

Nowra CBD Revitalisation Strategy Committee

Meeting Date: Wednesday, 07 November, 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 - 10 October 2018 1
3. **Declarations of Interest**
4. **Reports**
 - CBD18.81 Outstanding/Ongoing Actions Information Report 9
 - CBD18.82 Laneway panel project - request for additional funding..... 16
5. **General Business**

Membership

Mr James Caldwell - Chairperson
Clr Jo Gash
Clr Patricia White
Clr Nina Cheyne
Mr Paul Keech or delegate
Mr Phil Costello or delegate
Ms Annie Aldous
Mr Scott Baxter
Mr Brendan Goddard
Mr George Parker
Ms Lynnette Kearney
Mr Wesley Hindmarch

Non-voting members

All other 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. Budget adopted \$500,000.
- 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, 10 October 2018
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.05pm

The following members were present:

Mr James Caldwell - Chairperson
Clr Joanna Gash – left 5.43pm
Clr Patricia White
Mr Phil Costello - Director, Planning Environment and Development
Mr Michael Harben - Acting Director Assets and Works
Ms Annie Aldous
Mr Wesley Hindmarch
Mr Brendan Goddard – arrived at 4.40pm
Mr George Parker – arrived at 4.10pm, left at 6.00pm

Others present:

Clr Bob Proudfoot
Russ Pigg – General Manager
Stephen Dunshea – Director Finance Corporate and Community Services
Gordon Clark – Strategic Planning Manager
Sara McMahon – Governance Unit Manager
Ros Holmes – Manager – City Design and Support
Bronwyn Coulston – Manager – Arts and Culture

Apologies / Leave of Absence

Apologies were received from Lyn Kearney and Scott Baxter.

Confirmation of the Minutes

Note: In the previous meeting Item CBD18.55 it was recommended that Ros Holmes form part of the Sub Committee, Ros Holmes will be replaced by Lauren Turner.

RESOLVED (By consent)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 05 September 2018 be confirmed.

CARRIED

CBD18.72 Committee Membership

**HPERM Ref:
D18/340871**

James Caldwell addressed the meeting in relation to Council's recent resolution on Membership to add three (3) Councillors and sought the opinions of all members present.

All members present were in agreement with the Council resolution and the importance of members getting on well together.

Note: George Parker arrived 4.10pm

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee receive the report regarding the Council's resolution to include three (3) Councillors as voting members of the Committee for information.

RESOLVED (Clr White / Annie Aldous)

That:

1. The Nowra CBD Revitalisation Strategy Committee receive the report regarding the Council's resolution to include three (3) Councillors as voting members of the Committee for information.
2. A leave of absence be approved for Lynnette Kearney on Medical grounds until she is well enough to return.
3. The community member position remains vacant until the Terms of Reference have been reviewed.

CARRIED

Declarations of Interest

Nil

REPORTS

CBD18.69 Australia Day - Nominations

**HPERM Ref:
D18/323196**

Note: Russ Pigg left at 4.22pm

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee:

1. Receive the Australia Day Nominations report for information; and
2. Actively promote the Australia Day Nominations.

RESOLVED (Clr White / George Parker)

That the Nowra CBD Revitalisation Strategy Committee:

1. Receive the Australia Day Nominations report for information; and
2. Actively promote the Australia Day Nominations.

CARRIED

CBD18.70 Outstanding/Ongoing Actions Information Report

**HPERM Ref:
D18/333237**

Note: Brendan Goddard arrived at 4.40pm.

Recommendation (Item to be determined under delegated authority)

That:

1. The Outstanding/Ongoing Action report be received for information.
2. The all items marked in the Action Listing attached to the report which are notated as completed be removed from the listing.

RESOLVED (Clr White / Clr Gash)

1. That the Outstanding/Ongoing Action report be received for information.
2. The items marked completed in the Action Listing attached to the report and noted below be removed from the listing:
 - a. CBD17.47 – Remove – note a further report will be provided
 - b. CBD18.25 – Remove
 - c. CBD18.26 – Remove
 - d. CBD18.30 – Remove
 - e. CBD18.37 – Remove
 - f. CBD18.44 – Remove
 - g. CBD18.45 – Remove
 - h. CBD18.46 – Remove
 - i. CBD18.47 – Remove
 - j. CBD18.48 – Remove
 - k. CBD18.49 - Remove

CARRIED

CBD18.71 Laneway Panel Project - Selection of successful proposal

**HPERM Ref:
D18/333910**

Bronwyn Coulston - Arts and Culture Manager addressed the meeting in relation to the request for additional funds for the Laneway project by Andre Braun.

It was noted that the amount in the report is GST inclusive and it was requested that amounts in future be reported as GST exclusive.

Recommendation (Item to be determined under delegated authority)

That

1. The Laneway Panel Project 2018 be awarded to Andre Braun for the proposal 'Life Cycle' and that the Unit Manager – Arts and Culture undertake negotiations with Andre regarding artist fees and work schedules.

2. An additional \$2,500 is allocated to the project from the CBD Revitalisation Committee budget to allow the artist to work across all 21 panels in the laneway and achieve a more complete work.

RESOLVED (Annie Aldous / George Parker)

That:

1. The Laneway Panel Project 2018 be awarded to Andre Braun for the proposal 'Life Cycle' for option 2 in the report and that the Unit Manager – Arts and Culture undertake negotiations with Andre regarding artist fees and work schedules.
2. Subject to confirmation of the GST amount fund an additional \$2,500 is allocated to the project from the CBD Revitalisation Committee budget to allow the artist to work across all 21 panels in the laneway and achieve a more complete work.

CARRIED

CBD18.72 Committee Membership

**HPERM REF:
D18/340871**

Item dealt with earlier in the meeting.

CBD18.73 Election of Chairperson

**HPERM Ref:
D18/341032**

Sara McMahon, Governance Manager as the Returning Officer called for nominations for Chairperson. Sara McMahon informed the meeting that no nominations had been received prior to the meeting. A nomination was then received for James Caldwell.

James Caldwell accepted the nomination.

As no further nominations were forthcoming, Sara McMahon declared Mr Caldwell as Chairperson for 12 months from October 2018.

Recommendation (Item to be determined under delegated authority)

That the committee elect (insert name) as Chairperson for twelve months from October 2018.

RESOLVED (By consent)

That the committee elect Mr James Caldwell as Chairperson for twelve months from October 2018.

CARRIED

CBD18.74 Update - Report - Banners - Worrigeer Street

**HPERM Ref:
D18/341318**

Note: The amounts referred to in the report are GST inclusive.

Ros Holmes advised that this report has been developed from a previous request by the Committee regarding banner systems.

The report outlined that the Committee has a choice to approve or contribute funding for the 37 (\$80,317) or 44 poles (\$97,321) poles being to North Street or Worrigeer Street from the Bridge. These amounts relate to the installation only of the banner system.

The report also noted that the Management and purchase of the banners themselves was a further

matter for consideration for the Committee and therefore the report recommended the establishment of a Working Party to consider the available options.

The Committee would like to see the calendar of events for the banners.

James Caldwell advised that he would not support unless the Committee had control over the systems.

Clr Gash advised that the Working party should work with the Economic Development Manager (who manages the existing banners in the CBD) and the Business Chamber.

Recommendation (Item to be determined under delegated authority)

That

1. That the amount of \$97,321 be funded by the Nowra CBD Revitalisation Strategy Committee for the full cost of supply and installation of Bannerconda® systems on 44 poles between south side of Shoalhaven Bridge to Worrige Street on both sides of the Princes Highway.
2. The Bannerconda® systems be ordered for supply and installation as soon as possible given the delays to delivery as outlined below.
3. The Committee establish a working party to investigate management, budget and design of the banners once the installation of Bannerconda® systems is complete.
4. That the *Nowra CBD Banner Policy* (POL16/243) be updated to include the new works.

RESOLVED (George Parker / Annie Aldous)

That:

1. The Nowra CBD Revitalisation Strategy Committee give in Principle support for the purchase and installation of 44 Bannerconda® Systems to Worrige Street;
2. A Working Party be established to discuss management options of the Bannerconda® systems, the Working Party consist of James Caldwell, Economic Development Manager, Tourism Manager, Jemma Tribe (Shoalhaven Business Chamber) and a representative from the Nowra Business Chamber.
3. Following the discussions in part 2 above a report be provided to the Committee.

CARRIED

CBD18.77 Update - Report - Permanent Lighting Installations

**HPERM Ref:
D18/342732**

Note: This item was brought forward for consideration.

The Committee held a discussion regarding the Lighting report and the following comments were made:

Clr Gash expressed her full support for the proposed installations.

The Lighting was mentioned at last month's meeting (CBD18.77). Staff have investigated options with Council's Electrical Engineer and the Electrical Engineer made the following comments:

- The Fig Trees at the Library can be lit with ongoing electrical costs going back to Council.
- The Arts Centre is a bit more difficult
- The original ideas for lighting of the Junction Street building facades isn't workable, instead it is recommended that the sails across Junction Street be up lit and the existing lights under the awnings along the street be upgraded to LK
- The back of the Library painting can be lit.
- A possible way forward for Junction Street is to talk to the owners of the shops and look at standard uniform LED lighting.

The lighting proposed is permanent lighting for the whole year, not Christmas lighting

Note: Clr Gash left at 5.43pm

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee fund \$40,100 for the full cost of installing the following lighting projects:

1. Coloured/white up-lighting to two large fig trees in Berry Street to the value of \$20,000.
2. Coloured up-lighting to two shade sails in Junction Street to the value of \$9,600.
3. Down-lighting to the mural on the rear (eastern side) of the Nowra Library to the value of \$10,500.
4. The three projects are for fixed lighting and remain in situ permanently providing year-round display.

RESOLVED (Clr White / George Parker)

That the Nowra CBD Revitalisation Strategy Committee fund a maximum of \$36,500 (GST exclusive) \$40,100 (GST inclusive) from the Capital Works Budget for the full cost of installing the following lighting fixed lighting projects which will remain in situ all year round:

1. Warm white up-lighting to two large fig trees in Berry Street to the value of \$20,000.
2. Coloured up-lighting to two shade sails in Junction Street to the value of \$9,600.
3. Down-lighting to the mural on the rear (eastern side) of the Nowra Library to the value of \$10,500.

CARRIED

CBD18.75 Update - Report - Raised Planters

**HPERM Ref:
D18/341360**

All the Planter Boxes have now been installed and planted.

Staff advised that outdoor staff have attended to clean up where a planter box was vandalised and in another location some plants were stolen.

Recommendation (Item to be determined under delegated authority)

That the Committee note that there is no further outstanding work regarding the installation of 12 x raised planters, soil and planting in accordance with CBD18.37.

RESOLVED (Clr White / Brendan Goddard)

That the Committee note that there is no further outstanding work regarding the installation of 12 x raised planters, soil and planting in accordance with CBD18.37.

CARRIED

CBD18.76 Update - Report - Wayfinding Signage

**HPERM Ref:
D18/342657**

Staff spoke to the report advised that the casing can be made by the welders and installation of signs by works and services.

Note: George Parker left at 6.00pm

Consultation is required with Stockland's as to the location of the Stockland's sign.

Recommendation (Item to be determined under delegated authority)

The Committee fund \$35,000 (inc GST) for the supply and installation of 5 x Wayfinding signs to the agreed locations; Jelly Bean Park, Junction Court, Stewart Place, Post Office corner and Stocklands Nowra.

RESOLVED (Wesley Hindmarch / Clr White)

That the Committee fund a maximum of \$35,000 (inc GST) for the supply and installation of 5 x Wayfinding signs as outlined in the report to the agreed locations; Jelly Bean Park, Junction Court, Stewart Place, Post Office corner and Stocklands Nowra (subject to the consultation with Stocklands on the location of that sign).

CARRIED

CBD18.77 Update - Report - Permanent Lighting Installations

**HPERM REF:
D18/342732**

Item dealt with earlier in the meeting.

GENERAL BUSINESS

CBD18.78 Recognition of Committee - Project Designs

James Caldwell advised that on the plaques that are on the murals, there is no recognition for the contribution made by the Committee.

RESOLVED (James Caldwell / Clr White)

That in future any project that the Committee has made financial contribution or in-kind support, prior to the final design and/or specification being completed, either the Chairperson (or their nominated representative) signs off on the design.

CARRIED

CBD18.79 Verbal Update - Berry Street

Staff provided a verbal update in relation to the Berry Street Footpath Upgrade.

Conducting consultation with shop owners, which will be collated and reviewed. Most organisations contacted were happy with the concept.

The concept includes a café blister to accommodate cafes, a pedestrian crossing, have reworked some of the parking signs with no loss of spaces. Will allow pick up and drop off.

A report will be forthcoming to the next meeting.

CBD18.80 Christmas Sub-Committee

James Caldwell advised that the Christmas Sub Committee has met and is running similar programs to last year. Funds will come from the Promotions Budget.

The Sub Committee will purchase extra trees for additional retailers/shops and have the support from 2ST.

Clr White advised that she is arranging a meeting with Jemma Tribe (Shoalhaven Business Chamber) to talk about the Christmas decorations and plan to work closer with the Business Chamber over Christmas.

There being no further business, the meeting concluded, the time being 6.21pm.

Mr James Caldwell
CHAIRPERSON

CBD18.81 Outstanding/Ongoing Actions Information Report

HPERM Ref: D18/375634

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

Attachments: 1. Ongoing Actions Report [↓](#)

Purpose / Summary

To advise and update the Committee on the Outstanding/Ongoing Actions from the Nowra CBD Revitalisation Strategy Committee.

Recommendation (Item to be determined under delegated authority)

1. That the Outstanding/Ongoing Action report be received for information.
2. The following items marked in the Action Listing attached to the report as completed be removed from the listing:
 - a. CBD18.36 – Budget Update – Winter Event – Funds Votes – Auditing/ Management promotional funds.
 - b. CBD18.79 – Verbal Update – Berry Street – Report Required.

Options

1. As Recommended.
2. Adopt an alternate recommendation.

Background

These actions (Attached) are drawn from Resolutions made by the Committee of which an action is required.

The Action Table (Attached) is current as at the time of drafting this report (Monday 29 October 2018).

This will be a standing report on the Agenda for each meeting to keep the Committee informed of progress on the actions/resolutions from previous meetings.

Action Sheets Report			Committee: Nowra CBD Revitalisation Strategy Committee
Meeting Date: 06/06/2018	Item No: CBD18.36	Title: Budget Update - Winter event - Funds voted - Auditing / Management promotional funds - Information request	Target date: 06/07/2018
EDRMS No: D18/189877	Minute No:	Officer: Dunshea, Stephen	Completed:
Resolution:		Notes	
<p>Action: Stephen Dunshea advised that he will come back to the Committee with a response as to the auditing and management of the promotional funds and will also provide the protocols in relation to the roles, responsibilities and risks etc.</p> <p>RESOLVED (Scott Baxter / Lynnette Kearney) That the Nowra CBD Revitalisation Strategy Committee undertake a Winter Event in the CBD on Thursday 12 July 2018 at a cost of \$4550 excl GST to be funded from the Promotions and Activations Budget.</p> <p>CARRIED</p>		<p>31/10/18 The Director Finance Corporate and Community Services has provided confirmation of the roles and responsibilities of the promotional funds</p> <p>The 2018 Winter Festival Event is completed.</p> <p>It is recommended that this matter be removed from the listing of outstanding actions.</p>	
Meeting Date: 01/08/2018	Item No: CBD18.43	Title: Continue Nowra CBD Access Improvement Financial Assistance Program 2018 / 2019 - Increase funding - Proudly Inclusive Business Pilot Program - Funds voted	Target date: 31/08/2018
EDRMS No: D18/262308	Minute No:	Officer: Phelan, Vanessa	Completed:
Resolution:		Notes	
<p>RESOLVED (By consent) That the Committee:</p> <p>1. Continue with the Nowra CBD Access Improvement Financial Assistance Program in 2018/19.</p>		<p>31/10/2018 – No Update provided</p>	

Action Sheets Report	Committee: Nowra CBD Revitalisation Strategy Committee
-----------------------------	---

2. Increase the maximum funding amount for the Nowra CBD Access Improvement Financial Assistance Program to \$5,000 per application with a total of \$15,000 allocated to the program from the 2018/19 Nowra CBD Renewal budget.
 3. Provide \$3,000 to facilitate the 2018/19 *Proudly Inclusive Business* recognition pilot program also from the Nowra CBD Renewal budget.
- CARRIED

Meeting Date: 05/09/2018	Item No: CBD18.58	Title: Commercial Property Leasing - Review - Contract & Lease Agreements	Target date: 05/10/2018
EDRMS No: D18/307800	Minute No:	Officer Keech, Paul	Completed:
Resolution:		Notes	
RESOLVED (By consent)		31/10/2018 – No Update provided	
That the Committee notes that the General Manager (Director Assets and Works) will be undertaking a review of the contract and lease agreements.			
CARRIED			

Meeting Date: 05/09/2018	Item No: CBD18.64	Title: Additional Item - Nowra CBD Accessible Businesses - Grants	Target date: 05/10/2018
EDRMS No: D18/307800	Minute No:	Officer Campbell, Catherine	Completed:
Resolution:		Notes	
RESOLVED (By consent)		31/10/2018 – No Update provided	
That the General Manager (Finance, Corporate and Community Services) submit reports to the Committee when Grants are available for businesses.			

Action Sheets Report	Committee: Nowra CBD Revitalisation Strategy Committee
-----------------------------	---

CARRIED

Meeting Date: 05/09/2018	Item No: CBD18.67	Title: Additional Item - Banners - Poles - Christmas Tree Locations - Gallery / Berry St - Site investigation	Target date: 05/10/2018
EDRMS No: D18/307800	Minute No:	Officer Rippon, Jessica	Completed:
Resolution:		Notes	
RESOLVED (By consent)			
That Council investigate the Gallery forecourt location or other suitable locations in Berry Street for placement of a Christmas Tree.		31/10/2018 – No Update provided	
CARRIED			

Meeting Date: 10/10/2018	Item No: CBD18.71	Title: Laneway Panel Project - Selection of successful proposal - Andre Braun - GST - Fund - \$2,500	Target date: 09/11/2018
EDRMS No: D18/352572	Minute No:	Officer Coulston, Bronwyn	Completed:
Resolution:		Notes	
RESOLVED (Annie Aldous / George Parker)			
That:		31/10/18	
1. The Laneway Panel Project 2018 be awarded to Andre Braun for the proposal 'Life Cycle' for option 2 in the report and that the Unit Manager – Arts and Culture undertake negotiations with Andre regarding artist fees and work schedules.		A report on this matter is on the agenda of the November meeting	

Action Sheets Report	Committee: Nowra CBD Revitalisation Strategy Committee
-----------------------------	---

2. Subject to confirmation of the GST amount fund an additional \$2,500 is allocated to the project from the CBD Revitalisation Committee budget to allow the artist to work across all 21 panels in the laneway and achieve a more complete work.

CARRIED

Meeting Date: 10/10/2018	Item No: CBD18.74	Title: Update - Report - Banners - Worrigeer Street - Bannerconda - Working Party	Target date: 09/11/2018
EDRMS No: D18/352572	Minute No:	Officer: Pullen, Greg – Holmes, Roslyn	Completed:
Resolution:		Notes	
RESOLVED (George Parker / Annie Aldous)			
That:			
1. The Nowra CBD Revitalisation Strategy Committee give in Principle support for the purchase and installation of 44 Bannerconda® Systems to Worrigeer Street;			
2. A Working Party be established to discuss management options of the Bannerconda® systems, the Working Party consist of James Caldwell, Economic Development Manager, Tourism Manager, Jemma Tribe (Shoalhaven Business Chamber) and a representative from the Nowra Business Chamber.		31/10/18 - No update has been provided since the October Meeting when this was resolved.	
3. Following the discussions in part 2 above a report be provided to the Committee.			
CARRIED			

Meeting Date: 10/10/2018	Item No: CBD18.76	Title: Update - Report - Wayfinding Signage - Fund - installation	Target date: 09/11/2018
EDRMS No:	Minute No:	Officer:	Completed:

Action Sheets Report	Committee: Nowra CBD Revitalisation Strategy Committee
-----------------------------	---

D18/352572	Holmes, Roslyn	
Resolution:		Notes
RESOLVED (Wesley Hindmarch / Clr White)		
That the Committee fund a maximum of \$35,000 (inc GST) for the supply and installation of 5 x Wayfinding signs as outlined in the report to the agreed locations; Jelly Bean Park, Junction Court, Stewart Place, Post Office corner and Stocklands Nowra (subject to the consultation with Stocklands on the location of that sign).		
CARRIED		31/10/18 - No update has been provided since the October Meeting when this was resolved.

Meeting Date:	Item No:	Title:	Target date:
10/10/2018	CBD18.77	Update - Report - Permanent Lighting Installations - Capital Works Budget - Berry Street Fig Trees - Junction Street - Nowra Library	09/11/2018
EDRMS No:	Minute No:	Officer	Completed:
D18/352572		Holmes, Roslyn	
Resolution:		Notes	
RESOLVED (Clr White / George Parker)			
That the Nowra CBD Revitalisation Strategy Committee fund a maximum of \$36,500 (GST exclusive) \$40,100 (GST inclusive) from the Capital Works Budget for the full cost of installing the following lighting fixed lighting projects which will remain in situ all year round:			
<ol style="list-style-type: none"> 1. Warm white up-lighting to two large fig trees in Berry Street to the value of \$20,000. 2. Coloured up-lighting to two shade sails in Junction Street to the value of \$9,600. 3. Down-lighting to the mural on the rear (eastern side) of the Nowra Library to the value of \$10,500. 			31/10/18 - No update has been provided since the October Meeting when this was resolved.
CARRIED			

Action Sheets Report	Committee: Nowra CBD Revitalisation Strategy Committee
-----------------------------	---

Meeting Date: 10/10/2018	Item No: CBD18.78	Title: Recognition of Committee - Project Designs	Target date: 09/11/2018
EDRMS No: D18/352572	Minute No:	Officer Clark, Gordon – Ho, Lynda – Holmes, Roslyn	Completed:
Resolution:		Notes	
James Caldwell advised that on the plaques that are on the murals, there is no recognition for the contribution made by the Committee.		31/10/18 - No update has been provided since the October Meeting when this was resolved.	
RESOLVED (James Caldwell / Clr White)		It is suggested that this direction be included in the Terms of Reference of the Committee for clarity.	
That in future any project that the Committee has made financial contribution or in-kind support, prior to the final design and/or specification being completed, either the Chairperson (or their nominated representative) signs off on the design.			
CARRIED			

Meeting Date: 10/10/2018	Item No: CBD18.79	Title: Verbal Update - Berry Street - Report Required	Target date: 09/11/2018
EDRMS No: D18/352572	Minute No:	Officer Holmes, Roslyn	Completed:
Resolution:		Notes	
Staff provided a verbal update in relation to the Berry Street Footpath Upgrade.		31/10 /18 - A report on this matter is on the agenda of the November meeting. It is recommended that this matter be removed from the listing of outstanding actions.	
Conducting consultation with shop owners, which will be collated and reviewed. Most organisations contacted were happy with the concept.			
The concept includes a café blister to accommodate cafes, a pedestrian crossing, have reworked some of the parking signs with no loss of spaces. Will allow pick up and drop off.			
A report will be forthcoming to the next meeting.			

CBD18.82 Laneway panel project - request for additional funding

HPERM Ref: D18/379807

Group: Finance Corporate & Community Services Group
Section: Recreation Community & Culture

Purpose / Summary

To report on the agreed terms with the Artist to undertake the laneway panel project and request a small addition to the agreed budget.

Recommendation (Item to be determined under delegated authority)

That an additional \$564 (excl GST) is added to the project budget based on the costs presented within this report.

Options

1. Accept the Recommendation as printed

Implications: The Laneway Panel project will be delivered in a timely manner, with the panels complete prior to the CBD Christmas Shopping event on December 6th.

2. Reject the Recommendation

Implications: If the shortfall cannot be met, the Laneway Panel Project will need to be scaled back to meet the current allocated budget.

3. Provide an alternate resolution.

Implications: Unknown, will likely impact on the project delivery and meeting the desired completion date of the 6th December.

Background

Following a request and consultation with staff and members from the CBD committee, Shoalhaven Regional Gallery staff undertook an EOI process for artists to provide concepts and ideas for refreshing the Laneway panels that connect Berry Street and the Egans Lane carpark. The project was awarded to Andre Braun and the initial budget of \$2,500 was increased to \$5,000 to allow the project to be delivered across all 21 panels in the laneway, rather than the initial 10.

Following negotiations with the artist, and working through the WHS implications of working directly onto the panels, with the need for a 'cherry picker' style platform for the artist to work from, the budget has exceeded the \$5,000 allocated by around 10%. The cost increase is specifically related to the artist requesting additional hours, and the hire of the cherry picker mobile platform rather than a simple small scaffolding setup.

Community Engagement

The EOI process for the engagement of an artist to undertake this project was widely distributed and made accessible through a range of media. The resulting applications were considered by a panel consisting of a representative from the Regional Gallery and the CBD Committee.

During the work by the successful artist, the Regional Gallery will develop a temporary sign that explains what is occurring, that the work is being funded by the CBD Committee, and include the artist’s statement about the work. There will also be videos and invitations to come and see the work being created posted on the Regional Gallery’s Facebook and Instagram pages and shared through Shoalhaven City Council’s YouTube channel.

If an official launch of the panels is undertaken by the CBD Committee, this will also be widely publicised and provide an opportunity for the community to engage with and learn about the panels.

Policy Implications

As a work of public art, this project falls under the Public Art Policy. The artist has been asked to provide details of all paint colours and brands used so the maintenance team are able to make any necessary repairs as well as ensuring a non-sacrificial anti-graffiti coating is applied. The contract with the artist allows Council to remove or paint over the works as appropriate, in-line with the Public Art Policy and the understanding that a work of this nature is not permanent.

Financial Implications

The project has previously had \$5000 (excl GST) allocated to it. As per the budget table below to meet with WHS requirements there is a requirement to fund the overspend of \$564. This report is seeking to cover that overspend with an additional allocation of funding for the project.

Item	Unit	Rate	Total (excl GST)
Artist Fees	32 hours	\$99.43	\$3181.82
Scaffolding Hire	4 days	\$287.5	\$1150
Accommodation	3 nights	\$108.18	\$324.55
Materials (supplied by artist)	1	\$909.09	\$909.09
Total			\$5,564