

Minutes

LOCAL HOMELESSNESS ADVISORY COMMITTEE

22 October 2020

*By signing these minutes I certify that they were confirmed at the Local Homelessness
Advisory Committee held on 14 January 2021*

**CR STEPHANIE GRAY
CHAIRPERSON**

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MINUTES

MINUTES of the meeting of the Local Homelessness Advisory Committee which was held in Committee Room, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on **22 October 2020** commencing at 5.37pm.

Committee Recommendations to Council are subject to adoption, or otherwise, at the following Ordinary Meeting of Council, as recorded in Minutes of that Council Meeting.

1. OFFICIAL OPENING

The Acting Director Community and Development, Mr Michael Worthington declared the meeting open at 5.37pm.

2. APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON

2.1 Election of Chairperson

In accordance with section 5.12 of the *Local Government Act 1995* the members of the Committee are to elect a Chairperson (presiding member) from amongst themselves in accordance with Schedule 2.3, Division 1.

- Cr Sally Palmer nominated Cr Stephanie Gray as Chairperson. As there were no further nominations, Cr Stephanie Gray was declared elected.

2.2 Election of Deputy Chairperson

In accordance with section 5.13 of the *Local Government Act 1995* the members of a committee may elect a Deputy Chairperson.

- Ms Leah Watkins nominated Ms Kathryn Snell as Deputy Chairperson. As there were no further nominations Ms Kathryn Snell was declared elected.

3. ACKNOWLEDGEMENT OF COUNTRY

In accordance with the City of Bayswater's Reflect Reconciliation Action Plan November 2019-November 2020, the Presiding Member will deliver the Acknowledgement of Country.

Noongar Language

Ngalla City of Bayswater kaatanginy baalapa Noongar Boodja baaranginy, Whadjuk moort Noongar moort, boordiar's koora koora, boordiar's ye yay ba boordiar's boordawyn wah.

English Language Interpretation

We acknowledge the Traditional Custodians of the Land, the Wadjuk people of the Noongar Nation, and pay our respects to Elders past, present and emerging.

Acting Director Community and Development, Michael Worthington, acknowledged the Traditional Custodians of the land, the Whadjuk people of the Noongar Nation, and paid respects to Elders past, present and emerging.

4. ATTENDANCE

Members

Cr Stephanie Grey	Chairperson
Ms Kathryn Snell	Deputy Chairperson
Cr Sally Palmer	
Ms Leah Watkins	
Ms Kathy Blitz-Cokis	
Mr Razif Ismail	
Mr Aaron McGregor	

Officers

Mr Michael Worthington	Acting Director Community and Development
Ms Karen Quigley	Manager Community Development
Ms Michele Fletcher	Coordinator Community Development
Ms Alix Bray	Acting Manager Strategic Planning and Place
Ms Cassandra Flanigan	Executive Support / Research Officer
Ms Tracey Taylor	Administration Officer

Observers

Mr Gareth Chiplin
Mr Mike Woods

4.1 Introductions

4.2 Apologies

Cr Lorna Clarke
Cr Giorgia Johnson
Ms Maria McAtackney
Ms Lisa Kazalac

4.3 Approved Leave of Absence

Nil.

5. DISCLOSURE OF INTEREST SUMMARY

In accordance with section 5.65 of the *Local Government Act 1995*:

A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest -

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

Nil.

6. DELEGATED AUTHORITY BY COUNCIL

There are no items appearing in these minutes for which the Local Homelessness Advisory Committee has been granted delegated authority by Council in accordance with section 5.23(1)(b) of the *Local Government Act 1995*; this meeting is closed to the Public.

7. TERMS OF REFERENCE

TERMS OF REFERENCE	
Local Homelessness Advisory Committee	
Definition of Homelessness	The City of Bayswater refers to homelessness as defined by the Bureau of Statistics (ABS), which is: <i>“...when a person does not have suitable accommodation alternatives they are considered homeless if their current living arrangement:</i> <ul style="list-style-type: none"> • <i>is in a dwelling that is inadequate; or</i> • <i>has no tenure, or if their initial tenure is short and not extendable; or</i> • <i>does not allow them to have control of, and access to space for social relations.” (ABS, 2012)¹.</i>
Meeting occurrence:	Quarterly, or as required.
Day of Meeting:	When suitable
Time of Meeting:	When suitable
Location of Meeting:	City of Bayswater, Civic Centre, 61 Broun Avenue Morley WA 6062
Liaison Officer:	Director Community and Development or nominated officer
Purpose of Committee:	The Local Homelessness Advisory Committee: <ul style="list-style-type: none"> • Provides appropriate and considered strategic advice and feedback relating to homelessness matters within the City of Bayswater that can be dealt with at a local government level to inform the development of the City’s draft Local Homelessness Strategy; • Provide advice and recommendations on how the City of Bayswater Local Homelessness Strategy and cascading actions can align to the Department of Communities’ 10 year Strategy on Homelessness 2020-2030; and • Receives reports on the City’s Local Homelessness Strategy development progress.
Role of Representatives	The roles and responsibilities of the City of Bayswater representatives on this Committee are: <ul style="list-style-type: none"> • Member in own right; and • Spokesperson for City of Bayswater.

Elected Members:	<ul style="list-style-type: none"> • Five Councillors • All other Councillors are deputies
Non-Council Members:	<p>Up to six community representatives who satisfy one or more of the following criteria:</p> <ul style="list-style-type: none"> • Individuals who work with or for homelessness service providers with their main operations based within the City of Bayswater; • Individuals who advocate on behalf of people experiencing homelessness on a professional level; and • Individuals with a lived experience of homelessness.
Non-Voting Members:	<ul style="list-style-type: none"> • Director Community and Development; • Manager Community Development; and • Other officers as required.
Terms of Membership	<ul style="list-style-type: none"> • Councillors – from date of Committee establishment until final Council endorsement of the Local Homelessness Strategy. • Non-Council members - from the date of appointment by Council until final Council endorsement of the Local Homelessness Strategy.
Delegated Authority	Nil.
Sitting Fees	Nil (included as part of the annual Sitting Fees paid to Councillors).

8. INDUCTION

8.1 Local Homelessness Advisory Committee - Code of Conduct.

9. CONFIRMATION OF MINUTES

Nil.

10. REPORTS**10.1 The Local Homelessness Strategy Project Timeframe**

Responsible Branch:	Community Development	
Responsible Directorate:	Community and Development	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	<i>Simple Majority Required</i>	
Attachments:	1. Local Homelessness Strategy Proposed Project Timeframe.	
Refer:	Item 10.4.12: OCM 24.03.2020 Item 10.4.9: OCM 22.09.2020	

SUMMARY

For Council to note the City's proposed Local Homelessness Strategy – project timeframe and key community engagement activities as presented in **Attachment 1** to this report. These planned engagement activities will assist to inform the City's inaugural Local Homelessness Strategy.

OFFICER'S RECOMMENDATION

That Council endorse the updated Local Homelessness Strategy project timeframe and key community engagement activities, as detailed in Attachment 1 to this report for the final strategy to be presented to Council for adoption by no later than July 2021.

COMMITTEE RECOMMENDATION TO COUNCIL

That Council endorses Option 3, with the amendment that the City engages with people that have lived experience of homelessness rather than undertaking a community engagement survey within the Local Homelessness Strategy project timeframe.

CR STEPHANIE GRAY MOVED, MS KATHRYN SNELL SECONDED

CARRIED UNANIMOUSLY: 7/0

REASON FOR CHANGE

The Committee felt that it would be more beneficial for the Local Homelessness Strategy project to engage directly with those experiencing homelessness within the City of Bayswater rather than undertaking an engagement survey with the wider community.

BACKGROUND

At the Ordinary Council Meeting held on 24 March 2020, Council resolved as follows:

"That Council:

1. *Approves the establishment of a Local Homelessness Advisory Committee from December 2020.*
2. *Approves the Terms of Reference for the proposed Local Homelessness Advisory Committee, as contained in Attachment 1 to this report.*
3. *Appoints the following members to the Local Homelessness Advisory Committee for the term set out in the Terms of Reference:*
 - (a) *Cr Sally Palmer*
 - (b) *Cr Stephanie Gray*
 - (c) *Cr Giorgia Johnson*

- (d) *Cr Lorna Clarke*
4. *Appoints all Councillors who are not Members of the Local Homelessness Advisory Committee as Deputy Members to that Committee for the required term. If a Member is unable to attend a meeting, the order of appointment of the Deputy at that meeting will be based on:
 - (a) *Councillor of the same Ward as the Member of the Committee; and*
 - (b) *Length of service.**
 5. *Authorises the Chief Executive Officer to seek expressions of interest for five community representatives to become Local Homelessness Advisory Committee Members.*
 6. *Endorses the timeframe for the completion of the City's Local Homelessness Strategy to be amended to:
 - (a) *A draft strategy to be prepared by the City and considered by Council no later than 28 February 2021; and*
 - (b) *The final strategy, incorporating public consultation and stakeholder views, to be presented to Council no later than May 2021.**
 7. *Approves the appointment of 0.2 FTE position to assist with the administration of the Local Homelessness Committee equalling an amount of \$17,000 (per annum or part thereof) and for this amount to be included in the 2020/21 Budget.*
 8. *Disbands the current Homelessness and Social Housing Working Group by 30 June 2020."*

Further to this, at the Ordinary Council Meeting held on 22 September 2020, Council resolved to appoint six community representatives to the Local Homelessness Advisory Committee, with the first meeting scheduled for 22 October 2020. The Terms of Reference for the Committee were also amended to reflect the appointment of six community representatives to the Committee, instead of the five listed in the previously adopted Terms of Reference (24 March 2020).

The complex issue of homelessness and responding to the needs of people experiencing homelessness in WA is considered to be a State responsibility. The management of homelessness issues is not considered a core business of local government. However, local government does have a responsibility to advocate; ensure the community is educated; make referrals to appropriate agencies and work in collaboration with agencies to help end homelessness.

In December 2019, the Department of Communities released its 10 year Strategy on Homelessness 2020-2030 entitled *All Paths Lead to a Home*. The Strategy aims to be a whole-of-community plan to address homelessness in WA. Its intent is to find better ways to prevent homelessness and support those who are experiencing it.

The Strategy on Homelessness 2020-2030 highlights priority actions within four focus areas:

1. Improving Aboriginal wellbeing.
2. Providing safe, secure and stable homes.
3. Preventing homelessness.
4. Strengthening and coordinating our responses and impact.

The Strategy on Homelessness 2020-2030 further details the way in which local governments can contribute to the vision of the Strategy:

- Making information on local services and supports available and accessible;
- Ensuring Rangers and front-line staff are informed and supported to interact with people experiencing homelessness and, where appropriate, refer them to local services;

- Working with Police to support and refer people experiencing homelessness to local services and supports;
- Coordinating volunteer and charity groups through a place-based approach that better meets the needs of people experiencing homelessness; and
- Utilising land and assets to create places that are inclusive and can support vulnerable people.

The Australian Bureau of Statistics 2016 Census, estimated there were 210 persons in the City of Bayswater experiencing homelessness; this equates to 0.3% of the City's total population.

EXTERNAL CONSULTATION

The City consulted Shelter WA, which is the state's independent peak body that advocates for social and affordable housing and ending homelessness. Shelter WA were consulted to inform the engagement activities proposed in **Attachment 1** to this report.

Wider community consultation was not required to inform this report.

OFFICER'S COMMENTS

The intention of the City's Local Homelessness Strategy, as resolved by Council, is to ensure the Strategy addresses how, on an ongoing basis the City can best meet the needs of those who may experience homelessness and detail actions that the City can implement to prevent homelessness in the district. Additionally, the City Strategy will consider the priority areas listed within the Department of Communities 10-year Strategy on Homelessness 2020-2030 to ensure a well-rounded approach.

The successful development and implementation of the City of Bayswater's Local Homelessness Strategy is dependent on meaningful community engagement with identified stakeholders and will reinforce the City's commitment in helping to end homelessness. To that end, the proposed Project Timeframe document as presented in **Attachment 1**, details one key engagement workshop with LHAC and other key stakeholders and the release of a community survey in December 2020. The LHAC will be provided with an opportunity to review the survey before it is released to the public. In addition, four LHAC meetings are scheduled between October 2020 and July 2021.

The first LHAC meeting scheduled for 22 October 2020, will assist to inform key themes to be included into the Strategy and to be workshopped with other stakeholders on 3 December 2020.

It is important to note that the original resolution of Council from the Ordinary Council Meeting held on 24 March 2020, detailed (in part):

"That Council:

...

9. *Endorses the timeframe for the completion of the City's Local Homelessness Strategy to be amended to:*
 - (c) *A draft strategy to be prepared by the City and considered by Council no later than 28 February 2021; and*
 - (d) *The final strategy, incorporating public consultation and stakeholder views, to be presented to Council no later than May 2021."*

The proposed project timeframe and key activities detailed in **Attachment 1** and in the table below propose some of the original timeframes listed in the Council resolution to be pushed out, as follows:

- Having a draft strategy prepared by the City and considered by Council no later than 30 April 2021 (instead of 28 February 2021); and
- Having the final strategy, incorporating public consultation and stakeholder views, to be presented to Council no later than 31 July 2021 (instead of 31 May 2021).

The proposed extended timeframe will ensure that agenda settlement timeframes can be met for both the LHAC and Ordinary Council Meetings, in particular as the Ordinary Council Meeting dates for the first half of 2021 are yet unknown.

Proposed project timeframe and key activities:

Date	Key Activities
August	<ul style="list-style-type: none"> • Community Engagement Plan approved by stakeholders.
August	<ul style="list-style-type: none"> • Expressions of Interest for Local Homelessness Advisory Committee (LHAC).
22 September 2020	<ul style="list-style-type: none"> • Appointment of LHAC community representatives
22 October 2020	<p><u>Local Homelessness Advisory Committee Meeting #1</u></p> <ul style="list-style-type: none"> • Approval of Local Homelessness Strategy Project Timeframe and engagement strategy • Review the proposed framework for the Local Homelessness Strategy
27 October 2020	<ul style="list-style-type: none"> • Rough sleeper count #2
30 November – 11 December 2020	<ul style="list-style-type: none"> • Community Engagement Survey – Engage Bayswater
3 December 2020	<ul style="list-style-type: none"> • Local Homelessness Strategy Community Engagement Workshop (Facilitated by subject matter experts)
14 January 2021	<p><u>Local Homelessness Advisory Committee Meeting #2</u></p> <ul style="list-style-type: none"> • Presentation of community feedback- key findings
25 March 2021	<p><u>Local Homelessness Advisory Committee Meeting #3</u></p> <ul style="list-style-type: none"> • Draft Strategy to be presented to the Local Homelessness Advisory Committee.
April 2021 (date TBC)	<ul style="list-style-type: none"> • Draft Strategy to be presented to Council with a resolution to release it for public comment for a period of two weeks.
May 2021	<ul style="list-style-type: none"> • Release draft Strategy for public comment for two weeks
10 June 2021	<p><u>Local Homelessness Advisory Committee Meeting #4</u></p> <ul style="list-style-type: none"> • Presentation of public comment feedback received • Endorse the final Strategy for Council adoption
June or July 2021 (date TBC)	<ul style="list-style-type: none"> • Submit final Strategy for Council adoption
July 2021	<ul style="list-style-type: none"> • Thank the LHAC for their contributions. • Committee is disbanded, as per Terms of Reference.

LEGISLATIVE COMPLIANCE

Not applicable.

OPTIONS

In accordance with the City's Risk Management Framework, the following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Option 1	That Council endorse the updated Local Homelessness Strategy project timeframe and key community engagement activities, as detailed in <u>Attachment 1</u> to this report for the final strategy to be presented to Council for adoption by no later than July 2021.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Low
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	It is considered that there are low risks associated with the information provided in this report, as it meets the intent of Council's resolution to develop a Local Homelessness Strategy with input from the LHAC and other key stakeholders. The extended project timeframe will enable meaningful engagement with the LHAC, the community and key stakeholders. It will also enable public comment on the draft Strategy and further review prior to Council's adoption of the final Strategy.	

Option 2	That Council does not endorse the updated Local Homelessness Strategy project timeframe, as detailed in <u>Attachment 1</u> to this report, so as to keep the previously Council endorsed timeframe for the final strategy to be presented to Council for adoption no later than May 2021.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Moderate
Community and Stakeholder	Moderate	High
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	It is considered that there is a moderate risk to governance and a high risk to community and stakeholders, should Council not endorse the updated Local Homelessness Strategy project timeframe. Not extending the timeframe for completion of the City's Local Homelessness Strategy would limit meaningful engagement with the LHAC, the community and key stakeholders prior to Council's adoption of the final Strategy. It may also result in the completion of the Strategy being rushed by City staff due to agenda settlement dates (governance) that must be adhered to for both the LHAC and Ordinary Council Meetings, in particular as the Ordinary Council Meeting dates for the first half of 2021 are yet unknown.	

Option 3	That Council endorses the updated Local Homelessness Strategy project timeframe, as detailed in <u>Attachment 1</u> to this report with amendments.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	N/A
Reputation	Low	
Governance	Low	
Community and Stakeholder	Moderate	
Financial Management	Low	
Environmental Responsibility	Low	
Service Delivery	Low	
Organisational Health and Safety	Low	

Attachment 1

Date	Key Activities
August	<ul style="list-style-type: none"> Community Engagement Plan approved by stakeholders.
August	<ul style="list-style-type: none"> Expressions of Interest for Local Homelessness Advisory Committee (LHAC).
22 September 2020	<ul style="list-style-type: none"> Appointment of LHAC community representatives
22 October 2020	<u>Local Homelessness Advisory Committee Meeting #1</u> <ul style="list-style-type: none"> Approval of Local Homelessness Strategy Project Timeframe and engagement strategy Review the proposed framework for the Local Homelessness Strategy
27 October 2020	<ul style="list-style-type: none"> Rough sleeper count #2
30 November – 11 December 2020	<ul style="list-style-type: none"> Community Engagement Survey – Engage Bayswater
3 December 2020	<ul style="list-style-type: none"> Local Homelessness Strategy Community Engagement Workshop (Facilitated by subject matter experts)
14 January 2021	<u>Local Homelessness Advisory Committee Meeting #2</u> <ul style="list-style-type: none"> Presentation of community feedback- key findings
25 March 2021	<u>Local Homelessness Advisory Committee Meeting #3</u> <ul style="list-style-type: none"> Draft Strategy to be presented to the Local Homelessness Advisory Committee.
April 2021 (date TBC)	<ul style="list-style-type: none"> Draft Strategy to be presented to Council with a resolution to release it for public comment for a period of two weeks.
May 2021	<ul style="list-style-type: none"> Release draft Strategy for public comment for two weeks
10 June 2021	<u>Local Homelessness Advisory Committee Meeting #4</u> <ul style="list-style-type: none"> Presentation of public comment feedback received Endorse the final Strategy for Council adoption
June or July 2021 (date TBC)	<ul style="list-style-type: none"> Submit final Strategy for Council adoption
July 2021	<ul style="list-style-type: none"> Thank the LHAC for their contributions. Committee is disbanded, as per Terms of Reference.

11. PREVIOUS MATTERS DEALT WITH NOT ON THE MINUTES

Nil.

12. GENERAL BUSINESS**12.1 City of Bayswater Snapshot of Statistics**

Coordinator Community Development, Michele Fletcher presented relevant local homelessness statistics to the Committee.

12.2 Presentation and Workshop on Themes to Inform the Local Homelessness Strategy

Manager Community Development, Karen Quigley presented to the Committee in the absence of the Shelter WA representative. It was agreed that an engagement workshop with Committee members, Councillors and industry experts (including relevant peak bodies) is to be held on 3 December, 2020 between 10.30am - 2.30pm in the Embleton Room at the City's Civic Centre. A workshop outline will be developed by City staff in collaboration with Shelter WA based on the Committee's feedback.

12.3 Future Meeting Dates and Times

The Committee decided that meetings will continue to be held from 5:30pm on the proposed dates, as detailed in the project timeframe report in the agenda. However, these dates are to be checked against EMRC meeting dates to ensure Committee meetings are not made on those same days.

13. CONFIDENTIAL ITEMS

Nil.

14. NEXT MEETING

The next meeting of the Local Homelessness Advisory Committee will take place in the Embleton Room, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on 14 January 2021, commencing at **5:30pm**.

15. CLOSURE

There being no further business to discuss, the Chairperson, Cr Stephanie Gray declared the meeting closed at 7:29pm.