

Nowra CBD Revitalisation Strategy Committee

Meeting Date: Wednesday, 15 March, 2017
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.00 pm

Addendum Agenda

Reports

CBD17.13	Resolution of Council in Relation to CBD 17.2	1
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CBD17.13 Resolution of Council in Relation to CBD 17.2

HPERM Ref: D17/83172

Group: Corporate & Community Services Group
Section: Human Resources, Governance & Customer Service

Attachments: 1. Terms of Reference (Updated) [↓](#)

Purpose / Summary

To provide the Committee with the outcome of the resolution in relation to its previous report.

Recommendation (Item to be determined under delegated authority)

That the information be received and noted.

Background

At the meeting of the Strategy and Assets Committee on 21 February 2017, the Nowra CBD Revitalisation Strategy Committee report CBD17.2 in relation to the resignation of member Mark Crowther was considered.

The recommendation of the Nowra CBD Revitalisation Strategy Committee in relation to this matter was as follows:

“That Council

- 1. Accept the resignation of Mr Mark Crowther from the Nowra CBD Revitalisation Strategy Committee.*
- 2. Write to Mr Crowther to thank him for his contribution to the Committee.*
- 3. Remove one Council staff position (Council to determine: Director Assets & Works or Director Planning & Development or General Manager)*
- 4. Add one (1) additional Community member position*
- 5. Council amend the remaining Nowra CBD Revitalisation Strategy Committee in addition to the reduced staff positions in the Terms of Reference to reflect the following membership:*
 - Two (2) Community members (non-business operator or landowner)*
 - Two (2) CBD Landowners*
 - Three (3) CBD Business owner/operators*
 - One (1) CBD Business retailer (vacant)*
- 6. Advertise the vacant positions.”*

The Committee is now advised that the resolution of the Council under Delegated Authority in relation to that matter was as follows:

“That Council:

- 1. Accept the resignation of Mr Mark Crowther from the Nowra CBD Revitalisation Strategy Committee.*
- 2. Write to Mr Crowther to thank him for his contribution to the Committee.*
- 3. Remove the General Manager as a Staff member of the Committee*
- 4. Add one (1) additional Community member position to the Committee*
- 5. Amend the remaining Nowra CBD Revitalisation Strategy Committee in addition to the reduced staff positions in the Terms of Reference to reflect the following membership:*
 - Two (2) Community members (non-business operator or landowner)*
 - Two (2) CBD Landowners*
 - Three (3) CBD Business owner/operators*
 - One (1) CBD Business retailer (vacant)*
- 6. Advertise the vacant positions.*
- 7. Amend the Terms of Reference for the Committee to allow Councillors to attend and speak but not vote (non-voting members).*
- 8. The meetings be conducted in accordance with the Code of Meeting Practice.”*

The changes to the Terms of Reference arising from that resolution of Council have been made and are provided as an attachment to this report for the information of the Committee.



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For more information contact the Corporate & Community Services Group

Nowra CBD Revitalisation Strategy Committee – Terms of Reference

Policy Number: POL17/34 • Adopted: 28/10/2014 • Amended: 21/02/2017 • Minute Number: MIN14.765, MIN17.96 • File: 50242E • Produced By: Corporate & Community Services • Review Date: 1/12/2020

1. ROLE

- 1.1. To direct the development and implementation of the Revitalisation Strategy for the Nowra CBD and review as appropriate.
- 1.2. To determine overall capital works programs established by the Nowra CBD Revitalisation Strategy, as amended from time to time.
- 1.3. To agree an annual capital works budget with council
- 1.4. To identify and approve all expenditure of funds identified in the Nowra CBD Revitalisation Strategy, additional funds allocated by council for capital expenditure in the Nowra CBD including any loans, grants or from funds from any other source.
- 1.5. To act as a communication conduit between Council and the CBD stakeholders in respect to the Nowra CBD Revitalisation Strategy with appropriate support from council as required.
- 1.6. Assist council in advocating the adopted CBD Revitalisation Strategy to the community.
- 1.7. Provide a report to council each year outlining progress towards achieving the goals set out in the CBD Revitalisation Strategy together with any recommendations for updating the Revitalisation Strategy.
- 1.8. Consult with relevant stakeholders as needed.

2. DELEGATED AUTHORITIES

- 2.1. To expend funds allocated to the CBD Nowra Revitalisation Strategy Committee by Council within the approved budget. 2015/16 Budget adopted is \$500,000
- 2.2. To establish sub Committees as deemed appropriate.
- 2.3. To promote the advantages of the CBD inside and outside the area, including making press releases and promoting the Nowra CBD Revitalisation Strategy project.
- 2.4. To raise funds other than rates and loans to fund the objectives of the Committee.
- 2.5. To expend funds raised outside of Council as the Committee deems appropriate, e.g. promotions, entertainment etc.

3. COMMITTEE MEMBERSHIP

3.1. Voting Members

- Director of Assets and Works or delegate
- Director of Planning and Development Services or delegate
- Two (2) Community member (non-business operator or landowner)
- Two (2) CBD landowners
- Three (3) CBD Business owner/operators (not property owners)
- One (1) CBD Business retailer

3.2. Non-voting Members

- All Councillors can attend and speak but are non-voting members

3.3. The Committee will appoint the position of chairperson annually

3.4. The role of the chairperson shall be:

- Chairperson of meetings of the Nowra CBD Revitalisation Strategy Committee
- Representative on sub-committees as appropriate
- Oversight of activities of a co-ordinator (if applicable)
- Attend Council/Committee meetings as appropriate

4. MEETINGS

4.1. Meetings will be held at least quarterly depending on demand.

4.2. Topics for the agenda should be forwarded to the chairperson no later than 14 days prior to the meeting.

4.3. Agenda and minutes from the previous meeting will be circulated to members at least seven days prior to the meeting.

4.4. Members must declare in writing any interest in any report tabled at the meeting.

4.5. Council to supply a minute secretary.

5. QUORUM

5.1. A quorum will consist of at least five members of the committee.

6. VOTING AND RECOMMENDATIONS

6.1. Voting on recommendations is made by consensus and all decisions regarding the allocation of funding for works must be stated precisely for the inclusion of the minutes.

6.2. Where a consensus cannot be reached at two consecutive meetings, then a majority of 60% of those present can adopt a recommendation. The alternate views are to be minuted.

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7. COMMUNICATION

- 7.1. Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by the chairperson.
- 7.2. Where approval has been given by the chairperson, views and opinions expressed are those of the Nowra CBD Revitalisation Strategy Committee and not of Shoalhaven City Council.
- 7.3. When endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.

8. PARENT COMMITTEE

- 8.1. Ordinary Council Meeting.

9. CODE OF CONDUCT

- 9.1. All members of the Committee are to abide by Council's Code of Conduct and will be required to complete the necessary Pecuniary Interest Returns.

10. REVIEW

This policy will be reviewed within 12 months of each Council election.

Council, in recognition of the need to ensure that the Nowra CBD remains a viable and attractive retail hub of our City undertakes to use its best endeavors at all times to update the CBD Revitalisation Strategy as appropriate, and to ensure that sufficient funds are made available to the Committee to undertake the capital works programs identified in the Revitalisation Strategy on a timely basis.

Council will also use its best endeavors to seek external funding to accelerate the capital works programs contained in the Revitalisation Strategy wherever possible and to work with the Committee on major projects and major capital works program which will have an impact on the operations of the CBD.