

Nowra CBD Revitalisation Strategy Committee

Meeting Date: Wednesday, 07 March, 2018
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.00pm

Please note: Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

Agenda

1. **Apologies**
2. **Confirmation of Minutes**
 - Nowra CBD Revitalisation Strategy Committee - 31 January 2018 1
3. **Declarations of Interest**
4. **Presentations**
 - CBD18.2 Presentation - Wesley Hindmarch - New Member
5. **Reports**
 - CBD18.13 Funding - Nowra CBD Revitalisation Strategy Committee 6
 - CBD18.14 Annual Promotions Budget 11
 - CBD18.15 CBD18.8 Worrigeer Street Footpath Upgrade Variance from Design 13
6. **General Business**

Membership

Mr Paul Keech or delegate
Mr Phil Costello or delegate
Ms Annie Aldous
Mr James Caldwell
Mr Scott Baxter
Mr Brendan Goddard
Mr George Parker
Ms Lynnette Kearney
Mr Luke Sikora
Mr Wesley Hindmarch

Non-voting members

All Councillors

Quorum – Five (5) members

Purpose

- To direct the development and implementation of the Revitalisation Strategy for the Nowra CBD and review as appropriate.
- To determine overall capital works programs established by the Nowra CBD Revitalisation Strategy, as amended from time to time.
- To agree an annual capital works budget with council
- 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.
- 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.
- Assist council in advocating the adopted CBD Revitalisation Strategy to the community.
- 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.
- Consult with relevant stakeholders as needed.

Delegated Authority

- To expend funds allocated to the CBD Nowra Revitalisation Strategy Committee by Council within the approved budget.
- To establish sub Committees as deemed appropriate.
- To promote the advantages of the CBD inside and outside the area, including making press releases and promoting the Nowra CBD Revitalisation Strategy project.
- To raise funds other than rates and loans to fund the objectives of the Committee.
- To expend funds raised outside of Council as the Committee deems appropriate, e.g. promotions, entertainment etc.

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Wednesday, 31 January 2018
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.04pm

The following members were present:

Mr James Caldwell – Chairperson
Luke Sikora
Lynne Kearney
Annie Aldous
Brendan Goddard
Paul Keech – Director Assets and Works – Left 5.00pm
Phil Costello – Director Planning, Environment and Development – Left 5.44pm

Others present:
Clr Gash
Clr White
Clr Proudfoot
Clr Kitchener
Clr Cheyne
Clr Wells
Gordon Clark – Strategic Planning Manager
Ros Holmes – Manager City Design and Support
Sara McMahon – Governance Manager
Jessica Rippon – Executive Communications Manager
Jessica Volkanovski – Team Coordinator – Strategy North
Karen Akehurst – Shoalhaven Arts Board

Apologies / Leave of Absence

An apology was received from Wesley Hindmarch, Scott Baxter, George Parker and Clr Pakes.

Confirmation of the Minutes

RESOLVED (James Caldwell)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 15 November 2017 be confirmed.

CARRIED

Declarations of Interest

Nil

PRESENTATIONS

CBD18.1 Presentation from K. Akehurst

**HPERM Ref:
D18/23477**

Clr Wells Chairperson of the Shoalhaven Arts Board introduced Karen Akehurst a member of the Shoalhaven Arts Board to provide a presentation in relation to Shoalhaven Readers and Writers Festival.

Ms Akehurst is part of a group of people who are volunteering their time to organise an event in the CBD called the Shoalhaven Readers and Writers Festival.

It is proposed that the event take place on 4 August 2018 and be a 1 day pilot event. The group is looking to activate the Nowra CBD in off peak periods and targeting 100 people in the first year.

The group is seeking financial support of \$4,500 to cover hiring fees and insurances etc.

With future years of the event there is potential for collaboration with Canberra and/or Melbourne Festivals.

Details of the proposal were outlined in the document handed out to those present (copy attached to the minutes).

The Chairperson advised that this will be discussed later in the meeting.

CBD18.2 Presentation - Wesley Hindmarch - New Member

**HPERM Ref:
D18/23500**

It was advised that Wes was an apology and this will be dealt with at the next meeting.

REPORTS

CBD18.3 Election of Chairperson

HPERM Ref: D18/2875

James Caldwell stepped down from Chairperson for the proceedings of the Election of Chairperson.

Sara McMahon – Governance Manager assumed the Chair and called for nominations of Chairperson.

Clr Gash nominated James Caldwell as Chairperson who accepted the nomination

Sara McMahon advised that Committee that James Caldwell is appointed as Chairperson for 2018.

James Caldwell resumed the Chair.

RESOLVED (Lynnette Kearney / Annie Aldous)

That the Committee elect James Caldwell to be Chairperson for 2018.

CARRIED

CBD18.4 Alternate Membership - Options**HPERM Ref:
D18/15702**

The Committee discussed their view on the options for an alternate member.

Recommendation

That the report on Alternate Membership options be received for information

RESOLVED (James Caldwell / Annie Aldous)

That at future CBD meetings, in the event that a quorum is not reached, for any items that require a resolution an E-Meeting will take place so all members can participate.

CARRIED

CBD18.5 Nowra CBD Revitalisation Strategy - Budget and Projects Update**HPERM Ref: D18/2212**

The Committee discussed the Budget update. The need for a footpath upgrade on Berry Street between Worrigea and Junction Streets was also discussed.

Ros Holmes – Manager City Design and Support advised that to undertake a detailed design would cost approximately \$20,000 which will cover a full survey detail etc and the design work.

Recommendation (Item to be determined under delegated authority)

That the Committee:

1. Accept the budget and projects update for information.
2. Allocate an additional \$5,550 (excluding GST) to cover the two additional Christmas trees that were purchased as part of the 2017 Christmas promotion.
3. Allocate \$11,100 towards anti-graffiti coating for murals.
4. Accept the report on “Identifying the potential for a winter event to support Nowra’s revitalisation” by MyTravelResearch.com for information and request a further report that provides direction on next steps.

RESOLVED (Brendan Goddard / Lynnette Kearney)

That the Committee:

1. Accept the budget and projects update for information.
2. Allocate an additional \$5,550 (excluding GST) to cover the two additional Christmas trees that were purchased as part of the 2017 Christmas promotion.
3. Allocate \$11,100 towards anti-graffiti coating for murals.
4. Accept the report on “Identifying the potential for a winter event to support Nowra’s revitalisation” by MyTravelResearch.com for information and request a further report that provides direction on next steps.
5. Support the 2018 Shoalhaven Readers and Writers Festival by allocation of financial sponsorship \$4,500 from the Promotions budget and ensure the appropriate recognition is attributed to the Nowra CBD Revitalisation Strategy Committee.
6. Allocate up to \$20,000 to undertake a detailed design concept of a footpath upgrade on the western side of Berry Street between Worrigea and Junction Streets

CARRIED

CBD18.6 Nowra CBD Contributions Discount Subsidy Policy Review

**HPERM Ref:
D17/428081**

The Committee discussed the retention of the subsidy and also the need to require compliance with car parking code requirements.

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee consider and provide feedback on the proposed rescinding of the Nowra CBD Contributions Discount Subsidy.

RESOLVED (Annie Aldous / Lynnette Kearney)

That the Nowra CBD Revitalisation Strategy Committee supports the continuation of the Nowra CBD Contributions Discount Subsidy Policy.

CARRIED

CBD18.7 International Cities Town Centres & Communities (ICTC) - Mainstreet 2017

**HPERM Ref:
D17/426160**

Recommendation (Item to be determined under delegated authority)

That the Committee receive the report from Clr Annette Alldrick on the International Cities Town Centres & Communities (ICTC) for information.

RESOLVED (James Caldwell)

That the report from Clr Annette Alldrick regarding the International Cities Town Centres & Communities (ICTC) be received for information.

CARRIED

GENERAL BUSINESS

CBD18.8 Additional Item - Worrigeer Street Foot Path upgrade Variance from Design

James Caldwell raised a question to staff in regards to who signs off on footpath works and whether they are in accordance with design standards?

Staff advised that a report can be submitted to the Committee in respect of the Worrigeer Street footpath Project delivery.

Note: Phil Costello left 5.44pm

RESOLVED (James Caldwell / Annie Aldous)

That a report be submitted to the Committee on the completed Worrigeer Street footpath work which outlines variances from approved design and delivery methods for the works based on other similar CBD projects (use of Council staff vs external contractor to construct).

CARRIED

CBD18.9 Additional Item - Town map "Way Finding"

James Caldwell advised that it was brought to his attention over the holiday period that the Nowra CBD doesn't have a "town map".

The Committee agreed that it would be beneficial to have "way finding" maps erected in the CBD.

RESOLVED (James Caldwell / Lynnette Kearney)

That a report be submitted to the Committee on the formulation of a "way finding" strategy (including costs to implement) for visitors to the Nowra CBD, including amongst other options, directory boards at logical locations (e.g. Stewart Place Bus Terminal, Junction Court and Jelly Bean Park).

CARRIED

CBD18.10 Additional Item - Consultation and Distribution of Agenda's and Minutes

James Caldwell raised the point that he believes that all Property Managers and Real Estate Agents be included in the distribution list to the Committee for Agenda and Minutes. The Committee agreed.

Jessica Rippon - Executive Communications Manager advised that her team can come up with a communication strategy and report back to the Committee regarding consultation methods to the Nowra CBD Land Owners and Real Estate Agents. This would allow important information such as newsletters and Agendas to be shared with interested and relevant parties following meetings etc.

CBD18.11 Additional Item - Nowra CBD 2018 Easter Celebrations

James Caldwell asked the Committee if they agreed to continue with Easter Celebrations the same as last year in Jelly Bean Park.

The Committee agreed.

James Caldwell advised that he would forward the information to the members.

CBD18.12 Additional item - Congratulations and Thank you for 2017 Christmas Celebrations

Annie Aldous thanked Lynette Kearney, James Caldwell, Clr White and Jessica Rippon for their effort in making the Nowra CBD Christmas celebrations a success in 2017.

James Caldwell also thanked the Council staff who erected the two larger Christmas Trees.

Jessica Rippon noted that for the 2018 Nowra CBD Christmas celebrations planning will commence sooner rather than later.

There being no further business, the meeting concluded, the time being 6.08pm.

Mr James Caldwell
CHAIRPERSON

CBD18.13 Funding - Nowra CBD Revitalisation Strategy Committee

HPERM Ref: D18/66774

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

Attachments: 1. Terms of Reference - Nowra CBD Revitalisation Strategy Committee [↓](#)

Purpose / Summary

To consider continuation of funding for the Nowra CBD Revitalisation Strategy Committee

Recommendation

That Council allocate a sum of \$500,000 p.a. for the remaining term of the current council, (indexed annually to Rate Peg amount), to the Nowra CBD Revitalisation Strategy Committee to implement specific areas identified in the Nowra CBD Revitalisation Strategy.

Options

1. As recommended

Implications: This will continue the current arrangement for a period of 3 further years (to the end of the 2020/2021 Financial Year)

2. That the funding arrangements be changed to an alternate model, funding figure or funding period as proposed by the Committee or Council.

Implications: Any changes to the funding arrangements will impact upon the Terms of Reference for the Nowra CBD Revitalisation Strategy Committee which will require adjustment.

Background

On 24 October 2014, Council considered the Terms of Reference for the Nowra CBD Advisory Committee and resolved as follows (MIN14.765):

“That

- a) Council adopt the Terms of Reference (attached) for the Nowra CBD Revitalisation Strategy Committee as amended from discussion at the Councillor Briefing;*
- b) That the initial selection process as set out in the report be adopted;*
- c) A further report be presented to Council recommending committee members once the selection process has been completed;*
- d) That Council allocated a sum of \$500,000 p.a. for 3 years (ed annually to Rate Peg amount) to the committee to implement specific areas identified in the Nowra Revitalisation Plan;*
- e) Funding to be provided from the Capital Works budget and a redirection of the funds currently allocated to CBD Promotions.”*

The Terms of Reference (Attachment 1) provides the Committee delegations including:

“To expend funds allocated to the CBD Nowra Revitalisation Strategy Committee by Council within the approved budget. Budget adopted \$500,000.”

The Urban Design Master Plan for the Nowra CBD was finalised in 2011. This plan outlines an overall strategic direction to revitalise the Nowra CBD over the next 25 years and contains the following adopted vision:

“Nowra town centre will be revitalised through greater transport access, green development and incentives which support mixed uses and higher densities.

The town centre will support and attract a range of residents, workers and visitors through the provision of civic facilities, amenities and public spaces which build upon the natural setting and physical strengths of the town.”

The Master Plan document and supporting information can be viewed on Council’s website at:http://shoalhaven.nsw.gov.au/LepRegisterDocuments/Msc/251/UrbanDesign_A_Draft_Nowra_CBD_Master_Plan_Strategic_Direction.pdf

A report from the Strategic Planning Unit provided to the Council in May 2017 ([CL17.143 Progress Report- Nowra CBD Revitalisation Committee - Strategy Implementation](#)) which outlined progress of the Committee to that time. This report prompted a briefing of Councillors and referral to the Nowra CBD Committee for consideration (CBD17.33).

A summary of the funding of the Committee to date has been provided as Attachment 2 to this report. (Under Separate Cover to be tabled at the Meeting)

As the funding arising from the resolution of the Council in 2014 was for a period of 3 years, the funding period currently resolved by the Council concludes in June 2018. This report seeks to confirm the continuation of the current funding arrangements.



City Administrative Centre
Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra
Phone: (02) 4429 3111 - Fax: (02) 4422 1816

Southern District Office
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

Email: council@shoalhaven.nsw.gov.au

Website: www.shoalhaven.nsw.gov.au

For more information contact the Finance, Corporate & Community Services Group

Nowra CBD Revitalisation Strategy Committee – Terms of Reference

Policy Number: POL17/59 • **Adopted:** 28/10/2014 • **Amended:** 21/02/2017, 16/05/2017 • **Minute Number:** MIN14.765, MIN17.96, MIN17.390 • **File:** 50242E • **Produced By:** Finance, 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. Budget adopted \$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. APPOINTMENT OF MEMBERS

4.1. That appointments to the Nowra CBD Revitalisation Strategy Committee be made by the Council following recommendation from the Committee.

4.2. Recommendations for appointment of members will be made to the Nowra CBD Revitalisation Strategy Committee by a Membership Appointment Panel comprising of:

- Chairperson or Nominee of the Chairperson
- Council staff Committee member or staff nominee
- Governance Unit Business Manager

5. MEETINGS

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

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

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

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

5.5. Council to supply a minute secretary.

6. QUORUM

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

Shoalhaven City Council – Nowra CBD Revitalisation Strategy Committee – Terms of Reference

7. VOTING AND RECOMMENDATIONS

- 7.1. 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.
- 7.2. 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.

8. COMMUNICATION

- 8.1. Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by the chairperson.
- 8.2. 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.
- 8.3. When endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.

9. PARENT COMMITTEE

- 9.1. Ordinary Council Meeting.

10. CODE OF CONDUCT

- 10.1. 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.

11. 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 endeavours 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 endeavours 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.

CBD18.14 Annual Promotions Budget

HPERM Ref: D18/70802

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

Purpose / Summary

To provide for an efficient and timely approval process for spend on individual promotional events during the year including reimbursement of Committee Members for expenditure incurred by individuals on behalf of the Committee.

Recommendation

That

1. The Committee's allocation of \$50,000 p.a. for promotional events be reconfirmed.
2. The Chairperson be given authority to approve, on behalf of the Committee, all moneys spent on promotional events (including reimbursement of Committee Members) up to the annual budget outlined in Point 1.
3. The terms of reference for the Committee be amended to reflect the above provisions for promotional events.

Options

1. As recommended

Implications: This will confirm the annual budget for promotional event expenditure and remove the current requirement for resolutions of the Committee to separately approve expenditure for promotional events and activities.

2. That the proposed annual promotions budget or other proposed changes be amended on recommendation of the Committee

Implications: Not known

Background

The Committee previously agreed to allocate 10% of its annual budget of \$500,000 (currently being up to \$50,000 p.a) for conducting CBD promotional activities.

The agreed spend for individual promotional events and approval process to date has not been clear for Council officers and Committee Members resulting in delays of reimbursement of Committee Members.

The purpose of this report is to resolve the approval process going forward for spend on promotional events by the Nowra CBD Revitalisation Committee.

On application of the recommendation and so that the Committee can monitor spending on promotional activity against budget:

- Provision of invoices or claims for payment are to be made within 28 days of the expenditure;

- Reimbursements to be processed within 7 working days; and
- A report on expenditure is to be tabled at meetings of the Committee.

Policy Implications

Any changes to the current arrangements should be reflected in the Terms of Reference Document for the Committee.

CBD18.15 CBD18.8 Worrigeer Street Footpath Upgrade Variance from Design

HPERM Ref: D18/58116

Group: Assets & Works Group
Section: Project Delivery & Contract

Purpose / Summary

The following report is provided for information and as requested by the Nowra CBD Revitalisation Strategy Committee of 31 January 2018 – CBD18.8, which states :

That a report be submitted to the Committee on the completed Worrigeer Street footpath work which outlines variances from approved design and delivery methods for the works based on other similar CBD projects (use of Council staff vs external contractor to construct).

Recommendation (Item to be determined under delegated authority)

That the Committee receive the report regarding the Worrigeer Street Footpath Upgrade Variance from Design, for information.

Options

1. Nil

Background

Variations from approved design

Errors by the contractor in the setout of concrete works across the site have resulted in revised soldier course and header course configuration on both sides of the footpath.

The decision to accept the revised configuration was taken by the Superintendent for the following reasons:

- The reconfigured arrangements are consistent across the whole site so there is still a consistent pattern.
- The reconfigured arrangements are still visually acceptable, and would not be noticeable to anyone who is unaware they do not conform to the original design.
- Directing the contractor to redo the concrete works would have caused further delays and disruption to the adjoining businesses and the public.
- The quality of finish of the footpath was good.
- The structural integrity of the works is not affected.
- The intent of the design has still been met, ie a concrete pathway with brick edging.

The reconfiguration occurred at no cost to Council.

There were no variations to the original contract sum and no contract related extension of time requests despite subsurface infrastructure being installed whilst the footpath was opened up. These additional works were outside of the project programming for the streetscape upgrade but it must be noted extended the contract period at no cost to Council.

The variances from the approved design are as follows:

- Set out of concrete slab with double paver soldier course throughout the length of footpath.
 - The approved plans (Detail 4 plan 5354_16A) indicate a 6m wide slab of honed & oxide concrete abutting a double header course of standard size Regal Tan paver placed in a gap of 460mm.
 - The as built works show non-conforming oversized pavers placed in a gap of 600-610mm.
- Set out of concrete slab with single paver to back of kerb for the length of footpath.
 - The approved plans (Detail 8 plan 5354_16A) indicate a single standard PGH Regal Tan paver set perpendicular to kerb and abutting the concrete slab.
 - The as built works indicate a non-conforming oversized paver positioned in the oversized 300mm gap, not 230.
- Set out of paver soldier course between building frontage and perpendicular to kerb.
 - Specifications prescribe limit of cuts to avoid fracturing of pavers or small awkward shaped pavers. Typically angled cuts would occur at the building line leaving the whole paver to be placed at the kerb line for strength and stability.
 - The as built works indicate cuts of less than 10% of the paver occurring at random intervals adjacent to tree pits or kerb.
- Set out of Citygreen® tree watering inlets.
 - The approved plans (Detail 1 plan 5354_20) indicate the inlets located within the tree pit so as to direct water to the tree roots.
 - The as built works indicate additional inlets located randomly in the concrete slab approximately 2 m from the tree pits. Water is still directed to the tree roots via the inlets. There will still be inlets in the tree pits.
- Aluminium support frame to tree pit
 - The approved plans (Details 1 & 2 plan 5354_20) indicate the aluminium edge abutting the concrete slab, straight and conforming to finished surface levels.
 - As built works show aluminium edge protruding above the concrete, ground down in the concrete honing process and not laid straight and true. This is not markedly noticeable to the untrained eye.

The project was funded by contributions from Nowra CBD Revitalisation Strategy Committee, Shoalhaven City Council and the adjoining property owners who benefitted from the upgrade to their private property. The works were contracted to QMC Pty Ltd by tender.

Construction commenced 14.6.17 and practical completion was reached 20.10.17. There are still minor elements outstanding which Council is following up with, such as completing the tree pits, including metal drainage caps and installation of Stoneset®. The tree bases have a programmed 3 month delay after planting to allow for soil settlement in the tree pit. This work is planned to proceed in the near future.

Construction delivery

In recent years Council have delivered several footpath upgrades using Council's internal construction team. Despite experiencing several variances during the construction phase of each project the work was generally delivered on time and on budget.

A list of the recent footpath upgrades is as follows:

- North St (part north side)
- Berry St (eastern side)

- Kinghorne St (eastern side)

Council's internal construction teams have an increased workload, and were not available to construct the Worrige Street works. Therefore they were delivered by an external contractor engaged through Council's tender process.

Under the contract conditions the responsibility for constructing the works in accordance with the contract specifications rests with the contractor, including witness points to be determined by the contractor's certifying engineer. The contract also includes a witness point prior to concreting for Council's nominated representatives to inspect and monitor progress, (refer excerpt from contract below). Staff involved in the Worrige Street and Jacob's Drive streetscape construction have been directed to monitor key aspects (eg dimensions) more closely on streetscape construction to reduce the chance of this type of error recurring when external contractors are used for construction.

Excerpt from contract conditions:

5.1 Witness Points

Witness points listed below are the minimum required by the Superintendent for the Superintendent's own satisfaction for the purpose of site surveillance and monitoring progress. Further witness points are listed within the specification, which together shall be incorporated as a minimum requirement of the witness points necessary by the NER certifying Engineer:

- *Earthworks – excavation of design subgrade and proof roll – submission of CBR test results;*
- *Installation of all drainage structures prior to backfilling/covering over;*
- *Excavation for tree pits prior to placement of infrastructure or planting;*
- *Tree pits prior to planting, following installation of root barrier and watering/aeration systems;*
- *Tree installation;*
- *Roof drainage prior to kerb and gutter installation;*
- *Prior to pouring concrete, following formwork placement, reinforcement fixing and joint placement;*
- *Upon nomination of trial area for concrete honing and inspected for agreed quality of finish prior to proceeding to remaining works;*
- *Concrete works, prior to sealing;*
- *Setout of street furniture, prior to placement/fixing;*
- *Following preparation of road pavements, prior to placement of asphalt;*