



Special Meeting of Council

AGENDA

**Tuesday 30 June 2020
at 3.30pm**

THIS DOCUMENT IS AVAILABLE IN OTHER FORMATS ON REQUEST FOR PEOPLE WITH DISABILITY.



SHIRE OF BROOMEHILL-TAMBELLUP

NOTICE OF MEETING

**A Special Meeting of Council will be held in the
Tambellup Community Pavilion on Tuesday 30 June 2020 commencing at 3.30pm.**



**KB Williams
Chief Executive Officer**

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. ATTENDANCE

Cr MC Paganoni	President
Cr ME White	Deputy President
Cr MC Nazzari	
Cr CJ Letter	
Cr SH Penny	
KB Williams	Chief Executive Officer (CEO)
KP O'Neill	Manager Finance and Administration
PA Hull	Strategic Support & Projects Officer
LK Cristinelli	Executive Assistant

2.1 APOLOGIES

Cr KJ Holzknecht	
Cr DT Barritt	
P Vlahov	Manager of Works

3. DECLARATION OF INTEREST

4. PUBLIC QUESTION TIME

5. MATTERS FOR DECISION

5.1**DROUGHT COMMUNITIES PROGRAM****Attachment:**

- Community Consultation Results
- Drought Communities Program – Funding Guidelines

File Ref:

ADM0558 / ADM0559

Author:

KB Williams – Chief Executive Officer

Date:

25 June 2020

Disclosure of Interest:

Nil

SUMMARY

For Council to confirm preferred projects for budgeting and funding applications for the Drought Communities Program.

BACKGROUND

The Shire of Broomehill-Tambellup has recently been determined to meet the criteria for the Drought Communities Program, and is eligible for up to one million dollars in funding accordingly.

The objective of the Drought Communities Program (DCP) is to deliver benefits in Declared Council areas, by supporting investment in local infrastructure initiatives. Funding is targeted at infrastructure projects that provide employment for people whose work opportunities have been impacted by drought; stimulate local community spending; use local resources, businesses and suppliers; and/or provide a long-lasting benefit to communities and the agricultural industries on which they depend.

Eligible projects must relate to economic, social and cultural infrastructure, safety and accessibility upgrades, and/or town facility developments and upgrades.

The Shire of Broomehill-Tambellup has identified a number of existing projects that meet the criteria for the DCP, and, importantly, has prioritised the projects that are able to be expediently implemented within the program timeframes.

These projects are based in both Broomehill and Tambellup, and are aimed at improving accessibility, improving cultural and social infrastructure, provide economic stimulus and support local business, both during development and into the future. The Shire of Broomehill-Tambellup projects are focussed on achieving the maximum amount of local input into the implementation, and all of the projects are focussed on development of infrastructure, which will ensure maximum local content, a principle objective of the program.

Projects identified for DCP funding include:

- Water Efficiency Improvements
- Broomehill Sporting Complex Upgrades
- Broomehill Townscape Improvements
- Holland Park Nature Play Park
- Holland Track Interpretive Centre
- Tambellup Town Square Project
- Tambellup Townscape Improvements
- Tambellup Youth Centre

COMMENT

These projects have been developed through Council's Strategic Community Plan and Corporate Strategy, using results from the community consultation process.

The Shire of Broomehill-Tambellup is contributing significant funds to the project and will also provide in kind support in the form of project management and supply of materials and labour, and other community groups and State Government funding opportunities are also being pursued to maximise the impact of DCP funding.

The DCP funding arrangements are not a competitive process, and funding is allocated to every eligible Local Government, therefore submission of compliant projects should result in allocation of funding, regardless of any contribution by Council. As long as the projects meet the funding criteria, a funding application should be successful.

The proposed funding of the projects is shown in the table below:

PROJECT	PROPOSED FUNDING SOURCE								TOTAL CASH FUNDING
	COUNCIL IN KIND	COUNCIL CASH	DROUGHT COMMUNITIES PROGRAM	BH COMPLEX COMMITTEE	LOTTERYWEST	CBH	TAMBELLUP NOONGAR LAND ASSOC	DEPARTMENT OF WATER	
BROOMEHILL									
Water Efficiency	10,000		25,000					50,000	75,000
Sporting Complex	10,000		150,000	20,000	40,000	20,000			210,000
Townscape	10,000	100,000	110,000						210,000
Nature Play Holland Park	10,000		100,000						100,000
Holland Track Interpretive Centre	10,000		115,000						115,000
Broomehill Projects TOTAL	50,000	100,000	500,000	20,000	40,000	20,000		50,000	900,000
TAMBELLUP									
Water Efficiency	10,000		25,000					50,000	75,000
Town Square Development	10,000	200,000	295,000		150,000				645,000
Townscape	10,000		100,000						100,000
Youth Centre	10,000		80,000		20,000		20,000		120,000
Tambellup Projects TOTAL	40,000	200,000	500,000		170,000		20,000	50,000	940,000
TOTAL	90,000	300,000	1,000,000	20,000	210,000	20,000	20,000	100,000	1,840,000

Project estimates will change with development of final plans and further community consultation, however, initial verbal advice from architects and builders indicates that the projects estimates are appropriate.

The projects are recommended for inclusion in the 2020/21 budget.

CONSULTATION

Consultation occurred between 19 May and 22 June. 13 submissions were received. A table summarising comments is attached.

None of the consultation has identified any objection to the range of projects involved, and accordingly it can be recommended to proceed with the projects that have been identified.

Some comment received has indicated a preference for the location of several components of the projects, including the Holland Track Interpretive Centre and the Water Splash Pad that forms part of the Tambellup Town Square Project. This comment will be used to develop further detailed plans in conjunction with consultants, and further community consultation is also proposed.

Budgets have been amended marginally to allow for appointment of specialised consultants and additional consultation.

Issues identified in the consultation will be resolved through the finalisation of the plans and with further community consultation being undertaken.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Implementation of the identified projects supports the following objectives of the *Strategic Community Plan 2018-2028*:

Key Result Area 1: Our People

1.2 Our community has services and facilities that meet our needs and expectations;

1.5 Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community.

Key Result Area 2: Our Economy

2.1 Our community provides a unique tourism and visitor experience;

2.3 Our Shire actively supports existing local business and encourages new business ventures.

Key Result Area 3: Our Places

3.1 The history, heritage and culture of our communities is reflected in attractive townscapes;

3.2 Our community and Council are environmentally aware and engaged;

3.3 Our Council facilities and infrastructure are managed sustainably to meet current and future needs.

FINANCIAL IMPLICATIONS

Council will receive 50 percent of the funding on approval of the DCP funding application. This will ensure works can commence expediently.

If the DCP funding had not been announced, Council would likely have committed \$100,000 to the Townscape Reserve to continue streetscape works in Broomehill and Tambellup. It is proposed to allocate this funding to the Drought Communities Program.

Project management will be allocated across all projects.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION***That Council:***

1. ***Allocate \$100,000 in the 2020/21 budget towards the Drought Communities Program projects;***
2. ***Allocate \$200,000 from the Townscape Reserve in the 2020/21 budget towards the Drought Communities Program projects;***
3. ***Allocate the following in the 2020/21 budget for implementation of the Drought Communities Program projects:***

PROJECT	FUNDING SOURCE		TOTAL FUNDING
	COUNCIL	DROUGHT COMMUNITIES PROGRAM	
BROOMEHILL PROJECTS			
Water Efficiency		25,000	25,000
Sporting Complex		150,000	150,000
Townscape	100,000	110,000	210,000
Nature Play Holland Park		100,000	100,000
Holland Track Interpretive Centre		115,000	115,000
Broomehill Projects SUB TOTAL	100,000	500,000	600,000
TAMBELLUP PROJECTS			
Water Efficiency		25,000	25,000
Town Square Development	200,000	295,000	495,000
Townscape		100,000	100,000
Youth Centre		80,000	80,000
Tambellup Projects SUB TOTAL	200,000	500,000	725,000
TOTAL	300,000	1,000,000	1,300,000

4. ***Authorise staff to submit a funding application through the Drought Communities Program in accordance with the selected projects.***

5.2	LOCAL ROADS & COMMUNITY INFRASTRUCTURE PROGRAM
Attachment:	LRCI Program Guidelines
File Ref:	ADM0560
Author:	KB Williams – Chief Executive Officer
Date:	25 June 2020
Disclosure of Interest:	Nil

SUMMARY

For Council to confirm preferred projects for budgeting and funding applications for the Local Roads and Community Infrastructure Program.

BACKGROUND

The Shire of Broomehill-Tambellup is eligible for \$440,962 in funding through the Local Roads and Community Infrastructure Program (LRCI). The LRCI Program was announced as part of the Australian Government's wider economic response to COVID-19.

The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected that councils will use local businesses and/or their own workforces to deliver projects under the LRCI Program where possible to ensure stimulus funding flows into local communities.

The scope of the LRCI Program supports a broad range of Eligible Projects so communities can fund the infrastructure that they need, support businesses and create employment opportunities across their communities. The LRCI Program is a Demand Driven (eligibility based) grant program, and covers a broad range of eligible expenditure:

Road Infrastructure:

- General Maintenance
- Construction of a new road
- Sheeting/re-sheeting
- Reconstruction
- Rehabilitation
- Widening
- Sealing
- Resealing
- Bridge works
- Tunnel works
- Drainage
- Traffic Improvement

Community Infrastructure:

- Closed Circuit TV (CCTV)
- Bicycle and Walking Paths
- Painting/Improvements to community facilities
- Repairs/Replacement of fencing
- Improved Accessibility of Community Facilities and Areas
- Landscaping Improvements
- Picnic Shelters or Barbeque Facilities at Community
- Playgrounds and Skateparks
- Toilet blocks
- Replacement of light bulbs in street lights
- Noise and Vibration Mitigation Measures
- Off-road Car Parks (such as those at sporting grounds or parks)

Further information is available at:

https://investment.infrastructure.gov.au/infrastructure_investment/local-roads-community-infrastructure-program/index.aspx

COMMENT

The Shire of Broomehill-Tambellup allocation under the LRCI Program is proposed to be predominantly focussed on road infrastructure, given that significant community infrastructure projects are proposed under the Drought Communities Program.

The LRCIP funding arrangements are not a competitive process, and funding is allocated to every eligible Local Government, therefore submission of compliant projects should result in allocation of funding, regardless of any contribution by Council.

There are a range of projects that Council staff have identified as being eligible for proposed funding. Road projects already funded through other funding opportunities are not proposed to be funded through the LRCI Program. Recommended projects are shown in the table below:

PROJECT	LOCATION	DETAILS	PROJECT COST \$
ROAD CONSTRUCTION			
Tieline North Road	2 km	Tieline Rd to Shire boundary	320,000
Pallinup Road	2 km	Newly reconstructed works	320,000
Toolbrunup Road	2.5 km	Edge of seal to Tallents Rd	320,000
Chillicup Road	2.3 km	Edge of seal to Brassey Rd	320,000
CULVERT REPLACEMENT			
Nymbup Road	Various	Repair and extend culverts	20,000
Etna Road	Various	Repair and extend culverts	20,000
TOWN WORKS			
Broomehill-Kojonup Road	Post Office to CP	Widen road, kerbing and footpath	55,000
Kerbing	Various	Replace broken kerbing in town sites	21,000
GRAVEL RESHEETING - IN 10 YEAR PLAN			
Chillicup Road	2.2 km	SLK 1.22 - 3.44	60,000
Brassey Road	4.5 km	SLK 0.00 - 4.50	120,000
Beejenup Road	1.24 km	SLK 6.20 - 7.44	30,000
GRAVEL RESHEETING - OTHER			
Holly Siding Road	2-3 km's		60,000
Birt Road	2-3 km's		30,000
Paul Valley Road	2-3 km's		60,000
Yetemerup Road	2-3 km's		60,000
Stirling Access Road	2-3 km's		60,000
Fletcher Road	2-3 km's		30,000
Martinup Road	2-3 km's		60,000
Flatrocks Road	2-3 km's		90,000

Project estimates will change with development of final plans however the intention is to allocate funding for specific projects with details such as specific locations to be confirmed through the budget process once cost estimates are finalised.

A range of projects that would normally not get funded are recommended for the funding application. The majority of projects proposed will be undertaken by Council employees and would form part of the annual road construction program, although some of the projects will require contractors to undertake.

From this list officers have selected projects that achieve this.

The town works projects in particular are supported to improve the amenity of both town sites. The Broomehill project involves widening and kerbing Broomehill-Kojonup Road between the Post Office and Caravan Park, and installing a footpath connecting these two sites.

Kerbing would be undertaken throughout both towns, with \$21,000 of funding providing 1.1 kilometres of kerbing.

The following projects are recommended to be included in the 2020/21 budget:

PROJECT	LOCATION	DETAILS	PROJECT COST \$
CULVERT REPLACEMENT			
Nymbup Road	Various	Repair and extend culverts	20,000
Etna Road	Various	Repair and extend culverts	20,000
TOWN WORKS			
Broomehill-Kojonup Road	Post Office to CP	Widen road, kerbing and footpath	55,000
Kerbing	Various	Replace broken kerbing in town sites	21,000
GRAVEL RESHEETING - IN 10 YEAR PLAN			
Beejenup Road	1.24 km	SLK 6.20 - 7.44	30,000
GRAVEL RESHEETING - OTHER			
Birt Road	2-3 km's		30,000
Paul Valley Road	2-3 km's		60,000
Yetemerup Road	2-3 km's		60,000
Stirling Access Road	2-3 km's		60,000
Flatrocks Road	2-3 km's		85,000

CONSULTATION

No specific consultation has taken place.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

Key Result Area 1: Our People

1.2 Our community has services and facilities that meet our needs and expectations;

1.5 Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community.

Key Result Area 3: Our Places

3.3 Our Council facilities and infrastructure are managed sustainably to meet current and future needs.

FINANCIAL IMPLICATIONS

LRCIP funding will fund 100 percent of the proposed projects.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION***That Council:***

- 1. Allocate the following in the 2020/21 budget for implementation of the Local Roads and Community Infrastructure Program;***

PROJECT	LOCATION	DETAILS	PROJECT COST \$
CULVERT REPLACEMENT			
Nymbup Road	Various	Repair and extend culverts	20,000
Etna Road	Various	Repair and extend culverts	20,000
TOWN WORKS			
Broomehill-Kojonup Road	Post Office to CP	Widen road, kerbing and footpath	55,000
Kerbing	Various	Replace broken kerbing in town sites	21,000
GRAVEL RESHEETING - IN 10 YEAR PLAN			
Beejenup Road	1.24 km	SLK 6.20 - 7.44	30,000
GRAVEL RESHEETING - OTHER			
Birt Road	2-3 km's		30,000
Paul Valley Road	2-3 km's		60,000
Yetemerup Road	2-3 km's		60,000
Stirling Access Road	2-3 km's		60,000
Flatrocks Road	2-3 km's		85,000

- 2. Authorise Council staff to finalise the program and submit an application for funding through Local Roads and Community Infrastructure Program.***

5.3**INDEPENDENT LIVING SENIORS ACCOMMODATION COMMITTEE****Attachment:**

- Policy 1.21 – Standing Committees of Council - Terms of Reference
- Delegations Register (Section 2 – Delegation of Some Powers and Duties to Certain Committees): Delegation 1.1 Management of the Independent Living Seniors Accommodation units as per operating guidelines

File Ref:

ADM0109

Author:

PA Hull – Strategic Support & Projects Officer

Date:

19 June 2020

Disclosure of Interest:

Nil

SUMMARY

Council to consider the future of the Independent Living Seniors Accommodation Committee.

BACKGROUND

In 2012/2013 Council secured funding from a number of sources to construct the six independent living seniors units on Taylor St in Tambellup, known as Sandalwood Villas. The units were completed early in 2014.

At the time, the four single units on George St (Lavieville Lodge) were owned and managed by the community based Tambellup Senior Citizens Unit Management (TSCUM) Committee, with administrative support from the Shire. The TSCUM committee made a significant cash contribution to the new unit development, however in doing so, advised it wished to dissolve its Committee and transfer all remaining assets to Council in accordance with the Committee's constitution. This was achieved.

A request of the TSCUM committee on making the financial contribution to the new units was for a new management committee (with responsibility for existing and future seniors accommodation in the Shire) to include community representation. In November 2012, Council endorsed terms of reference for the new management committee (as a Standing Committee of Council), known as the Independent Living Seniors Accommodation (ILSA) committee, as follows:

"That Council forms the Independent Living Seniors Accommodation Committee (Committee) with the following Terms of Reference:

- 1) Develop a management structure and operating guidelines for the management of existing and future Council owned units within the Shire of Broomehill-Tambellup;*
- 2) Assist with disbanding of the current Tambellup Senior Citizens Unit Management Committee;*
- 3) Make recommendations to Council on any matters relevant to existing and future Council owned accommodation for independently living seniors within the Shire of Broomehill-Tambellup, that may arise from time to time;*
- 4) Manage the units as per operating guidelines determined by Council;*
- 5) Liaise with the project manager on matters relating to the construction of the six new units on the Gnowangerup-Tambellup Road;*
- 6) The membership of the Committee is to comprise of five members made up of the following:*
 - a. three elected members*
 - b. two community members*

The two community representatives for the inaugural Committee to be invited by Council as members of the Committee. The inaugural community representatives to include one member of the current Tambellup Senior Citizens' Unit Management Committee (TSCUMC) to be nominated by the TSCUMC;

- 7) *A quorum for the Committee shall be three members of the Committee;*
- 8) *Community membership of the Committee will be reviewed to coincide with the Local Government ordinary election cycle. Nominations for future community membership will be advertised with Council making the final selection.*
- 9) *The Committee shall meet as required."*

CARRIED 7/0
By Absolute Majority

The terms of reference enabled the ILSA Committee to provide recommendations to Council on the initial management structure and operating guidelines for all the ILSA units, and other matters including:

- Tenant selection criteria
- Maintenance requirements: day to day/long term
- Formation of a Reserve for Long Term Maintenance Provision
- Rent setting and other charges
- Security Bond amount and method of retention
- Tenancy guidelines
- Vision/Mission statements
- Marketing and naming of the cluster of units
- Forming of a Handbook for Tenants
- Pets
- Reasons for termination of tenancy

The ILSA Committee also considered tenancy applications prior to making a recommendation to Council for approval or otherwise.

In 2015 Council endorsed amended terms of reference, with a number of redundant clauses removed which related to actions required for the initial establishment of the ILSA committee:

The Committee will consist of five members made up of three elected members and two community members. A quorum for the Committee shall be three members.

To investigate and make recommendations, where appropriate, on the following:

- *Review of the management structure and operating guidelines for the management of existing and future Council owned units within the Shire of Broomehill-Tambellup;*
- *Make recommendations to Council on any matters relevant to existing and future Council owned accommodation for independently living seniors within the Shire of Broomehill-Tambellup, that may arise from time to time;*
- *Management of the units as per operating guidelines determined by Council;*
- *Community membership of the Committee will be reviewed to coincide with the Local Government ordinary election cycle. Nominations for community membership will be advertised with Council making the final selection.*

In December 2017 the terms of reference were further amended, and delegated authority provided to the ILSA Committee to allow the Committee to determine tenancy applications without reference to Council, unless the applications did not comply with set criteria. The reason for this change was to allow tenancy applications to be considered in a timely manner, outside Council meeting schedules.

These amended terms of reference remain applicable at this time:

The Committee will consist of five members made up of three elected members and two community members. A quorum for the Committee shall be three members.

To investigate and make recommendations to Council, where appropriate, on the following:

- *Review of the management structure and operating guidelines for the management of existing and future Council owned units within the Shire of Broomehill-Tambellup; and*
- *Community membership of the Committee will be reviewed to coincide with the Local Government ordinary election cycle. Nominations for community membership will be advertised with Council making the final selection.*

To investigate and make decisions, where appropriate, on the following:

- *Any matters relevant to existing and future Council owned accommodation for independently living seniors within the Shire of Broomehill-Tambellup, that may arise from time to time; and*
- *Management of the units as per operating guidelines determined by Council.*

COMMENT

When the ILSA committee was established in 2012, the area of provision of seniors' accommodation was new to this Shire, and as such, required advice and input from a number of sources to ensure the policies, procedures and documentation that were developed were appropriate to ensure effective management from both the Shire and tenants perspective.

Since then, process and procedures have evolved, and it is considered management of the units has become another of the Shire's operational areas. Staff are currently managing Council's existing housing stocks, including the ILSA units, with tenancy management and building maintenance being core business. In relation to ILSA tenancy applications, staff complete an assessment of an application (in accordance with Council's endorsed criteria) and make a recommendation to the ILSA Committee, effectively 'double handling' the process.

It is considered the ILSA Committee has served its purpose in establishing the guidelines and processes around the management of our seniors accommodation, however its relevance and involvement in matters other than tenancy applications is negligible. It is recommended that Council disband the ILSA Committee, and that responsibility for all areas of management of ILSA revert to Council's operations. Any matter that may arise which requires a higher level of consideration or decision may be referred directly to Council.

If Council determines to disband the ILSA Committee, some amendments to policies, delegations and management practices will be required; these will be brought to Council at an upcoming meeting for consideration and endorsement.

For discussion and decision.

CONSULTATION

Chief Executive Officer
Senior staff

STATUTORY ENVIRONMENT

Local Government Act 1995 s.5.8

POLICY IMPLICATIONS

Policy 1.21: Standing Committees of Council – Terms of Reference

Delegation 1.1 (Section 2): Management of the Independent Living Seniors Accommodation units as per operating guidelines

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

Key Result Area 1: Our People

Objective 1.5 Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community

FINANCIAL IMPLICATIONS

Nil. The management of housing is incorporated into existing position descriptions.

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION

That Council formally disbands the Independent Living Seniors Accommodation Committee noting the contribution made by existing and former committee members to the development of seniors' accommodation in the Shire.

5.4	NAMING OF BROOMEHILL INDEPENDENT LIVING UNITS COMPLEX
Attachment:	Nil
File Ref:	ADM0537
Author:	PA Hull – Strategic Support & Projects Officer
Date:	24 June 2020
Disclosure of Interest:	Nil

SUMMARY

Council to consider submissions received for the naming of the Broomehill Independent Living Units (ILU) complex.

BACKGROUND

During May 2020, an update on the progress of the construction of the Broomehill ILUs was provided to the community through the Shire's social media. At that time, community submissions were invited for a name for the new unit complex.

The naming of the complex at this time will allow for existing documentation to be reviewed and presented to the July Council meeting.

COMMENT

The following names were presented for consideration:

- Boot Hill Estate
- Holland's Haven
- Boot Rock Rise
- Holland Close
- Holland Village
- Holland Court
- Holland on the Park
- Holland Villas

Council staff consider Holland Court would be appropriate, given Broomehill's connection to the Holland Track, and to be distinct from the Sandalwood Villas.

Once a name has been determined, quotes for signage will be obtained for inclusion in the 2020-2021 budget. For Council discussion and decision.

CONSULTATION

Community submissions

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

Key Result Area 1: Our People

1.1 Our community is safe, connected, harmonious and inclusive.

FINANCIAL IMPLICATIONS

Budget provision will be made for costs associated with signage for the unit complex.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That Council endorses the name 'Holland Court' for the Broomehill Independent Living Units complex.

6. GENERAL BUSINESS

7. CLOSURE