consequential amendments required.*
  2. *Until the Local Law is amended in accordance with point 1 above:*
    - (a) *Not enforce the Local Law in a manner contrary to the undertaking given in point 1 above.*
    - (b) *Where the Local Law is made publicly available, whether in hard copy or electronic form (including on the City’s website), ensure that it is accompanied by a copy of these undertakings.*
2. *Note that a further report detailing proposed changes to the Local Law will be presented to Council by the end of 2019.”*

## **DETAILS OF PROPOSAL**

In order to meet the requirement of the undertaking made to the JSCDL to make further amendments to the Bush Fire Brigade Local Law 2019, it is proposed that the local law, together with additional minor grammatical/spelling corrections as presented in the attachment to this report.

## **COMMENT**

The new Bush Fire Brigade Local Law 2019 was adopted by Council on the 15 April 2019. It was published in the Government Gazette on the 24 May 2019 and came into effect on the 7 June 2019.

In August 2019, following a request from the JSCDL an undertaking was made to correct drafting and typographical errors within the local law.

This report now presents those required changes along with some additional minor grammatical changes not previously addressed.

The next step in this process requires the local government to advertise its proposed changes, allowing a period of not less than six (6) weeks for public submissions to be made.

After the close of the submission period, in accordance with Section 3.16(3) of the *Local Government Act 1995*, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its Council for its consideration.

## **OPTIONS**

There are two (2) options available to Council:

- 1) Accept the amendments as presented; or
- 2) make alternative amendments to the local law.

## **CONCLUSION**

With an undertaking made by Council to incorporate the JSCDL requested changes in the next review and the desire to correct additional minor grammatical/spelling errors it is recommended that the local law be amended to incorporate the changes in accordance with option 1 above.

## **OFFICER RECOMMENDATION**

That Council:

1. Pursuant to Section 3.16(4) of the *Local Government Act 1995* resolve that the Bush Fire Brigades Local Law 2019 be amended.
2. Confirm its intent to amend the Bush Fire Brigades Local Law 2019 as attached.
  - a. Notes the Purpose and Effect of the City of Armadale Bush Fire Brigades Amendment Local Law 2019:
    - i. PURPOSE: To correct drafting, typographical and grammatical / spelling errors within the Principal Local Law;
    - ii. EFFECT: The effect of which will update the local law to reflect correct drafting, typographical and grammatical / spelling errors; and
  - b. In accordance with the provisions of Section 3.12(3) of the *Local Government Act 1995*, give state-wide public notice of the proposed amendments.

### *Committee Discussion*

*Committee discussed the item noting that the current Bush Fire Brigades Local Law has a number of conflicting clauses and how it aligns with the Brigades' Constitutions. As such a third point was considered and the recommendation was changed to reflect Committee discussion.*

## **ATTACHMENTS**

1. ↓ Bush Fire Brigades Local Law 2019 (Marked Up with proposed changes)
2. ↓ Proposed Bush Fire Brigades Amendment Local Law 2019

**RECOMMEND**

C47/12/19

**That Council:**

2. Pursuant to Section 3.16(4) of the *Local Government Act 1995* resolve that the Bush Fire Brigades Local Law 2019 be amended.
  
2. Confirm its intent to amend the Bush Fire Brigades Local Law 2019 as attached.
  - a. Notes the Purpose and Effect of the City of Armadale Bush Fire Brigades Amendment Local Law 2019:
    - i. **PURPOSE:** To correct drafting, typographical and grammatical / spelling errors within the Principal Local Law;
    - ii. **EFFECT:** The effect of which will update the local law to reflect correct drafting, typographical and grammatical / spelling errors; and
  - b. In accordance with the provisions of Section 3.12(3) of the *Local Government Act 1995*, give state-wide public notice of the proposed amendments.
  
3. Notwithstanding points 1 and 2 above, that a review of the Bush Fire Brigades Local Law 2019 be instigated to remove ambiguity, inconsistencies and contradictions within the existing Local Law, taking into account the Brigade constitutions and advice from DFES.

Moved Cr C A Campbell  
MOTION CARRIED

(7/0)

***COUNCILLORS' ITEMS***

---

**1. Opening of The Champion Centre and Seville Grove Library**

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*Cr Campbell received positive feedback from many community members regarding the successful opening of the Champion Centre and Seville Grove Library and requested that this feedback be relayed to all involved.*

**2. Note of Appreciation**

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*On behalf of the Committee, the Chair, Cr Kerry Busby expressed best wishes to Councillors and staff and thanked all for their support throughout the year.*

***EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT***

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Nil

**MEETING DECLARED CLOSED AT 8.01pm**

<b>COMMUNITY SERVICES COMMITTEE</b>		
<b>SUMMARY OF ATTACHMENTS</b>		
<b>3 DECEMBER 2019</b>		
<b>ATT NO.</b>	<b>SUBJECT</b>	<b>PAGE</b>
<b>2.1 GWYNNE PARK YOUTH ACTIVITY SPACE</b>		
2.1.1	Gwynne Park Skate Park Upgrade - Draft Concept	45
<b>2.2 EXTENT OF HOMELESSNESS AND BEGGING IN THE CITY AND CURRENT RESPONSES</b>		
2.2.1	homelessness-strategy-directions-paper	47
<b>2.3 FORRESTDALE COMMUNITY HUB - DRAFT CONCEPT PLANS</b>		
2.3.1	Option 1 - Forrestdale Community Centre Single Building	89
2.3.2	Option 2 - Forrestdale Community Centre_Stand Alone Hall	90
2.3.3	Option 3 -Forrestdale Community Centre_Sports plus Hall	91
<b>3.1 LOCAL LAW AMENDMENT - BUSH FIRE BRIGADES LOCAL LAW 2019</b>		
3.1.1	Bush Fire Brigades Local Law 2019 (Marked Up with proposed changes)	93
3.1.2	Proposed Bush Fire Brigades Amendment Local Law 2019	109

# Gwynne Park - Proposed Skate Park Upgrade

DWG : CD02 (E)  
DATE : Nov 2019

- Existing footpath to be retained
- Improve accessibility within Lottery West carpark
- Additional tree planting
- Realign Lottery West fencing (to be confirmed)
- Dedicated access within proposed fencing
- Shelters and furniture (including BBQ and drink fountain)
- Low shrub planting along Forrest Road to visually soften the interface between the park and the road
- Informal turf area
- Park signage
- Dedicated access within proposed fencing
- Potential hardscape skate area (subject to detailed design and consultation)
- Low shrub planting along Townley Street to visually soften the interface between the park and the road
- Fencing with feature panels
- Hardscape area for informal park seating and small shelter
- Retention of existing trees (subject to consultation, detailed design and tree survey)
- Informal turf area
- Improve dedicated pedestrian crossing point
- Path connection to existing footpath
- Accessible public toilet
- Note: Will need to design and build around existing bore infrastructure. Bore location subject to survey.



Scale  
1:500 @ A3



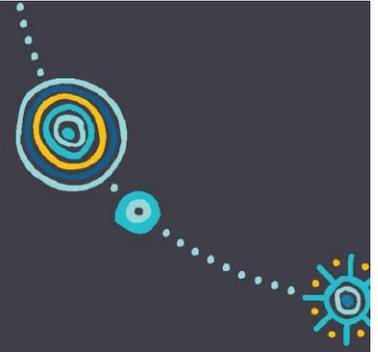
Note: Mapping is conceptual only.







Government of Western Australia  
Department of Communities



|||||

# Directions Paper for the 10-Year Strategy on Homelessness Western Australia 2019–2029





## A Message from the Minister



I am proud of the work we have collectively undertaken to make serious inroads to end homelessness. The importance of this work is clear: while a lot of good work is done in this area now, we have to do things differently if we want to turn around the lives of some of our most vulnerable citizens.

There has been a renewed focus on social policy development within the McGowan Government, including a critical analysis of where our community can improve effort. Underpinning this renewed focus has been a commitment to seek innovative solutions, support collaboration, focus on outcomes, build from an evidence base and, most importantly, place people at the heart of our response.

Work to develop the state's first 10-year strategy to end homelessness has been an exemplar project in demonstrating this commitment. I thank the chair and the members of the Supporting Communities Forum; the Supporting Communities Forum Homelessness Working Group and its members, led by co-chairs Michelle Andrews (who replaced outgoing Department of Communities Director General Grahame Searle in February 2019) and Debra Zanella; the Western Australian Alliance to End Homelessness; the Western Australian Council on Homelessness; and the Department of Communities, for their efforts to trial new ways of working.

We now have a solid foundation to build upon. This Directions Paper synthesises the work done to date and provides an opportunity to consider our next strategic direction. It is informed by consultation with service providers from across the state, academic research, engagement with the community, and insights from people with lived experience.

Change will take time, but if we remain committed to working together to look for opportunities to continuously improve, we will succeed. I thank all who have been involved in this work so far and look forward to the next steps in developing Western Australia's 10-year strategy to end homelessness.



## A Message from the Co-chairs of the Supporting Communities Forum Homelessness Working Group

The 10-Year Strategy on Homelessness is an opportunity to transform how we respond to homelessness collectively for a few compelling reasons:

- It is the first time in many years that there is funding certainty for specialist homelessness services under the National Housing and Homelessness Agreement
- It is the first time since 2012 that Western Australia has had a strategic framework for homelessness
- The Supporting Communities Forum<sup>1</sup> is overseeing development of the Strategy to bring new ways of thinking and working together to the process.

To tackle the complex drivers of homelessness we need to create a strategic framework that aligns different parts of the system and merges our efforts. To be successful, we require united action from all levels of government, the community services sector, industry, and community leaders and representatives.

As members of the Supporting Communities Forum, and co-chairs of the Supporting Communities Forum Homelessness Working Group<sup>2</sup>, our aim is to deliver a whole of community Strategy that:

- Is responsive to the feedback received from communities across regional and metropolitan Western Australia
- Defines the role of and sets out clear actions for state government agencies, local government, business and the community sector to help address and prevent homelessness
- Puts Western Australia on the path to ending—not managing—homelessness.

We are excited to share this Directions Paper with you and some of the ideas we think will bring lasting and meaningful change.

We would also like to take this opportunity to thank those who have taken the time to contribute to the process so far. Your input and feedback have been invaluable and it is our hope that this Directions Paper will continue the conversation.

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1 The Supporting Communities Forum brings together leaders from the community services and public sectors to support the implementation of the state government's Supporting Communities Policy. More information about the Supporting Communities Forum can be found [here](#) and at [page 8](#) of this paper.

2 The Supporting Communities Forum Homelessness Working Group is one of the seven working groups that was established by the Supporting Communities Forum. More information about the Supporting Communities Forum Homelessness Working Group and its role in developing the Strategy can be found [here](#) and at [page 8](#) of this paper.

The images used on the cover and pages 2, 6, 20 and 25 are part of the Youth Affairs Council of Western Australia (YACWA) Home Is Where My Heart Is project, where young people experiencing homelessness captured photos of what home means to them.

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## Introduction

According to the 2016 Census there are an estimated 9,000 people who are experiencing homelessness in Western Australia each night. Despite the annual investment in homelessness programs and services, the current system does not always offer effective responses and the consequences for individuals and communities when it fails are devastating.

“ Homelessness leaves a stain. A stain on your soul and mental wellbeing. You feel different and unimportant, even after getting off the street. The mental effects of homelessness last a long time. It's 20 years this year since I got off the street and I still suffer from the effects from my time sleeping rough. ”

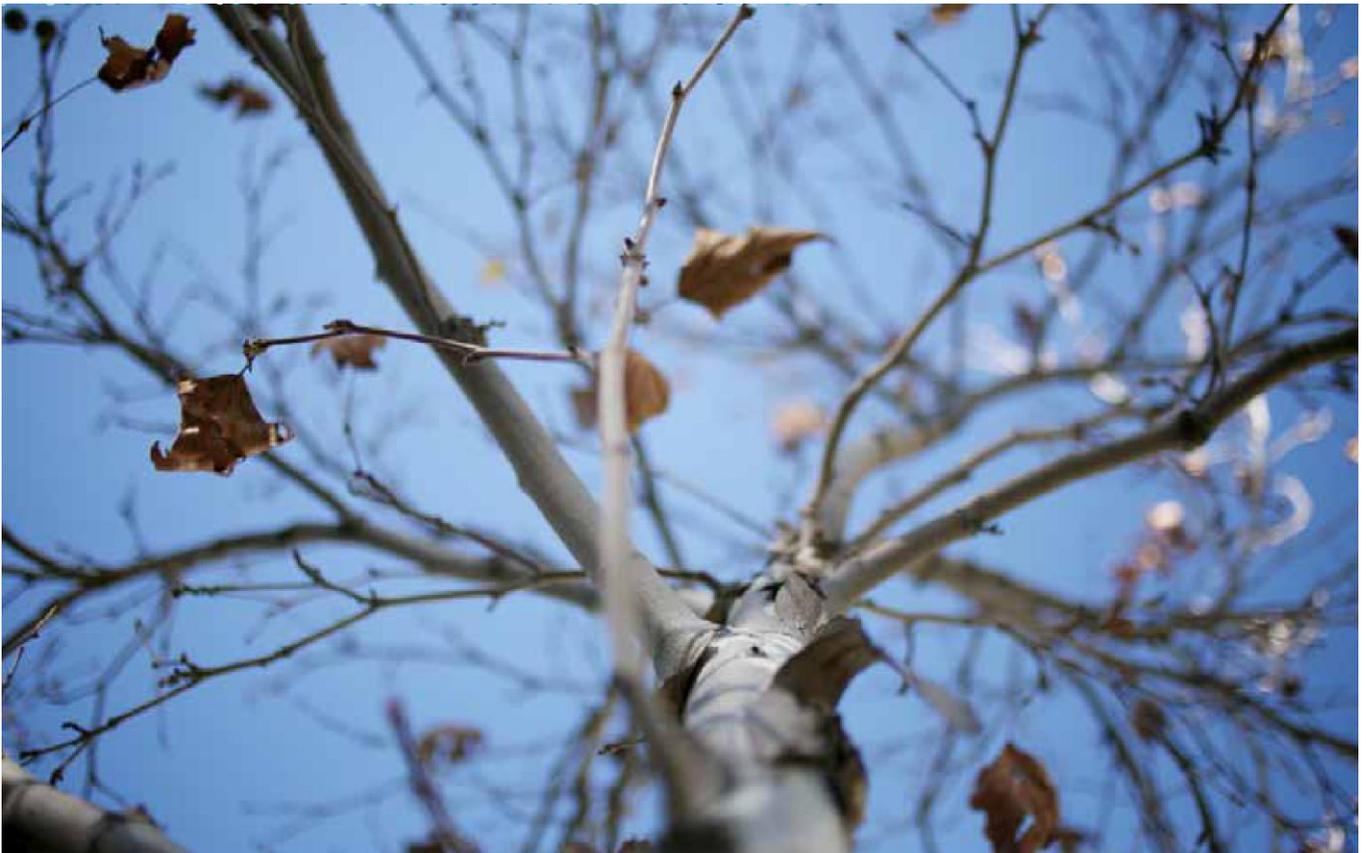
– Anonymous (lived experience)

The Department of Communities is leading the development of a 10-Year Strategy on Homelessness (the Strategy) in partnership with the community services sector. The Strategy will be a true whole-of-community plan which acknowledges that homelessness is a shared responsibility and clearly assigns accountability.

This Directions Paper is an important step along the road to the development of the Strategy. Its purpose is to share the work that has been done so far and to gain your views on how to better support those who are at risk of, or experiencing, homelessness. Your feedback will be used to inform the Strategy, which will be finalised in mid-2019.

The goal is to create a Strategy that places people at the heart of our response and shifts away from managing homelessness towards ending homelessness. This is reflected in the strategic vision:

**Everybody has a place to call home and is supported to achieve stable and independent lives.**



## Future Directions

The Strategy will focus on three areas:

1. Sustainable pathways out of homelessness 
2. Prevention and early intervention 
3. System transformation. 

There are three proposed directions for each focus area.

The focus areas and directions for the Strategy draw directly on feedback from the consultation sessions, perspectives from people with lived experience, and the ongoing partnership with the community services sector and peak bodies. This valuable information has been used throughout this Directions Paper, with thoughts and ideas from the consultation sessions identified by the geographic location that they are from and personal reflections from individuals with lived experience of homelessness identified using their first name (unless the individual has chosen to remain anonymous).

## Future directions at a glance



### Focus Area 1: Sustainable pathways out of homelessness

**Direction 1.1:**  
Create and trial different types of housing and accommodation that addresses the diverse needs of people across the homelessness continuum

**Direction 1.2:**  
Make more beds available in low-barrier crisis and short-term transitional accommodation

**Direction 1.3:**  
Improve service delivery through innovation and collaboration



### Focus Area 2: Prevention and early intervention

**Direction 2.1:**  
Focus on families and young people to break cycles of homelessness

**Direction 2.2:**  
Better support for people who have recently exited homelessness or whose tenancies are at risk

**Direction 2.3:**  
No exits into homelessness from government institutions including prisons, hospitals and out-of-home care

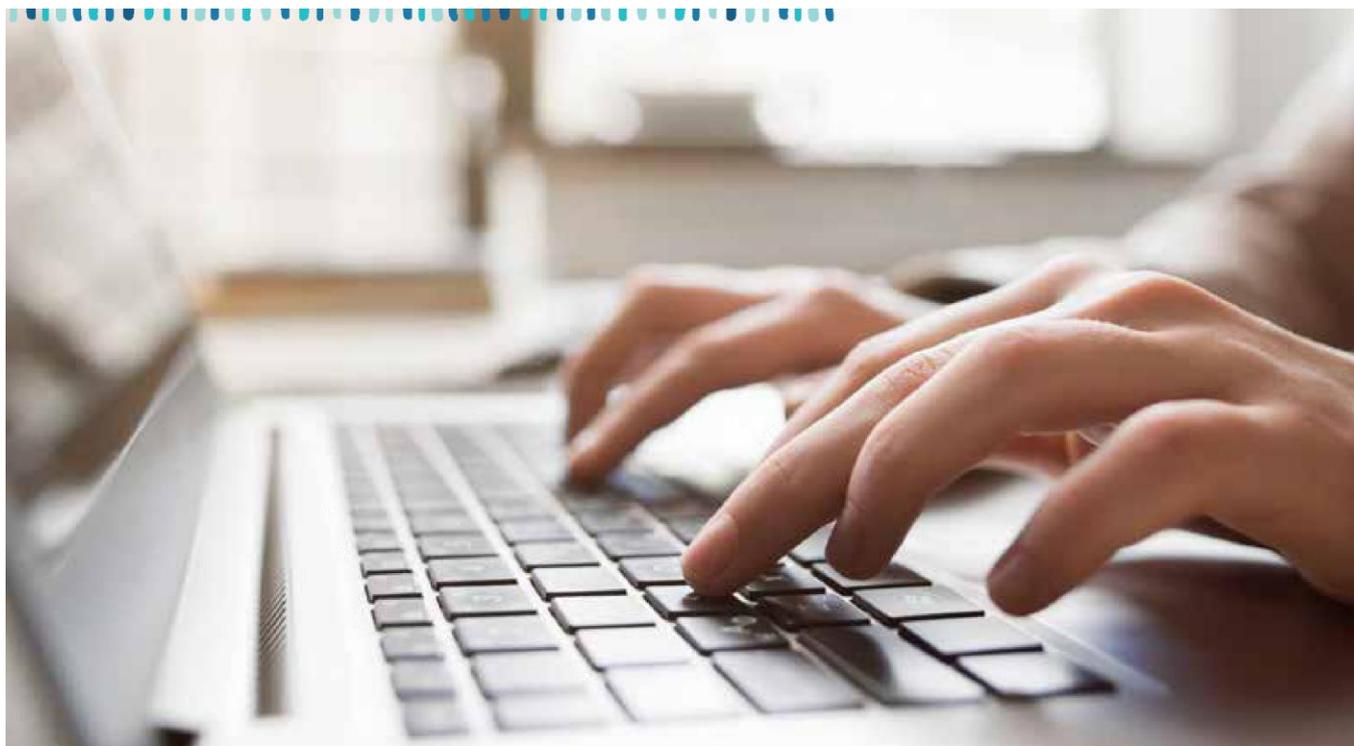


### Focus Area 3: System transformation

**Direction 3.1:**  
Implement a [No Wrong Door](#) approach to service delivery

**Direction 3.2:**  
Implement integrated, whole-of-government responses to homelessness

**Direction 3.3:**  
Roll out consistent, trauma informed practice across programs and services



## Your Feedback

Feedback is sought on the proposed directions for the Strategy, in particular:

1. What is the best way to provide advice to government on emerging issues and trends on homelessness over the life of the Strategy?
2. How can the Strategy help stakeholders and services in your area to collaborate and work together?
3. How can the Strategy support better data collection on outcomes for individuals?
4. Are these the vision, principles and focus areas that you would like to see in the Strategy?
5. What actions would you like implemented as a priority under each focus area in the Strategy?
6. Are there any cohorts that are missing?

Information about how to make a submission is at the end of this paper.

## Case Study: Housing First

Housing first is an evidence-based approach to addressing chronic homelessness and rough sleeping which holds that the provision of housing to people who are experiencing homelessness should not be contingent on them first meeting certain readiness requirements.

Housing first can mean responding quickly with crisis or transitional accommodation in the first instance. This does not imply that this is the best long-term option for an individual or family, but it does recognise that shelter is a first priority. Once a person is housed, assistance can be provided to identify individual needs and seek appropriate longer-term accommodation and support.

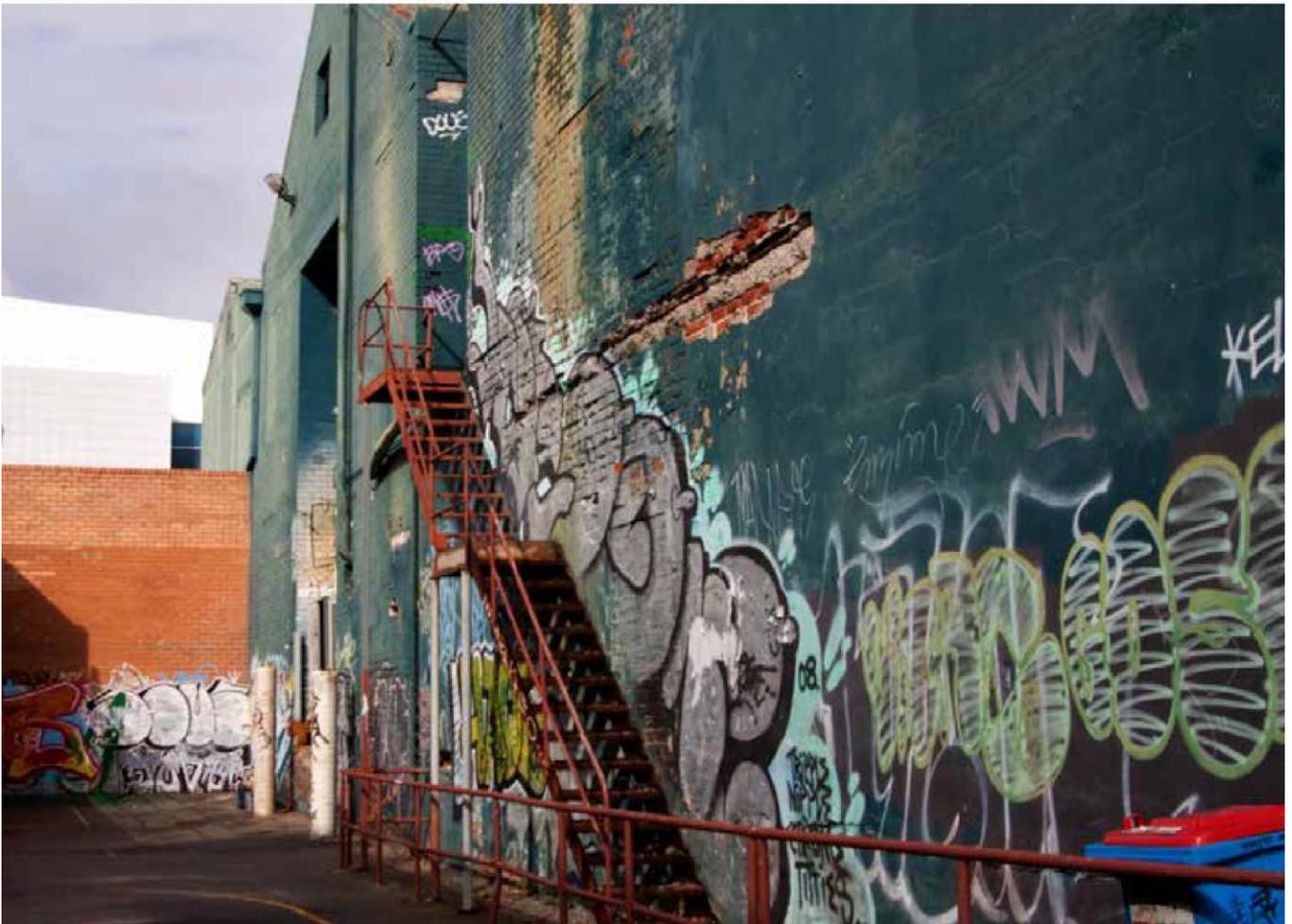
The five core principles of a housing first approach are:

1. **Access** – People are provided with assistance to obtain safe, secure and permanent housing as soon as possible, with no requirement they demonstrate that they have addressed personal issues before being deemed 'ready' for housing.
2. **Choice and self-determination** – People are able to exercise some choice in relation to the housing they access (subject to local availability) and can decide which supports they use and when.
3. **Recovery** – There is a focus not just on meeting a person's basic needs but on supporting their recovery.
4. **Individualised supports** – There is a recognition that each person requires a set of supports tailored to their individual situation.
5. **Social and community integration** – There is assistance to help people to integrate into the community and participate in meaningful activities.



## Our Process

The Department of Communities has been working to develop the Strategy since mid-2018 and the final Strategy is expected to be delivered by mid-2019. Development of the Strategy has involved not just thinking about innovative solutions to homelessness but testing new ways of government and the community services sector working together, with the Strategy being designed in partnership with the Supporting Communities Forum Homelessness Working Group.



**Timeline**



## The Supporting Communities Forum Homelessness Working Group

The Supporting Communities Forum was established in 2017 to guide implementation of the Supporting Communities Policy and demonstrate the importance of partnerships and collaboration between government and the community services sectors to solve complex problems. The Forum reports regularly to the Community Safety and Family Support Cabinet Sub Committee and annually to the Premier.

Homelessness was identified by the Premier as a key priority for the Forum in 2018 and is the subject of one of the seven working groups that were established by the Forum:

1. Government procurement processes of community services
2. **The State Homelessness Strategy** (known as the Supporting Communities Forum Homelessness Working Group)
3. Data sharing and linkage
4. The outcomes framework for community services in Western Australia
5. The biennial 'Our Communities' Report
6. Communicating the Forum's work
7. Collaborative practice both within government and with the sector.

The Strategy is being developed through a genuine partnership between the community services sector and government. The Supporting Communities Forum Homelessness Working Group is co-chaired by Department of Communities Director General, Michelle Andrews (who replaced former Director General Grahame Searle in February 2019), and Ruah Community Services CEO, Debra Zanella. Members of the Working Group have been drawn from the community services sector, peak bodies and government agencies. The role of the Working Group is to oversee the development of the Strategy and make decisions on key elements including focus areas, outcomes and whole-of-community targets.

## Other partners

In addition to the Supporting Communities Forum Homelessness Working Group, there are other related key partners in the development of the Strategy.

### **The Western Australian Alliance to End Homelessness**

The [Western Australian Alliance to End Homelessness](#) is comprised of members of the community services sector in Western Australia. This Directions Paper builds on the significant work done by the Alliance, including their '10-Year Plan to End Homelessness in Western Australia 2018–2028'. Several members of the Alliance sit on the Supporting Communities Forum Homelessness Working Group and this overlap ensures that the efforts of the two groups are co-ordinated. The Strategy will also clearly outline where government has responsibility and where the community or business sectors are best placed to lead, including how to work with the Alliance to involve the business and philanthropy sectors and leverage resources beyond those of government.

### **The Western Australian Council on Homelessness**

The Western Australian Council on Homelessness (WACH) is an advisory council to the Minister for Community Services. The WACH has had input into the development of this Directions Paper and will continue to provide advice and recommendations as the Strategy develops. Several members of the WACH also sit on the Supporting Communities Forum Homelessness Working Group to ensure alignment between the two bodies.

### Relationship to other strategies

Across the Department of Communities, state and local government, and the community services sector there are other strategies, plans and initiatives that are currently being developed or implemented that relate closely to the Strategy.

### Related strategies and initiatives being developed and implemented in Western Australia





## Overview of the Data and Evidence

This part of the Directions Paper contains an overview of key statistics relating to homelessness in Western Australia. It draws on the most recent homelessness data from national reports including the Australian Bureau of Statistics *2049.0 - Census of Population and Housing: Estimating Homelessness, 2016*, the Australian Institute of Health and Welfare's *Specialist Homelessness Service Annual Report 2017–18* and the Productivity Commission's *Report on Government Services 2019*.

A detailed overview of the research and data relating to homelessness was commissioned by the Department of Communities. The report *Homelessness in Western Australia: A review of the research and statistical evidence* is available on the Department of Communities [website](#) and is a key part of the evidence base informing the development of the Strategy.

### What is the scale of the problem?

On Census night in 2016 there were an estimated 9,005 people who were homeless in Western Australia, 58% of whom were male and 42% of whom were female. However, many people experiencing homelessness are hidden and not counted in the statistics meaning that the true figure is likely to be higher.

Of those who were homeless on Census night in 2016:

- 1,083 (12%) were living in improvised dwellings, tents, or sleeping out
- 1,054 (12%) were in supported accommodation for the homeless
- 1,950 (22%) were staying temporarily with other households
- 991 (11%) were living in boarding houses
- 51 (1%) were in other temporary lodgings
- 3,871 (43%) were living in 'severely' crowded dwellings.

Compared to the 2011 Census there has been a slight decrease in the overall number of people who are homeless in Western Australia, down 2% from 9,191 people. The number of people living in severely crowded dwellings fell 7% from 4,153 people in 2011 to 3,871 people in 2016.

Despite this slight decrease in the overall homeless population in Western Australia, there has been a rise in the most visible and acute form of homelessness since the 2011 Census—rough sleeping. The number of people living in improvised dwellings, tents or sleeping out in Western Australia increased 17%, from 929 people in 2011 to 1,083 people in 2016.

## What does homelessness look like across the state?

Homelessness looks different across Western Australia, varying throughout inner-city, suburban, regional and remote parts of the state. Rough sleepers tend to congregate around the inner-city, where most services and emergency accommodation are located, while overcrowding is highest in the north of the state.

The following table shows where each of the 9,005 people who were homeless on Census night in 2016 were located and the type of homelessness they were experiencing:

**Table 1: Number of homeless persons in Western Australia by statistical area level 4 (SA4), ABS Census of Population and Housing, 2016**

	Persons living in improvised dwellings, tents or sleeping out	Persons in supported accommodation for the homeless	Persons staying temporarily with other households	Persons living in boarding houses	Persons in other temporary lodgings	Persons living in severely crowded dwellings
<b>Bunbury</b>	80	28	201	26	0	110
<b>Mandurah</b>	62	21	95	10	0	68
<b>Perth – Inner</b>	278	387	84	73	14	108
<b>Perth – North East</b>	58	97	142	88	0	341
<b>Perth – North West</b>	26	74	280	73	6	499
<b>Perth – South East</b>	62	90	296	229	0	769
<b>Perth – South West</b>	82	124	260	280	0	222
<b>Wheat Belt (incl. Albany)</b>	75	25	149	23	10	139
<b>Outback (North)</b>	228	125	224	129	10	1,157
<b>Outback (South)</b>	148	88	217	70	9	448

## What are the main drivers of homelessness in Western Australia?

There is no single cause of homelessness. There are complex and diverse pathways and risk factors across various demographic groups and across the life cycle that can lead to homelessness.

In 2017–18 specialist homelessness services in Western Australia assisted an estimated 23,739 people. The top five reasons for seeking assistance from specialist homelessness services were:

- domestic and family violence (43%)
- financial difficulties (37%)
- relationship/family breakdown (23%)
- housing crisis (22%)
- inadequate or inappropriate dwelling conditions (18%).

The *Homelessness in Western Australia: A review of the research and statistical evidence* report shows that other common individual and structural drivers of homelessness include: trauma; physical and mental illness; substance use problems; poverty and labour market disadvantage; and interactions with the justice system.

## How are different cohorts affected?

### Women and children affected by family and domestic violence

Family and domestic violence is the leading cause of people seeking assistance from specialist homelessness services in Western Australia. In 2017-18, 45% of people who accessed specialist homelessness services in Western Australia had experienced family and domestic violence.

### Aboriginal People

On Census night in 2016 Aboriginal and Torres Strait Islander people made up only 3.1% of the total population of Western Australia, yet 29% of people experiencing homelessness identified as Aboriginal and/or Torres Strait Islander. Of the Aboriginal and Torres Strait Islander people who were homeless in Western Australia on Census night in 2016, 68% were living in severely crowded dwellings. A further 14% were living in improvised dwellings, tents or sleeping out.

In 2017–18, 42% of the people assisted by specialist homelessness services in Western Australia were Indigenous.

### **Children and young people**

Of the 9,005 people who were experiencing homelessness in Western Australia on Census night in 2016, 21% (1,921 people) were aged between 12 and 24 years. This represents a decrease of 11% from 2,163 people in 2011. However, youth homelessness services have reported that within this cohort they are seeing a growing number of LGBTIQ+ young people who are homeless or at risk of experiencing homelessness as well as a lack of appropriate responses for vulnerable young single women.

In 2017–18, young people aged 15–24 who presented alone made up 13% of people assisted by specialist homelessness services in Western Australia.

### **Older people**

Older people are a small but growing cohort within the general homelessness population in Western Australia. Older women in particular are at special risk of homelessness due to lower lifetime incomes, many years of unpaid caring responsibilities, small superannuation payouts, relationship breakdown and the consequences of domestic violence.

On Census night in 2016, 17% (1,500 people) of people experiencing homelessness in Western Australia were aged 55 years and older, a 5% increase compared to 1,434 people in 2011. In 2017–18 people who were aged 55 years and older made up 9% of all people assisted by specialist homelessness services in Western Australia, up from 5% in 2011–12.

### **People experiencing repeat homelessness**

The objective of assisting people who are homeless is to re-establish their capacity to live independently and achieve sustainable housing. However, despite receiving support from a specialist homelessness service some people experience repeat episodes of homelessness.

Specialist homelessness services capture data on people who change status from being homeless, to not homeless, and back to homeless during each reporting period. In Western Australia in 2017–18, 5% of all people who were assisted by a specialist homelessness service experienced homelessness more than once in the reporting year.

### **People exiting institutions and care into homelessness**

People exiting institutions and care comprise a small but growing cohort of people who are homeless. In 2017–18 people leaving care (this includes hospital, rehabilitation or out-of-home care) made up 2.5% of people assisted by specialist homelessness services in Western Australia, an increase from 2.1% in 2011–12. People exiting custodial arrangements made up 1.7% of people assisted by specialist homelessness services in Western Australia in 2017–18, compared to 1.4% in 2011–12.

### **Veterans**

Veterans have been identified as an emerging cohort of people experiencing homelessness. In Western Australia 0.5% of people who were assisted by a specialist homelessness service in 2017–18 (107 people) identified as current or former members of the Australian Defence Force.

### **People from culturally and linguistically diverse backgrounds**

People from culturally and linguistically diverse backgrounds make up a significant minority of people accessing homelessness services. In 2017–18, 12.7% of people accessing specialist homelessness services in Western Australia identified as being born overseas. The top three regions that people were born were Sub-Saharan Africa (563 people), Oceania and Antarctica (508 people) and South-East Asia (444 people).

### **People with a disability**

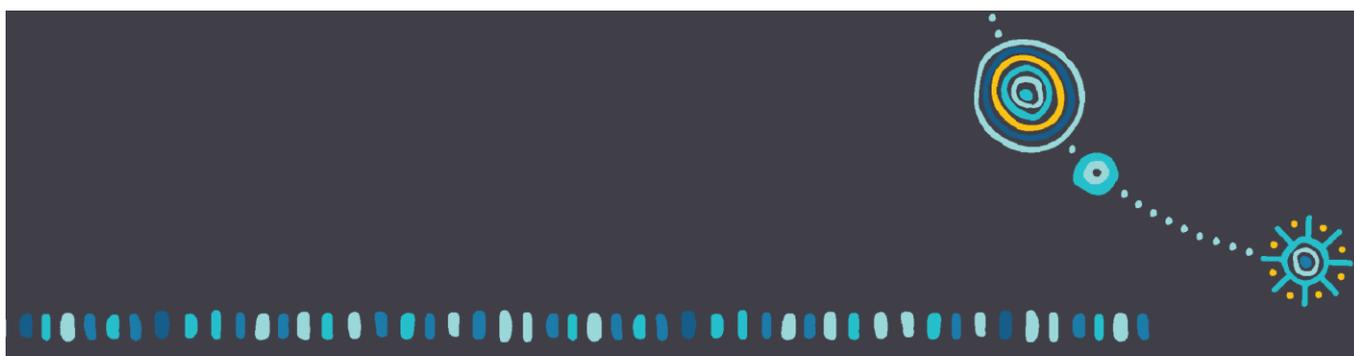
People with a disability or long-term health issue (i.e. those who report that they sometimes or always need help or supervision with one or more core activities including self-care, mobility or communication) made up 2.9% (684 people) of those assisted by specialist homelessness services in Western Australia in 2017–18.

## **Case Study: Adelaide Zero Project**

The Adelaide Zero Project is a collaboration between government and the community that aims to end street homelessness in inner-city Adelaide and ultimately end homelessness in South Australia.

The Project takes a 'functional zero' approach – aiming to achieve a situation where the number of people who are homeless at any point in time does not exceed the capacity of the system to house them. Achieving functional zero indicates that the homelessness system is working efficiently and effectively.

The Adelaide Zero Project Implementation Plan 2018–2020 sets out a timeline for the project and allocates responsibility for delivering elements of the project to participating organisations. Initiatives that will support the Adelaide Zero Project include the creation of a 'by name list' of rough sleepers, a commitment to the consistent collection and sharing of data, and the Aspire Social Impact Bond which will be used to fund outreach services.



## Costs of Homelessness

Homelessness costs the community, and these costs extend beyond the direct provision of accommodation and support services to people who are experiencing or at risk of experiencing homelessness.

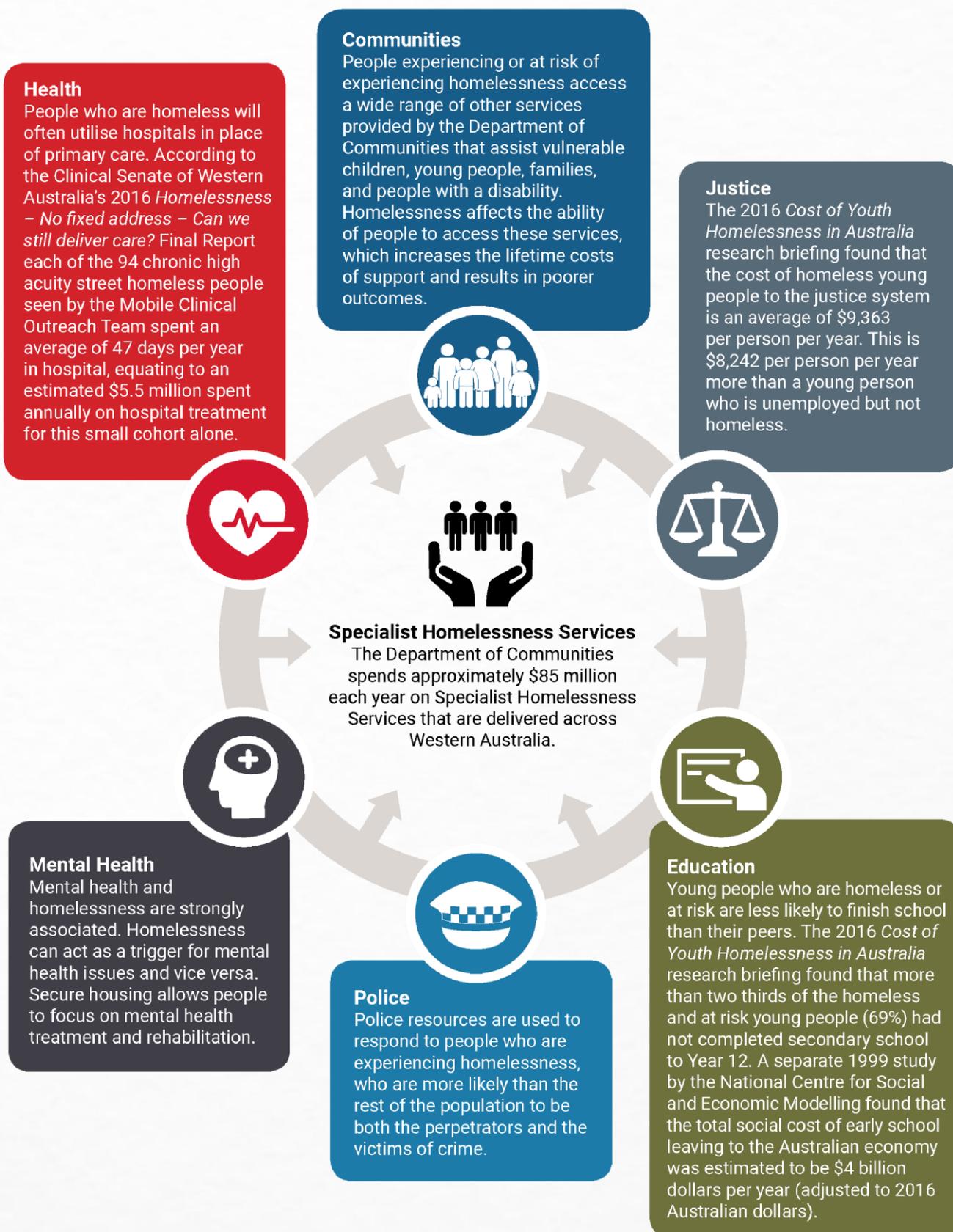
The *Homelessness in Western Australia: A review of the research and statistical evidence* report outlines how homelessness is associated with high unemployment and high reliance on government income support and low taxation payments as well as higher rates of healthcare utilisation and interaction with the justice system. This report found that

**'...investment in responses to address homelessness is a highly justified use of funds, especially when considering the long-term economic and human costs of not intervening'**

and that acting to prevent and reduce homelessness can generate significant cost savings to government and the community and results in benefits not just in terms of financial outcomes but in improved quality of life for individuals.

## The costs of homelessness

Examples of the costs of homelessness across government.





## The Homelessness Service System in Western Australia

### What does the current homelessness service system look like?

The Department of Communities is the lead agency responsible for homelessness in Western Australia. Each year the Department of Communities spends approximately \$85 million dollars on specialist homelessness services that assist families, women and children affected by family and domestic violence, young people and single adults. This includes family and domestic violence crisis accommodation and support, homelessness accommodation and support, outreach, and housing and tenancy support workers.

In addition to the specialist homelessness services that are funded by the Department of Communities, there are other systems at the local, state and commonwealth levels that interact with the homelessness service system:

- State government agencies including Justice, Mental Health, Health, and Education fund and deliver programs and services that directly impact on people who are at risk of or experiencing homelessness
- The Commonwealth Government administers income support payments and Commonwealth Rent Assistance
- Local government services such as libraries and rangers provide assistance to people who are at risk of or experiencing homelessness and in some regions local governments are directly involved in the provision of homelessness services and accommodation.

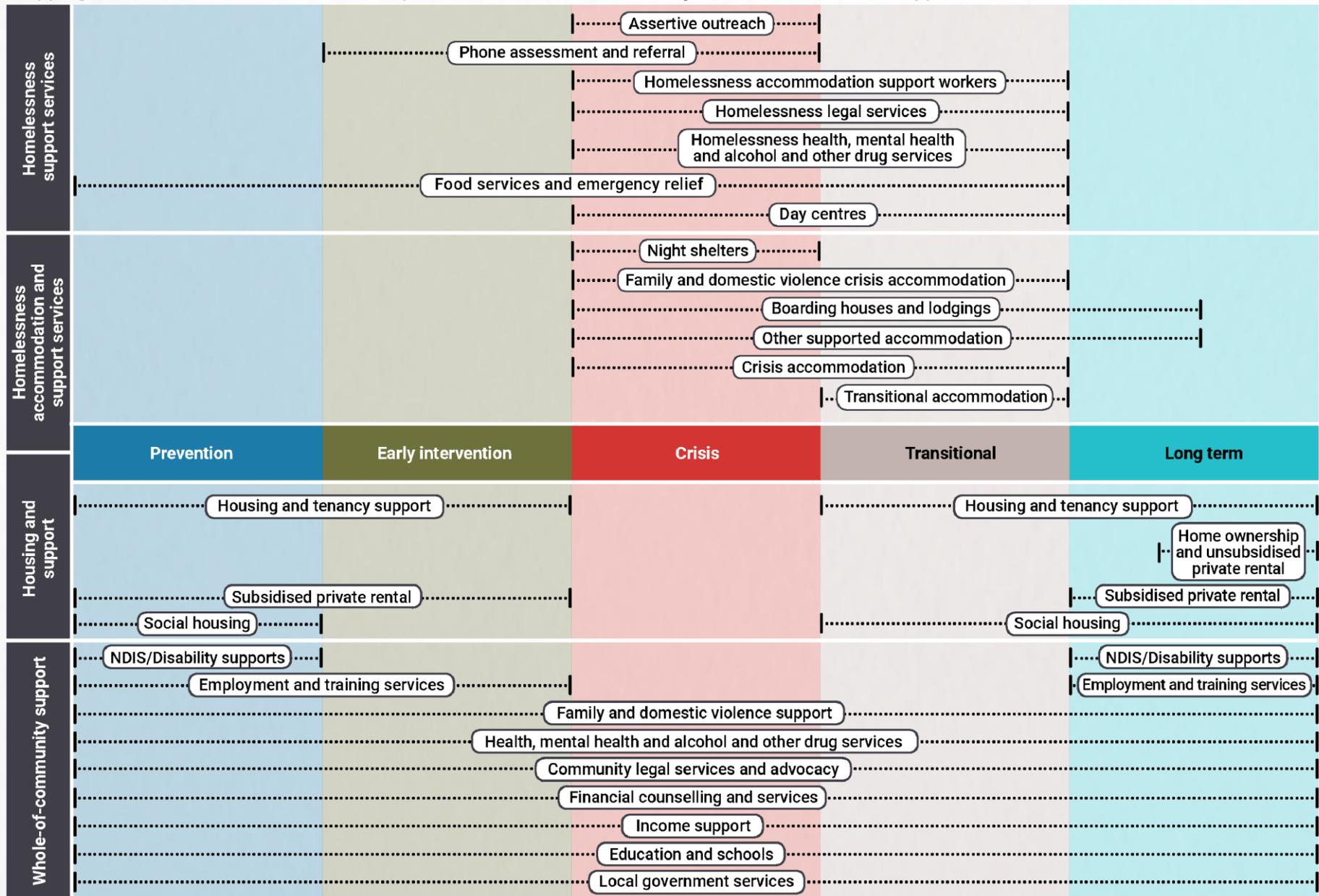
### Homelessness is more than a housing problem

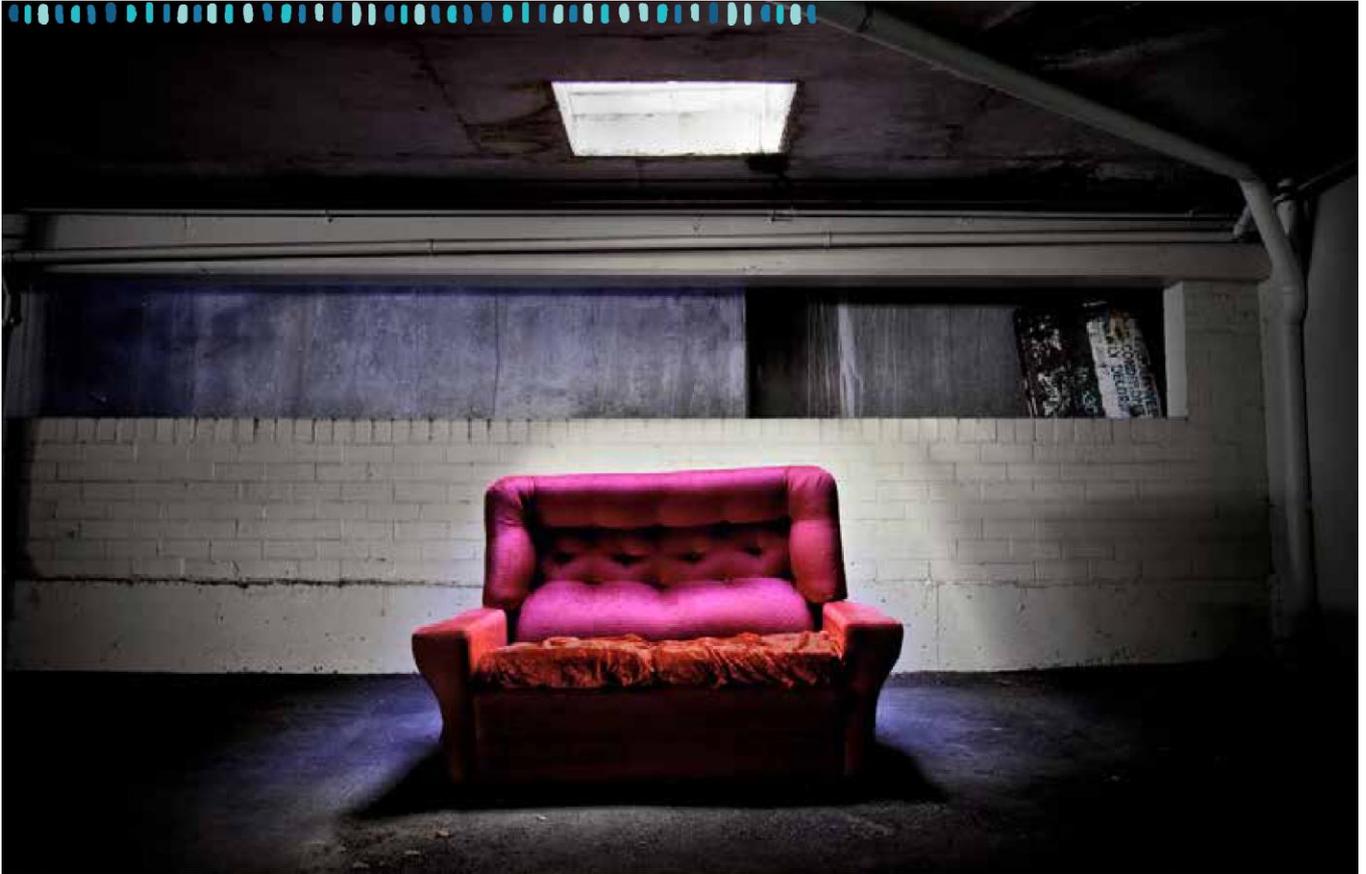
It is clear from the consultations for the Strategy and the *Homelessness in Western Australia: A review of the research and statistical evidence* report that homelessness is more than a housing problem. People find themselves at risk of or experiencing homelessness for many reasons and require a range of supports in addition to safe, appropriate and affordable housing.

Across all tiers of government there are services that are working to address the direct effects of and underlying drivers of homelessness. Services are available across the homelessness continuum, from prevention and early intervention through to crisis, transitional and then long-term responses. However, existing responses tend to be clustered at the crisis part of the continuum.

### Housing and support across the homelessness continuum

Mapping the balance of current homeless-specific and whole-of-community accommodation and support.





### Creating an effective whole-of-community response

The effectiveness of the homelessness service system is reliant on how it interfaces with other systems and must involve more than just reacting when people are in crisis. The Strategy will look at how to create an effective whole-of-community response to homelessness that coordinates efforts across all levels of government and the community sector. Key elements of this are:

- **Focussing on outcomes** – An outcomes framework will be developed for the Strategy that sets out what outcomes for communities and individuals will be achieved and how these will be measured and evaluated. The outcomes framework will be aligned with the whole-of-sector outcomes framework being developed by the WA Council of Social Service through the Supporting Communities Forum.
- **Working towards visible targets** – The Strategy will set targets that will apply not just to the Department of Communities but to other state government agencies and community sector partners as well. Where appropriate targets will be place-based, with local communities to have a say in designing targets for their region.
- **Creating clear lines of accountability** – Although the Department of Communities is the lead agency with responsibility for homelessness, many of the actions needed to prevent and respond to homelessness sit outside its direct sphere of influence. Accountability for achieving the aims of the Strategy must be shared across government and the community sector and the Strategy will clearly articulate which agencies and partners are responsible for what.



## Community Consultations for the Strategy

### About the consultation process

Face-to-face consultations for the Strategy were held throughout Western Australia during September and October 2018. The consultation process was designed to gather input from across the state and to capture the views of different types of stakeholders within each region, consistent with the whole-of-community approach to the Strategy.

Workshops were held in Broome, Kununurra, Port Hedland, Karratha, Geraldton, Albany, Kalgoorlie, Bunbury, Cockburn, Joondalup and the Perth CBD. A separate event for the youth sector in Perth was also held as well as targeted, locally run sessions in Mandurah and Newman. Sessions were open to the public and widely publicised through social media and the networks of service providers and peak bodies including Shelter WA, WACOSS and YACWA. Care was taken to ensure that organisations and individuals representing Aboriginal people, young people and other priority cohorts that the Strategy will target were invited.

### Summary of key findings

Over 300 people attended the consultation sessions, including service providers, state and local government agencies, community members and people with lived experience. The consultation process generated a wealth of information about what homelessness looks like in different parts of Western Australia and how existing responses can be improved. Individual reports for each session were also completed and are available on the Department of Communities [website](#).

Below are some of the key findings from the consultation process. While many of the issues and ideas raised are not new, they provide important insights and complement existing data on homelessness.

#### 1. Homelessness looks different in every community

While common themes emerged throughout the consultations, the experience of homelessness was different in each region and was influenced by factors such as geography, climate, demographics, and the local economy. People in the Kimberley and Pilbara cited an acute shortage of housing as one of the main causes of homelessness in their community. The private rental market was either small or non-existent, with available properties also in demand by industries like mining and tourism, and there was insufficient public and community housing. In other regions, such as the northern suburbs of Perth, the undersupply of permanent housing was not a strong theme. People felt that what was needed was better co-ordination of services to ensure that the right supports are available when and where they are needed.

“[Provide] appropriate accommodation based on the needs and wants of the community.”

– Kununurra

## 2. A range of housing options are needed

People who are homeless or at risk of experiencing homelessness were recognised as a diverse group with highly individualised needs. Poorly designed housing that does not suit the needs of individuals and families was cited as contributing to homelessness and people felt that there should be a range of long-term and well-designed housing available that suits the needs of different cohorts, such as large families and people with a disability. Housing must be tailored to the geography, climate and culture of the region that it is in, as well as energy efficient in order to keep running costs down for people on low incomes.

“Fit housing around people, not people around housing. We need different designs to fit our diverse cultural and social needs.”

– Kalgoorlie

## 3. Make services accessible and integrated

“There is fragmentation and duplication of services in the region and a lack of advocacy to navigate services.”

– Albany

People spoke about the need for services to collaborate and work together to provide holistic, wrap-around support that addresses the needs of families and not just individuals. Communities also want services that are physically accessible, especially in regional and outer metropolitan areas where there are limited transport options for those who cannot drive or do not have access to a private vehicle.

The desire for accessible and co-ordinated services was frequently expressed in requests for community hubs or one-stop shops where services are co-located and people can access a range of services at once. Another way of addressing the lack of service co-ordination that was proposed was advocacy or support workers who can assist people to navigate their way through the service system.

## 4. Government agencies need to work together to reduce barriers

Organisations and individuals expressed frustration at barriers that prevent people accessing help, such as needing identification or being required to complete overly complicated forms, and felt that government agencies should be doing more to lead the way in reducing or eliminating these obstacles.

“A barrier for people is the lack of access to technology and devices and well as Wi-Fi to access government systems and services.”

– Bunbury

In regional and metropolitan locations people stressed the importance of using technology thoughtfully to streamline service delivery and make information more accessible, rather than to create additional barriers. Moves away from face-to-face service delivery in favour of online and telephone methods by agencies such as Centrelink and the National Disability Insurance Scheme were cited as presenting additional difficulties for groups such as older people, people with poor literacy, people on low incomes and people living in remote areas with limited internet and mobile phone coverage.

## 5. While there are examples of good practice, most programs and services need to become more culturally aware and trauma-informed

In regional and metropolitan locations across Western Australia, Aboriginal people reported that existing services are not always culturally adequate. While there were many examples of good practice, the need for culturally sensitive service models, more Aboriginal people working in the system, co-design of programs and services in partnership with Aboriginal people and more Aboriginal Community Controlled Organisations delivering services was a consistent theme.

“People won’t ask for help when [they are] not understood”.

– Newman

“Respect and enable Aboriginal people.”

– Geraldton

While cohort specific responses to homelessness are important, it was also acknowledged that Aboriginal people and people from culturally and linguistically diverse backgrounds need a choice between accessing specialist or mainstream services. There is also an acute need for more interpreters for Aboriginal people and people from culturally and linguistically diverse backgrounds to improve access to services.

Trauma was identified as the underlying cause of many of the drivers of homelessness and the importance of consistent, trauma-informed practice was a key theme across the state. Some organisations are using principles of trauma-informed care and other organisations are not, with this lack of consistency undermining efforts to address the impact of trauma within the community.

## 6. Shelter and safety is a priority for people who are sleeping rough

“ Homeless people just get moved along way too easily. They are seen by everyone as a threat. But all we want is somewhere secure and safe. ”

– George (lived experience)

For people with lived experience of homelessness, personal safety was at the front and centre of their concerns. People said that they needed a safe place to go at night or during the day where they would be able to rest and store their belongings.

The need for more low-barrier accommodation was a consistent theme throughout the consultations, particularly accommodation that can be accessed by people with mental health issues and people affected by alcohol and other drugs. A shortage of low-barrier accommodation for young people was also reported.

### 7. Services should be person-centred, with the flexibility to help people for as long as they need it

The needs of the individual should be at the centre of responses to homelessness—supports should be tailored to the needs of the individual rather than a one-size-fits-all approach.

People also felt strongly that there should not be time limits on the provision of accommodation or support services. Services must have the flexibility to be able to assist an individual for as long as they need to help prevent people cycling through repeat episodes of homelessness.

“Intensive ongoing support and outreach over long periods of time would provide the consistency and continuity needed to assist people in feeling safe and secure.”

– Cockburn

### 8. Give communities a say in designing their own solutions

“Empower us to help people in our own communities”

– Joondalup

Just as the experience of homelessness was different in each region, so were the solutions needed to tackle it. People—including people with lived experience of homelessness—emphasised that they wanted their voices to be listened to and to be active partners in developing solutions for their community.

In regional areas in the north of the state there was an appetite for greater responsibility for homelessness services to be given to District Leadership Groups<sup>3</sup> and for trialling place-based funding.

### 9. Integrated and accessible mental health and drug and alcohol services are vital

Across the state, there needs to be more work done to better integrate mental health services and drug and alcohol services with mainstream homelessness services. People felt that government agencies and community organisations frequently work in silos which need to be broken down so that mental health and drug and alcohol services are connected. In regional areas services must be geographically accessible so that people do not have to travel long distances or leave their homes to access them.

“Drugs and homelessness are so interrelated and it’s a vicious cycle people get caught in. You get your benefit payments, spend it all on drugs in the first few days then find ways to survive for the rest of the fortnight.”

– Lance (lived experience)

<sup>3</sup> The Department of Communities has established District Leadership Groups in the East and West Kimberley, Pilbara and Goldfields regions to support regional services reform. The groups are responsible for developing and leading on-the-ground responses to achieve local outcomes and include representatives from the community sector, industry, Aboriginal community-controlled organisation, and all levels of government. More information about District Leadership groups can be found [here](#).

### 10. Educate the community about homelessness to reduce stigma and shame

Throughout the consultation process many people with lived experience shared deeply personal stories of how they had been viewed by mainstream society while homeless and the lasting affect that this had on their sense of self-worth. Shame, pride and personal stigma were cited as a barrier to accessing services by individuals and services providers alike, and there is a need for more community education to debunk myths around homelessness.

“Address stigma—real and perceived—and discrimination so that people can access and receive services that meet all their needs.”

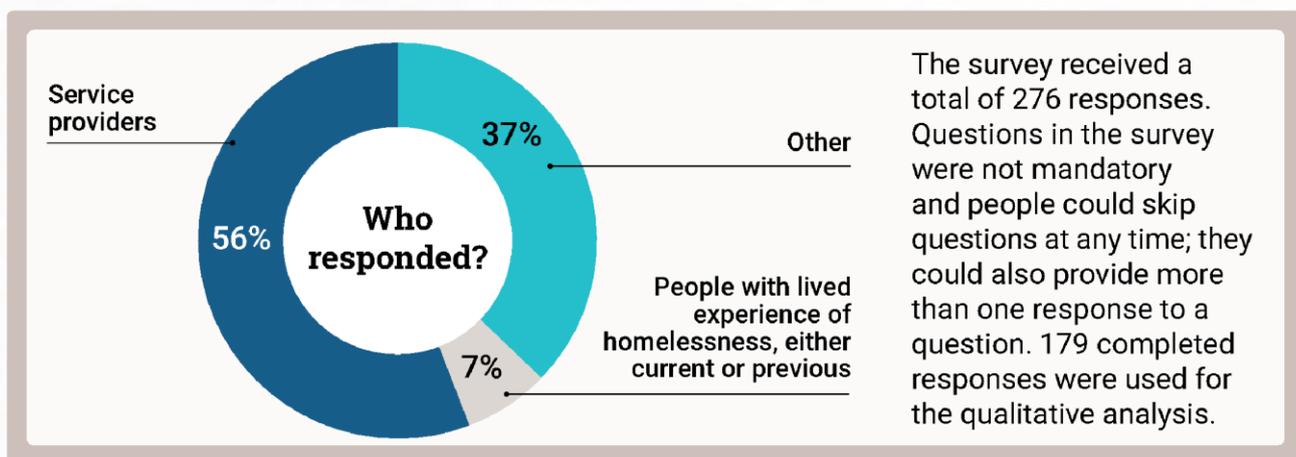
– Cockburn



## Results of the online survey

The Department of Communities conducted an online survey to complement the face-to-face consultations for the Strategy. The survey was available online from 5 November 2018 until 14 December 2018 and promoted to service providers, peak bodies, community members as well as to people who had attended the community consultations. People were encouraged to share the survey widely with their networks.

The full results of the online survey can be found on the Department of Communities website.



### Service Providers

**What are the top three reasons people experiencing homelessness present to your service?**

- Lack of appropriate housing 
- Family and domestic violence 
- Substance misuse 

**What are the top three things that the Strategy should focus on?**

- Support to maintain tenancies 
- Coordination of services 
- Increases in crisis accommodation 



**What is working well in your community to help people who are experiencing homelessness?**

- Increased collaboration of services
- Community housing programs
- Diversionary programs
- Early intervention programs



**What are the barriers that prevent your community from helping people who are experiencing homelessness?**

- The lack of crisis accommodation
- The lack of readily available and appropriate information
- Strict program eligibility criteria
- The difficulty of finding a safe place to stay for people who are under the influence of alcohol or drugs and have a mental health conditions

## People with lived experience

People cited more than one reason for becoming homeless, but the leading cause was **family and domestic violence**.



Over half the respondents had been homeless for **1–3 years**. One had been homeless for more than **10 years**.

The majority of people who responded to the survey would usually **stay with family and friends or in their car**.



Most were alone when experiencing homelessness, but three people indicated they **had their children with them**.



### What did you need help with the most when experiencing homelessness?

- Safe and affordable housing
- Access to facilities to keep clean
- Support services and assistance with obtaining rental bond payments
- Short stay accommodation



### Where do you go to seek help?

Not all respondents knew where to go for help, but common answers included:

- Hospitals
- Family or friends
- CrisisCare
- Drop-in centres
- Centrelink



## Other Respondents

State and local government employees and community members responded to the survey under this category.

**45 people** indicated that they **had provided support to someone experiencing homelessness**.

### What are the top three things the Strategy should focus on?

- Service coordination
- Affordable and appropriate housing
- Crisis accommodation

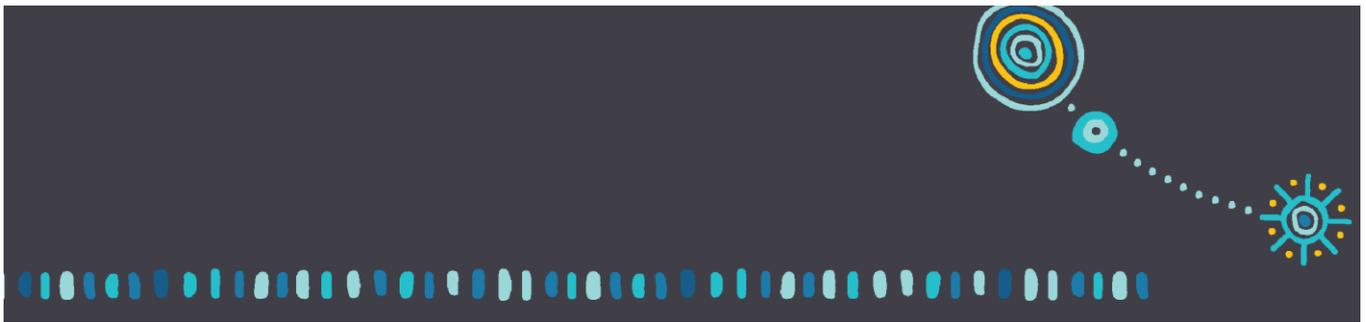


Only **20%** of respondents thought that existing services in their community are addressing the needs of people experiencing homelessness well.

### What are the barriers that prevent your community from helping people who are experiencing homelessness?

- Insufficient funding for services
- Lack of appropriate housing
- Lack of coordination among services
- Lack of understanding of homelessness





## Future Directions

This part of the Directions Paper outlines the work that has been done so far on the development of a strategic framework for addressing homelessness. The proposed vision, principles and focus areas for the Strategy build on the evidence base and the feedback received during the consultation process.

### Vision

**Everyone has a place to call home and is supported to achieve stable and independent lives.**

In this context, a home is somewhere that is safe, secure and appropriate for a person's needs. Stable means people are supported to maintain their housing and can put down roots where they live and be connected to their local community. Independent means individuals are empowered to make decisions and take control of their own lives.

### Principles

A set of principles has been developed to guide the whole of community approach to addressing homelessness in the Strategy. These principles are:

- 1. Ending homelessness is everyone's responsibility**

Responsibility for ending homelessness is shared by businesses and individuals, the community services sector, and all levels of government. There is a common understanding of the individual and structural causes of homelessness.
- 2. Housing is a foundation for life**

There is a shared commitment to the value and benefits of a housing first approach, recognising that access to appropriate, safe and affordable housing is fundamental to wellbeing.
- 3. People's needs are at the heart of our responses**

People's needs and lived experience are at the centre of service design and delivery. People are treated with dignity and respect, with a focus on supporting their individual strengths.

**4. There is a No Wrong Door approach to service delivery**

People are provided with appropriate and timely assistance regardless of where they enter the homelessness system. Agencies and services work together to maximise the use of available resources and deliver the best outcomes for people.

**5. The right solutions are delivered in the right places**

Efforts to prevent and respond to homelessness are flexible and tailored to local conditions. Programs and services are co-designed with consumers and communities. Innovation is encouraged.

**6. We do what we know works**

Programs and services are evidence-based and responsive to examples of best and emerging practice, especially in relation to culturally appropriate and trauma-informed practice. We acknowledge what is already working well and support good service models.

**7. We hold ourselves accountable for achieving outcomes**

Commitment to the Strategy is shared across government and the community services sector. We report against outcomes and targets to demonstrate our progress.

**Focus Areas**

The focus areas describe the high-level changes that will be achieved over the life of the Strategy and will guide where resources will be directed and what actions will be taken. The focus areas for the Strategy are:

1. Creating sustainable pathways out of homelessness



2. Prevention and early intervention



3. Transforming the existing homelessness service system to create an integrated, person-centred system.





## Focus Area 1: Sustainable pathways out of homelessness

This area concentrates on addressing the existing homeless population by creating lasting and sustainable pathways out of homelessness and preventing re-entry into homelessness, with the aim of ending or substantially reducing—not managing—homelessness over the life of the Strategy.

### **Direction 1.1: Create and trial different types of housing and accommodation that addresses the diverse needs of people across the homelessness continuum**

People who are experiencing or at risk of experiencing homelessness are not a homogenous cohort and they require different kinds of housing and support. For some, long-term and intensive support is required while other people may be able to quickly transition to independent living with little or no support. One of the main priorities for the Strategy will be looking at ways to create diverse housing options which reflect the varied needs of people who are homeless or at risk of homelessness in each part of Western Australia, taking a housing first approach where appropriate.

“Creative, supportive, and alternative housing options for people with diverse needs are required.”  
– Albany

**Actions being considered under this direction include:** considering an expanded role for lodging houses; implementing a private rental brokerage scheme; and looking at new, evidence-based housing models for Western Australia such as a Common Ground housing model.

### **Direction 1.2: Make more beds available in low-barrier crisis and short-term transitional accommodation**

Consultations for the Strategy highlighted the shortage of crisis beds across the system, particularly low-barrier accommodation that can be accessed by people who are also experiencing mental health problems or affected by alcohol or other drugs. This results in people who are seeking emergency accommodation being turned away and rough sleeping, potentially leading to further exposure to trauma. Contributing to the shortage of beds is the problem of people becoming ‘stuck’ in crisis or transitional accommodation because of a lack of permanent housing options they can move onto.

The Strategy will look at ways to make more crisis beds available across the system, including more low-barrier accommodation, with the aim of making inroads into ending rough sleeping and chronic homelessness.

**Actions being considered under this direction include:** exploring new models or expanding existing models for crisis and/or low-barrier accommodation and support; working to eliminate bottlenecks that prevent people moving out of crisis and transitional accommodation and into permanent housing.

### Direction 1.3: Improve service delivery through innovation and collaboration

In every location across regional and metropolitan Western Australia during consultations for the Strategy people spoke about the need to improve service delivery to ensure that services are accessible, and people do not have to repeat their story multiple times when seeking assistance. The Strategy will seek innovative solutions to improve service delivery and make services more coordinated and person-centred.

**Actions being considered under this direction include:** making smarter use of technology; supporting services to increase their utilisation of case management models (using housing first principles where appropriate); rethinking the role of meals and day centres.

### Case Study: Changes to Western Australian tenancy law to support victims of family and domestic violence

The Western Australian government has passed changes to the *Residential Tenancies Act* that will create new options for renters who are affected by family and domestic violence.

The changes, which will come into effect on 15 April 2019, will allow victims of family and domestic violence to:

- End a tenancy agreement without going to court and with as little as seven days' notice
- Apply to court to have a perpetrator's name removed from a lease
- Make a rental home safer through lock changes or security upgrades
- Allow the court to assign costs to the perpetrator for damages to the property or unpaid rent resulting from family and domestic violence
- Seek removal from, or avoid being listed on, a tenancy database if the listing was because of family and domestic violence.

Family and domestic violence is the leading cause of homelessness in Western Australia and victims can suffer significant hardship when they are forced to leave their home. These changes to the law aim to prevent pathways into homelessness by giving victims of family and domestic violence better protection within the context of a residential tenancy, including whether to stay in a rental home by excluding the perpetrator or moving to safer accommodation.



## Focus Area 2: Prevention and early intervention

This area targets improving existing homelessness prevention and early intervention responses in the short term and directing more resources towards this in the longer term as inroads are made into addressing the existing homeless population.

“Address the causes of homelessness—free financial budgeting services, family relationship strengthening, mental and emotional resilience.”

– Kalgoorlie

### Direction 2.1: Focus on families and young people to break cycles of homelessness

“Prioritising early relationships and strong families can minimise issues leading to homelessness.”

– Joondalup

There is an intergenerational aspect to homelessness; the evidence demonstrates that experiencing homelessness as a child or young person makes someone more likely to experience homelessness as an adult. Investing in young people and families is therefore crucial to preventing homelessness among adults and the Strategy will look to strengthen responses to youth homelessness.

**Actions being considered under this direction include:** assessing whether there is a gap in services for emerging cohorts such as LGBTIQ+ young people; evaluating whether there is a case for the expansion of successful models already operating in Western Australia.

### Direction 2.2: Better support for people who have recently exited homelessness or whose tenancies are at risk

The Strategy will consider how to improve support for people who have been recently housed or whose tenancies are at risk to prevent entry (or re-entry) into homelessness. This includes ensuring that supports are person-centred and are in place for as long as the individual or family needs them, and this applies not just to tenancy support but to other types of support as well such as financial counselling or mental health support. This direction will contribute to prevention and early intervention as well as creating sustainable pathways out of homelessness.

“When individuals and families are placed in public housing, they require culturally appropriate, intensive support to help them maintain a home and be financially sustainable.”

– Broome

**Actions being considered under this direction include:** providing more trained housing support workers, including more Aboriginal housing support workers; ensuring that support services are culturally appropriate and meet the needs of Aboriginal people and people from culturally and linguistically diverse backgrounds including delivery by Aboriginal Community Controlled Organisations.

**Direction 2.3: No exits into homelessness from government institutions including prisons, hospitals and out-of-home care**

Release from state care, including prisons, hospitals and out-of-home care, is a time of high vulnerability and many people exit the system into homelessness. The Strategy will look at how to improve the support provided to people who are leaving state care so that no individual exits into homelessness.

**Actions being considered under this direction include:** support for the Home Stretch pilot to extend the leaving care age; requiring state government agencies including Justice, Health and Communities to ensure that all individuals who are exiting their care go to stable accommodation with tailored support; introducing across-agency reporting on homelessness indicators.

“ When I left prison, there was no support. They just came and told me I was being released, with no notice, and I was walked out with nowhere to go. It’s been a struggle ever since...  
What really would have helped me earlier on is better exit planning. I needed support to be more prepared leaving prison.  
If I had that, I probably would have been much better off. ”

– Anonymous (lived experience)

## Case Study: Private Rental Subsidy

The New South Wales government’s Rent Choice program supports households to access safe and affordable housing in the private rental market.

It provides a time-limited rental subsidy for up to three years and facilitates access to support services, including training and employment opportunities, to build capacity for independent living. The program is not intended for people who require long-term housing assistance or who have long-term support needs.

There are several types of Rent Choice products that are available for young people, veterans, people escaping family and domestic violence, and other cohorts. To be eligible for Rent Choice a person must be able to demonstrate a capacity to sustain their tenancy in private rental accommodation and in most cases also be homeless or at risk of homelessness and eligible for social housing. The subsidy is paid directly to the landlord and the rate of payment decreases over time to prepare the person to pay market rent at the end of the program.



### Focus Area 3: System transformation

This area emphasises transforming how government and community sector agencies work together to deliver homelessness services to create an integrated system that responds to the needs of individuals and communities.

“Have a co-ordinated, focussed, targeted, collaborative approach to service delivery that includes partnerships, so we are all rowing in the same direction.”

– Karratha

#### Direction 3.1: Implement a No Wrong Door approach to service delivery

“Bureaucracy and red tape gone would make it easier for ‘clients’ to navigate the systems.”

– Joondalup

During consultations for the Strategy people in locations across regional and metropolitan Western Australia described how difficult and complex the homelessness service system can be for both the individuals seeking help and the people working to provide it. The Strategy will look to address this by delivering a No Wrong Door approach to service delivery across the homelessness service system.

Significant work has already been done in partnership with the community services sector to define what No Wrong Door means and the tools that are needed to deliver it. Further information about the work that has been done on a No Wrong Door approach can be found at the end of this section.

#### Direction 3.2: Implement integrated, whole-of-government responses to homelessness

Homelessness is not an issue that sits neatly within a single government portfolio and people who are experiencing homelessness often have needs that cut across the responsibilities of agencies such as Health, Justice, Education, Mental Health and Communities as well as local government. The Strategy will look at how to improve responses to homelessness across government and ensure that government is modelling best practice in terms of across-agency collaboration and coordination.

**Actions being considered under this direction include:** setting consistent, whole-of-government targets to reduce homelessness with CEOs held accountable through mechanisms such as performance agreements; introducing information and data sharing protocols across government agencies and departments; and improving the links between homelessness services and mental health and drug and alcohol services.

#### Direction 3.3: Roll out consistent, trauma informed practice across programs and services

People who are homeless experience trauma at a greater rate than the rest of the population and consistent trauma informed care is essential for healing and for addressing the underlying issues that lead to people becoming homeless. The Strategy will look at examples of best-practice in trauma informed care and treatment and how to ensure that this is applied to specific cohorts and across the homelessness service system.

“[We need] dedicated trauma informed therapeutic services available in each town for children, women, men, families and service providers.”

– Kununurra



## A No Wrong Door Approach to Service Delivery

During consultations for the Strategy, many organisations and service users described the current homelessness service system as difficult to navigate, with people being passed between services and having to tell their story multiple times. Implementing a No Wrong Door approach to service delivery was suggested as one way to address these issues, with the Department of Communities playing a critical role in overseeing and coordinating system-wide reform.

“The presence of complex pathways is a barrier for people in the region. People can’t just walk in and get what’s needed and there is much time spent on re-telling personal stories and experiences.”

– Port Hedland

### What does No Wrong Door mean?

On 13 November 2018, the Department of Communities held a targeted workshop to explore the concept of a No Wrong Door approach in the context of the development of the Strategy. At the workshop it was agreed that the main elements that should underpin a No Wrong Door approach are:

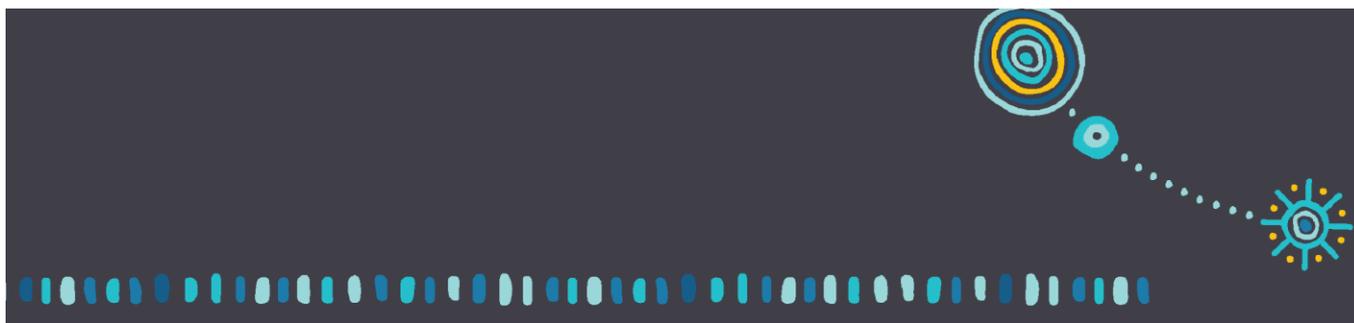
- individuals experiencing or at risk of homelessness can access the support they need quickly and easily
- needs are assessed at the first point of entry. If assistance cannot be provided an individual will be directly connected to a service that will support them
- parts of the system are connected so that people do not need to tell their story multiple times
- workers are appropriately trained and organisations are resourced to deliver a No Wrong Door approach.

### How do we get there?

Implementing a No Wrong Door approach will require both government and the community services sector to adjust the way that they currently operate. Changes needed to support a No Wrong Door approach that were identified at the workshop are:

- implementing consistent, system-wide protocols around information sharing, assessments and referrals between agencies. This could involve the development of a common assessment tool that can be used across agencies
- changing the way that services are delivered by increasing collaboration and flexibility across the sector
- making smarter use of technology through initiatives such live bed-counts, databases, and mobile phone apps.

The meaning of No Wrong Door and the tools needed to achieve change will be further explored and tested as the Strategy is developed.



## How to Make a Submission

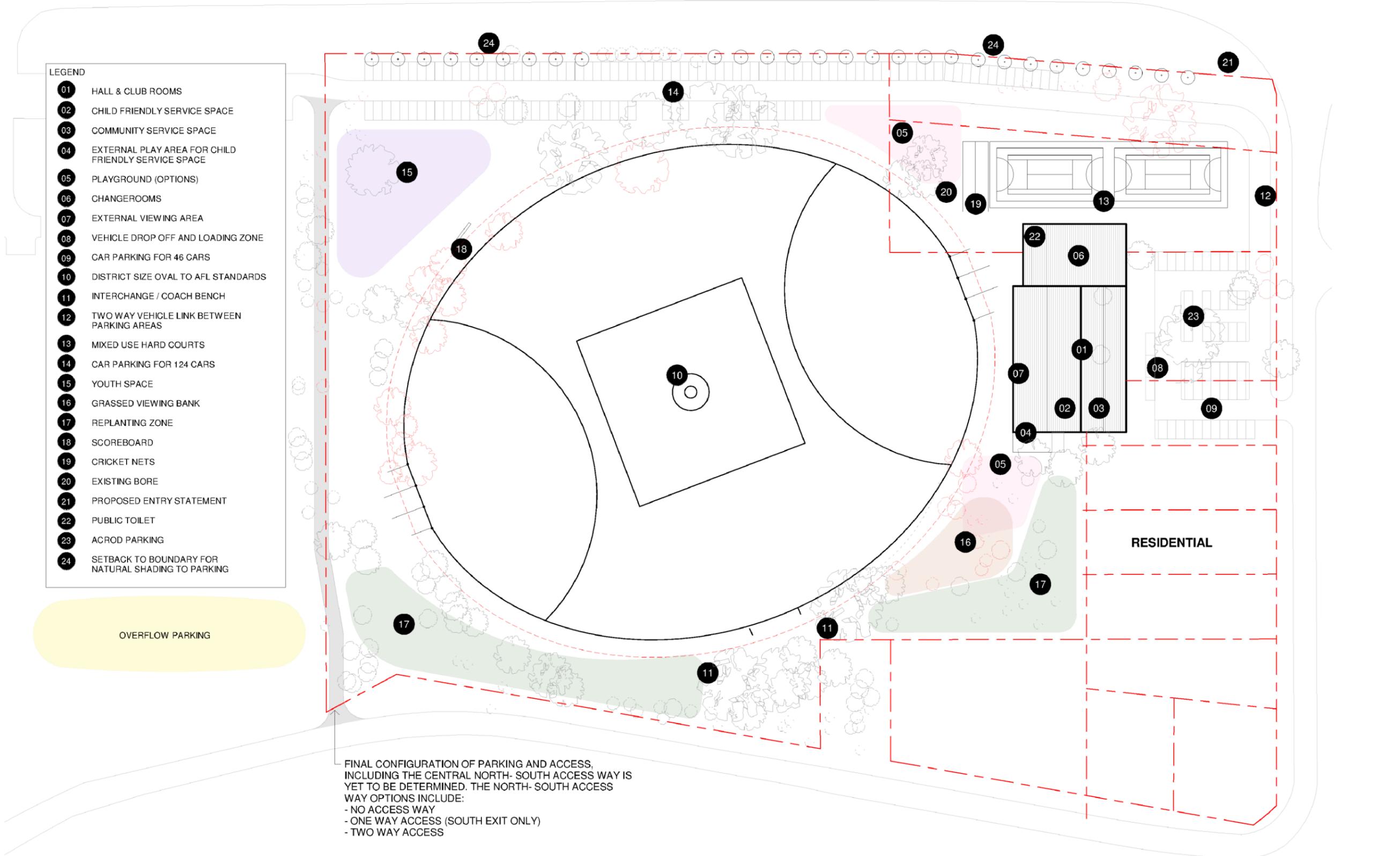
Service providers, government agencies, local governments, people with lived experience of homelessness and other interested stakeholders are invited to provide feedback on the proposed directions for the Strategy. Feedback will be incorporated into the Strategy, which will be finalised later in 2019.

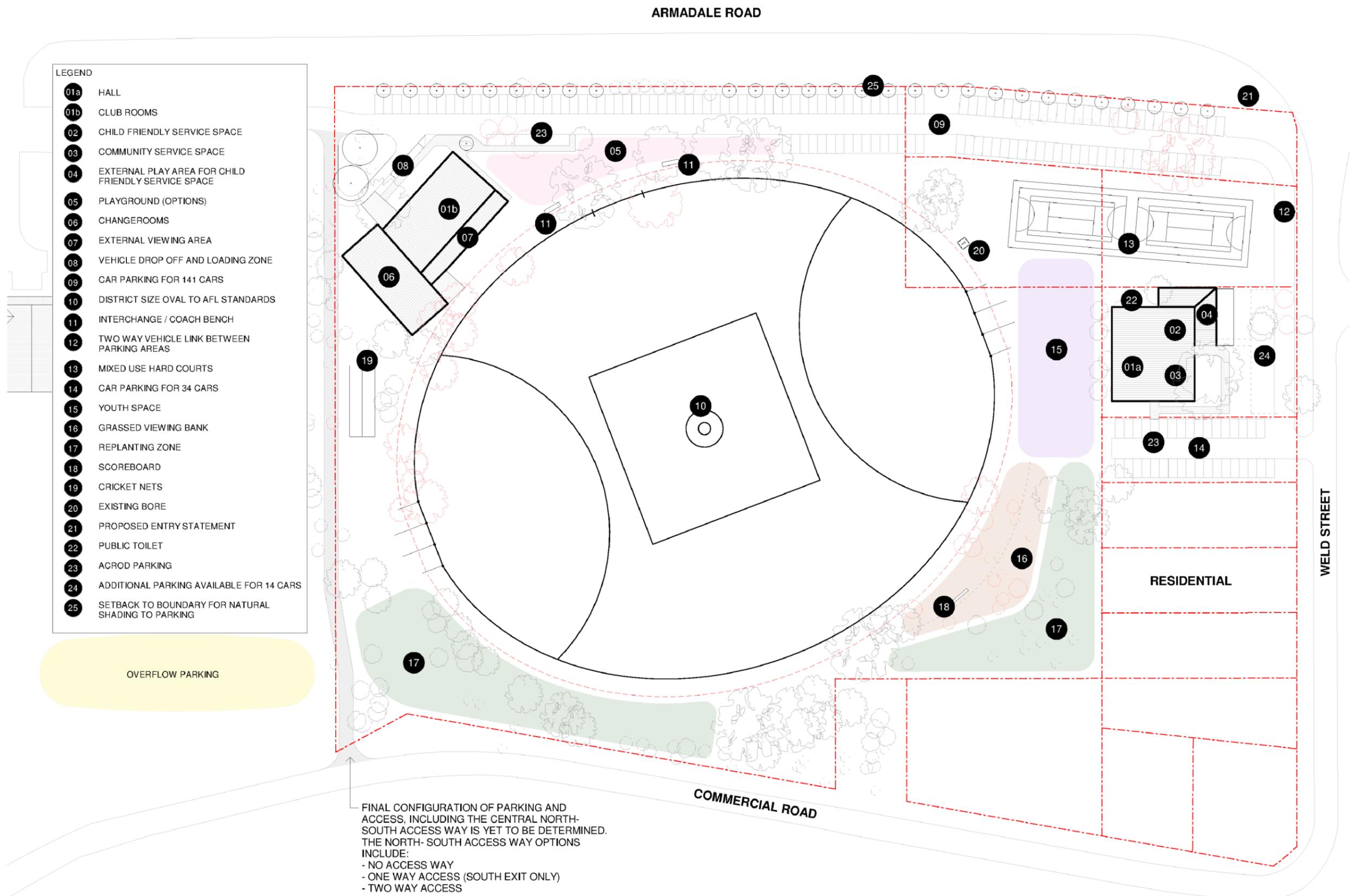
Submissions should focus on the discussion questions on [page 4](#) of this paper and be emailed to [homelessness.strategy@communities.wa.gov.au](mailto:homelessness.strategy@communities.wa.gov.au) or mailed to:

Attn: Homelessness Strategy Team  
Department of Communities  
99 Plain Street  
East Perth WA 6004

**All submissions must be received by 4pm on 17 May 2019.** When making your submission please indicate if you do not wish for it to be published on the Department of Communities website.

If you have any questions or would like to discuss an alternative way of making a submission please contact us at [homelessness.strategy@communities.wa.gov.au](mailto:homelessness.strategy@communities.wa.gov.au).





PROJECT	JOB NUMBER	DATE	DRAWING	SCALE	NORTH
FORRESTDALE COMMUNITY HUB WILLIAM SKEET OVAL	80191	23/10/19	SITE PLAN - MULTIPLE BUILDINGS STAND ALONE HALL	1 : 1000	



ARMADALE ROAD

WELD STREET

COMMERCIAL ROAD

RESIDENTIAL

- LEGEND**
- 01 HALL & CLUB ROOMS
  - 02 CHILD FRIENDLY SERVICE SPACE
  - 03 COMMUNITY SERVICE SPACE
  - 04 EXTERNAL PLAY AREA FOR CHILD FRIENDLY SERVICE SPACE
  - 05 PLAYGROUND (OPTIONS)
  - 06 CHANGEROOMS
  - 07 EXTERNAL VIEWING AREA
  - 08 VEHICLE DROP OFF AND LOADING ZONE
  - 09 CAR PARKING FOR 141 CARS
  - 10 DISTRICT SIZE OVAL TO AFL STANDARDS
  - 11 INTERCHANGE / COACH BENCH
  - 12 TWO WAY VEHICLE LINK BETWEEN PARKING AREAS
  - 13 MIXED USE HARD COURTS
  - 14 CAR PARKING FOR 34 CARS
  - 15 YOUTH SPACE
  - 16 GRASSED VIEWING BANK
  - 17 REPLANTING ZONE
  - 18 SCOREBOARD
  - 19 CRICKET NETS
  - 20 EXISTING BORE
  - 21 PROPOSED ENTRY STATEMENT
  - 22 PUBLIC TOILET
  - 23 ACROD PARKING
  - 24 ADDITIONAL PARKING AVAILABLE FOR 14 CARS
  - 25 SETBACK TO BOUNDARY FOR NATURAL SHADING TO PARKING

OVERFLOW PARKING

FINAL CONFIGURATION OF PARKING AND ACCESS, INCLUDING THE CENTRAL NORTH-SOUTH ACCESS WAY IS YET TO BE DETERMINED. THE NORTH- SOUTH ACCESS WAY OPTIONS INCLUDE:  
 - NO ACCESS WAY  
 - ONE WAY ACCESS (SOUTH EXIT ONLY)  
 - TWO WAY ACCESS

PROJECT	JOB NUMBER	DATE	DRAWING	SCALE	NORTH
FORRESTDALE COMMUNITY HUB WILLIAM SKEET OVAL	80191	19/11/2019	SITE PLAN - MULTIPLE BUILDINGS SPORTS PLUS HALL	1 : 1000	





**BUSH FIRES ACT 1954  
LOCAL GOVERNMENT ACT 1995  
CITY OF ARMADALE**

**BUSH FIRE BRIGADES LOCAL LAW**

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the City of Armadale resolved on 15 April 2019 to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation**

This local law may be cited as the *City of Armadale Bush Fire Brigades Local Law 2019*.

**1.2 Definitions**

- (1) In this local law unless the context otherwise requires –  
*Act* means the *Bush Fires Act 1954*;  
*brigade area* is defined in clause 2.2(1)(b);  
*brigade member* means a fire fighting member, associate member or a cadet member of a bush fire brigade;  
*brigade officer* means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;  
*bush fire brigade* is defined in section 7 of the Act;  
*Bush Fire Operating Procedures* means the Bush Fire Operating Procedures adopted by the Chief Bush Fire Control Officer as amended from time to time;  
*CEO* means the chief executive officer of the City of Armadale;  
*Council* means the Council of the local government;  
*Department* means the Department of Fire and Emergency Services of Western Australia;  
*district* means the district of the local government;  
*fire fighting member* is defined in clause 4.2;  
*local government* means the *City of Armadale*;  
*normal brigade activities* is defined in Section 35A of the Act.  
*Regulations* means Regulations made under the Act; and  
*Rules* means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.
- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
  - (b) a First Lieutenant;
  - (c) a Second Lieutenant;
  - (d) any additional Lieutenants;
  - (e) an Equipment Officer;
  - (f) a Training Officer;
  - (g) a Secretary;
  - (h) a Treasurer; or
  - (i) a Secretary/Treasurer combined,
- means a person holding that position in a bush fire brigade.

### 1.3 Repeal

The *City of Armadale Bush Fire Control Local Law*, published in the *Government Gazette* on 5 July 2002 and amended by publication in the *Government Gazette* of 23 October 2015 is repealed.

### 1.4 Application

This local law applies throughout the district.

## PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

### *Division 1 – Establishment of a bush fire brigade*

#### 2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

#### 2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
  - (a) give a name to the bush fire brigade;
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
  - (c) appoint –
    - (i) a Captain;
    - (ii) a First Lieutenant;
    - (iii) a Second Lieutenant;
    - (iv) additional Lieutenants if the local government considers it necessary;
    - (v) an Equipment Officer;
    - (vi) a Training Officer or officers as the brigade considers it necessary;
    - (vii) a Secretary; and
    - (viii) a Treasurer; or
    - (ix) a Secretary/Treasurer combined.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
- (4) The appointments referred to in subclause (1)(c) expire at the completion of the next annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the next annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2).

### *Division 2 – Command at a fire*

#### 2.3 Ranks within the bush fire brigade

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bush fire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the fire fighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.

- (2) Where a bush fire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bush fire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

*Division 3 – Application of Rules to a bush fire brigade*

**2.4 Rules**

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member are to comply with the Rules.

*Division 4 – Transitional*

**2.5 Existing Bush Fire Brigades**

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
  - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
  - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
  - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –  
“**commencement day**” means the day on which this local law comes into operation.

*Division 5 – Dissolution of bush fire brigade*

**2.6 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

**2.7 New arrangement after dissolution**

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

**PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

*Division 1 – Local government responsibility*

**3.1 Local government responsible for structure**

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

**3.2 Officers to be supplied with Act**

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law, local government code of conduct and policies and any other written laws which may be relevant to the performance of the brigade officers’ functions, and any amendments which are made thereto from time to time.

### **3.3 Appointment of Training Coordinator**

The local government is to appoint a Training Coordinator for the district.

### **3.4 Role of Training Coordinator**

The role of the Training Coordinator is to-

- (a) coordinate all training conducted within the brigades;
- (b) coordinate the training budget for the brigades; and
- (c) to represent the training officer of the brigades on State/District Committees.

## *Division 2 – Chief Bush Fire Control Officer*

### **3.5 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

### **3.6 Chief Bush Fire Control Officer may attend meetings**

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

### **3.7 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention/suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

## *Division 3 – Annual general meetings of bush fire brigades*

### **3.8 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting during the month of May each year.

### **3.9 Nomination of bush fire control officer to the local government**

At the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

### **3.10 Local Government to be provided with copy of Minutes**

The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.

### **3.11 Local government to have regard to nominees**

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated, but is not bound to appoint the persons nominated.

#### **PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

##### **4.1. Types of membership of bush fire brigade**

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members;
- (d) honorary life members
- (e) and life members

##### **4.2 Fire fighting members**

Fire fighting members are those persons being at least 17 years of age who undertake all normal bush fire brigade activities.

##### **4.3 Associate members**

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

##### **4.4 Cadet members**

Cadet members are –

- (a) to be aged 11 to 16 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

##### **4.5 Honorary life member**

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be payable by an honorary life member.

##### **4.6 Life membership**

- (1) A brigade member who has achieved 15 years active service to a brigade within the City of Armadale.
- (2) Life members have no voting rights unless they are also active members.

##### **4.7 Notification of membership**

No later than 31 May in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

#### **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

##### **5.1 Rules to govern**

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

## **PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES**

### **6.1 Policies of local government**

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

### **6.2 Equipment in brigade area**

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

### **6.3 Funding from local government budget**

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 28 February each year in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

### **6.4 Consideration in the local government budget**

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

## FIRST SCHEDULE

### RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

#### PART 1 - PRELIMINARY

##### 1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –  
**absolute majority** means a majority of more than 50% of the number of-
  - (a) brigade members of the bush fire brigade in attendance; or
  - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Brigade Officer Committee;**Brigade Officer Committee** means the Brigade Officer Committee of the bush fire brigade;  
**local law** means the *City of Armadale Bush Fire Brigades Local Law 2019*;  
**normal brigade activities** is defined by section 35A of the Act; and  
**simple majority** means a majority in which the highest number of votes cast for any one issue or item exceeds the second highest number.
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Brigade Officer Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

#### PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

##### 2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

##### 2.2 Brigade Officer Committee to determine applications

Applications for membership are to be determined by the Brigade Officer Committee and endorsed by the Chief Bush Fire Control Officer.

##### 2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;
- (d) procedures to be employed by the Brigade Officer Committee prior to approval of an application for membership,

and the Brigade Officer Committee is to act within the parameters of any such policy in determining applications for membership.

#### **2.4 Applications for membership**

An application for membership is to be in writing and is to be submitted to the Secretary and is to be accompanied by a completed form in the form as determined by the local government from time to time.

#### **2.5 Decision on application for membership**

- (1) The Brigade Officer Committee may –
  - (a) approve an application for membership unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for membership.
- (2) If the Brigade Officer Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

#### **2.6 Local Government to be notified of registrations**

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Local Government within 14 days of a person being admitted to membership in the form required by the Local Government.

#### **2.7 Termination of membership**

- (1) Membership of the bush fire brigade terminates if the member –
  - (a) dies;
  - (b) gives written notice of resignation to the Secretary;
  - (c) is dismissed by the Brigade Officer Committee;
  - (d) is dismissed by the Local Government; or
  - (e) ceases to be a member or is taken to have resigned under subclause (2).
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

#### **2.8 Suspension of membership**

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Brigade Officer Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Brigade Officer Committee.
- (3) Upon the expiry of the period of suspension the Brigade Officer Committee may:
  - (a) extend the period of suspension;
  - (b) terminate the membership; or
  - (c) reinstate the membership.

#### **2.9 Existing liabilities to continue**

The resignation or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

#### **2.10 Member has right of defence**

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Brigade Officer Committee and answer any charges which might give grounds for dismissal.

#### **2.11 Objection Rights**

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (d) dismissing the objection;
- (e) varying the decision objected to; or
- (f) revoking the decision objected to, with or without –
  - (i) substituting for it another decision; or
  - (ii) referring the matter, with or without directions, for another decision by the Committee.

### **PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

#### **3.1 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the Bush Fire Operating Procedures.

#### **3.2 Duties of Captain**

The Captain ~~is to~~-

- (a) ~~is to~~ presides over all brigade meetings and ~~will~~ ensure meeting procedures are followed at all times;
- (b) ~~is to~~ demonstrate positive leadership and mentor members;
- (c) ~~is to~~ attend meetings as requested by the local government;
- (d) ~~is to~~ promote the objectives of the brigade;
- (e) ~~is to~~ act as spokesperson for the brigade on public relations and other matters, in conjunction with the local government;
- (f) ~~is to~~ advise the brigade on administrative matters;
- (g) may direct the brigade activities during wildfire suppression or during hazard reduction burning programs;
- (h) in the absence of a Bush Fire Control Officer may take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to;
- (i) ~~is to~~ ensures Brigade members are adequately trained to carry out their functions, in accordance with Bush Fire Operating Procedures (BFOP) and Brigade standards;
- (j) undertakes responsibility for the management and maintenance of brigade property and equipment;
- (k) ~~is to~~ conduct brigade briefings and post incident analysis of any incident involving fire fighting or management issues;
- (l) ~~is to~~ ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with Bush Fire Operating Procedures; and
- (m) ~~is to~~ adopt policies on behalf of the brigade as recommended by the local government.

#### **3.3 Brigade Lieutenants**

- (1) The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants.
- (2) All Lieutenants must be ranked in seniority as follows -
  - (a) the Captain and Lieutenants of the brigade, in consultation with the Chief Bush Fire Control Officer, determine this seniority;
  - (b) in the event that a resolution cannot be found, the Chief Bush Fire Control Officer shall have the final say.
- (3) In the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;

(3) The Lieutenant is to -

~~(a) in the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;~~

~~(b)(a)~~ provide support to the Captain and assist with the management of the Brigade;

~~(c)(b)~~ command and manage members during emergencies and other Brigade related activities;

~~(d)(c)~~ demonstrate positive leadership and mentor members;

~~(d)~~ conduct briefings during and after incidents and maintain open lines of communications;

~~(e)~~ encourage positive interaction and teamwork between members;

(f) ensure Bush Fire Operating Procedures are adhered to at brigade activities;

(g) ensure members engaged in fire fighting activities hold competencies relevant to the task;

(h) work cohesively with the brigade Training Officer and conduct training activities for members;

(i) ~~to~~ ensure the behaviour of members is in accordance with the ~~H~~local ~~G~~overnment's code of conduct.

### 3.4 Secretary

The Secretary is to –

(a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which must be open for inspection by brigade members at any reasonable time;

(b) answer all correspondence or direct it appropriately, and keep a record of the same;

(c) prepare and send out all necessary notices of meetings;

(d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;

(e) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership;

(f) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.

### 3.5 Treasurer

The Treasurer is to –

(a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;

(b) pay accounts as authorised by the Brigade Officer Committee;

(c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;

(d) be the custodian of all monies of the bush fire brigade;

(e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees;

(f) report on the financial position at meetings of the bush fire brigade or Brigade Officer Committee;

(g) submit a copy of the audit report to the Chief Bush Fire Control Officer by 31 May each year.

### 3.6 Equipment Officer

(1) Duties

(a) ~~the~~The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade); ~~and~~.

- (b) ~~The Equipment Officer is to~~ provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).
- (2) Storage of Equipment
  - (a) ~~The~~ Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the “station”);
  - (b) ~~if~~ there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

### 3.7 Training Officer

The Training Officer is to-

- (a) ensure brigade members maintain necessary skill levels equivalent to the competency standards required as recommended by the Department and the City of Armadale;
- (b) ensure regular training sessions are conducted within the brigade to maintain currency of qualifications and skills;
- (c) maintain accurate records of training undertaken by members and ensure that qualification and training updates are forwarded to the local government;
- (d) provide mentoring for members who express an interest in training to encourage future facilitators;
- (e) represent the brigade at training committee meetings.

## PART 4 – BRIGADE OFFICER COMMITTEE

### 4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Brigade Officer Committee.
- (2) Without limiting the generality of subclause (1), the Brigade Officer Committee is to have the following functions –
  - (a) to recommend to the local government amendments to these Rules;
  - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
  - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
  - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
  - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
  - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Brigade Officer Committee) on any conditions it thinks fit;
  - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
  - (h) deal with membership applications, grievances, disputes and disciplinary matters.

#### **4.2 Constitution of Brigade Officer Committee**

- (1) The Brigade Officer Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer, Training Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to -
  - (a) be elected at the annual general meeting of the bush fire brigade; and
  - (b) hold office until the next annual general meeting;
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Brigade Officer Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

### **PART 5 – MEETINGS OF BUSH FIRE BRIGADE**

#### **5.1 Ordinary meetings**

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days' notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
  - (a) organising and checking equipment;
  - (b) requisitioning new or replacement equipment;
  - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
  - (d) establishing new procedures in respect of any of the normal brigade activities; and
  - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

#### **5.2 Special meetings**

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days' notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

#### **5.3 Annual general meeting**

- (1) At least 7 days' notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
  - (a) elect the brigade officers from among the brigade members;
  - (b) consider the Captain's report on the year's activities;
  - (c) adopt the annual financial statements;
  - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
  - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

#### **5.4 Quorum**

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of officers (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

#### **5.5 Voting**

Each brigade member is to have one vote, however in the event of an equality of votes the Captain (or person presiding) may exercise a casting vote.

#### **5.6 Auditor**

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

### **PART 6 – MEETINGS OF BRIGADE OFFICER COMMITTEE**

#### **6.1 Meetings of Brigade Officer Committee**

- (1) The Brigade Officer Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Brigade Officer Committee at any time.

#### **6.2 Quorum**

No business is to be transacted at a meeting of the Brigade Officer Committee unless a quorum of 3 brigade officers are present in person.

#### **6.3 Voting**

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

### **PART 7 – GENERAL ADMINISTRATION MATTERS**

#### **7.1 Fees**

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

#### **7.2 Funds**

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

#### **7.3 Financial year**

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

#### **7.4 Banking**

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1) and a third signatory must be selected.

#### **7.5 Disclosure of interests**

- (1) A brigade member must disclose to the bush fire brigade or Brigade Officer Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Brigade Officer Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Brigade Officer Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Brigade Officer Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

#### **7.6 Disagreements**

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Brigade Officer Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Brigade Officer Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Brigade Officer Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

### **PART 8 – NOTICES AND PROXIES**

#### **8.1 Notices**

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
  - (a) in writing;
  - (b) unless otherwise specified, given to or by the Secretary;
  - (c) given by –
    - (i) personal delivery;
    - (ii) post; or
    - (iii) email transmission;
  - (d) taken to have been received, as the case may be –
    - (i) at the time of personal delivery;
    - (ii) 2 business days after posting; or

(iii) on the date the sender sends the notice as verified on their electronic device.

**8.2 Proxies**

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy must give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy must be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

**“PROXY**

**[INSERT NAME] BUSH FIRE BRIGADE**

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING  
TO BE HELD ON [DATE]**

I, \_\_\_\_\_,  
Being a brigade member appoint \_\_\_\_\_ to be  
my proxy and vote on my behalf at the meeting of the bush fire  
brigade to be held on [insert date] and at any adjournment of it.  
The proxy shall vote as follows:

MOTION           FOR   AGAINST   ABSTAIN

- 1. ....
- 2. ....

If there is no instruction to the proxy as to the way to vote, the  
proxy shall exercise her or his discretion as to how to vote or  
whether to vote at all. In respect of any vote taken at the  
meeting on a matter which does not appear on the agenda, the  
proxy shall exercise her or his discretion as to the way he or she  
casts the vote or whether it is cast at all.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

NOTE: To be valid this proxy must be completed and returned  
to the Secretary of the bush fire brigade (or the presiding  
member) prior to the commencement of the meeting for which  
the proxy is valid.

Dated this     day of                    20 . . . . .                   ”

\_\_\_\_\_

Dated: 24 April 2019

The common seal of the City of Armadale was affixed by the authority of a resolution of the  
Council in the presence of –

H A ZELONES JP, Mayor  
RS TAME, Chief Executive Officer

**BUSH FIRES ACT 1954  
LOCAL GOVERNMENT ACT 1995**

**CITY OF ARMADALE**

**BUSH FIRE BRIGADES AMENDMENT LOCAL LAW 2019**

Under the powers conferred by the *Bush Fires Act 1954, Local Government Act 1995* and under all other powers enabling it, the Council of the City of Armadale resolved on \_\_\_\_\_ to adopt the following local law.

**1. Citation**

This local law may be cited as the *City of Armadale Bush Fire Brigades Amendment Local Law 2019*.

**2. Commencement**

This local law comes into operation 14 days after the date of publication in the *Government Gazette*.

**3. Principal local law**

This local law amends the *City of Armadale Bush Fire Brigades Local Law 2019* as published in the *Government Gazette* on 24 May 2019.

**4. Clause 3.1 amended**

In clause 3.1 delete “Local Government” and replace with “local government”.

**5. Clause 3.10 amended**

In the title of clause 3.10 delete “Government” and replace with “government”.

**6. Clause 2.6 of the First Schedule is amended**

Clause 2.6 of the First Schedule is amended as follows –

- (a) In the title delete “Government” and replace with “government”;
- (b) delete “Local Government” and replace with “local government”.

**7. Clause 2.7 of the First Schedule is amended**

Clause 2.7 of the First Schedule is amended as follows –

- (a) In subclause (1)(d) delete “Local Government” and replace with “local government”.

**8. Clause 3.2 of the First Schedule is amended**

Clause 3.2 of the First Schedule is amended as follows –

- (a) In clause 3.2 after “Captain” delete “is to”;
- (b) in subclause (a) before “presides” insert “is to”
- (c) in subclause (a) delete “presides” replace with “preside”;
- (d) in subclause (a) delete “will” before “ensure”;
- (e) in subclause (b) before “demonstrate” insert “is to”;

- (f) in subclause (c) before “attend” insert “is to”;
- (g) in subclause (d) before “promote” insert “is to”;
- (h) in subclause (e) before “act” insert “is to”;
- (i) in subclause (f) before “advise” insert “is to”;
- (j) in subclause (i) before “ensures” insert “is to”;
- (k) in subclause (i) delete “ensures” replace with “ensure”;
- (l) in subclause (k) before “conduct” insert “is to”;
- (m) in subclause (l) before “to ensure” insert “is”;
- (n) after subclause (l) insert “and”; and
- (o) in subclause (m) before “to adopt” insert “is”.

**9. Clause 3.3 of the First Schedule is amended**

Delete clause 3.3 of the First Schedule in its entirety and replace as follows –

**“3.3 Brigade Lieutenants**

- (1) The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants.
- (2) All Lieutenants must be ranked in seniority as follows -
  - (a) the Captain and Lieutenants of the brigade, in consultation with the Chief Bush Fire Control Officer, determine this seniority;
  - (b) in the event that a resolution cannot be found, the Chief Bush Fire Control Officer shall have the final say.
- (3) In the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities

The Lieutenant is to -

- (a) provide support to the Captain and assist with the management of the Brigade;
- (b) command and manage members during emergencies and other Brigade related activities;
- (c) demonstrate positive leadership and mentor members;
- (d) conduct briefings during and after incidents and maintain open lines of communications;
- (e) encourage positive interaction and teamwork between members;
- (f) ensure Bush Fire Operating Procedures are adhered to at brigade activities;
- (g) ensure members engaged in fire fighting activities hold competencies relevant to the task;
- (h) work cohesively with the brigade Training Officer and conduct training activities for members;
- (i) ensure the behaviour of members is in accordance with the local government’s code of conduct.”

**10. Clause 3.6 of the First Schedule is amended**

Clause 3.6 of the First Schedule is amended as follows –

- (a) In subclause (1)(a) delete “the” before “Equipment” and replace with “The”;
- (b) in subclause (1)(a) delete “; and” replace with “.”
- (c) in subclause (1)(b) before “provide” insert “The Equipment Officer is to”;
- (d) in subclause (2)(a) delete “the” before “Equipment” and replace with “The”;
- (e) in subclause (2)(a) delete “;” and replace with “.”; and
- (f) in subclause (2)(b) delete “if” before “there” and replace with “If”.

**11. Clause 5.4 of the First Schedule is amended**

Clause 5.4(1) of the First Schedule is amended by deleting “officers” and inserting “offices”.

\_\_\_\_\_

Dated:

The common seal of the City of Armadale was affixed by the authority of a resolution of the Council in the presence of –

\_\_\_\_\_  
R BUTTERFIELD  
MAYOR

\_\_\_\_\_  
J ABBISS  
CHIEF EXECUTIVE OFFICER