

## Nowra CBD Revitalisation Strategy Committee

**Meeting Date:** Wednesday, 06 November, 2019  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.00pm

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### Agenda

1. **Apologies**
2. **Confirmation of Minutes**
  - Nowra CBD Revitalisation Strategy Committee - 11 September 2019 ..... 1
3. **Declarations of Interest**
4. **Reports**
  - CBD19.43 Appointment of Members .....7
  - CBD19.44 Notification - Council Resolution - Re-establishment of Nowra CBD  
Revitalisation Strategy Committee and Election of Chairperson..... 14
  - CBD19.45 Installation of Industry Standard Air Conditioning at Shoalhaven  
Regional Gallery - Including roof top screening .....22
5. **General Business**

**Membership**

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

**Non-voting members**

All other Councillors

Quorum – Five (5) members

**Role**

Note: Tasks in relation to 1.4 will not be undertaken by Councillors

For the purpose of this Terms of Reference, Councils annual Capital Works Budget which is defined as any Special Rate on the CBD (currently \$500,000) plus any top up funding (such as grants or loans obtained by council or other council budgetary allocations) that Council provides to deliver a project initiated by Special Rate Funding.

Note: Any other Capital Works Funding in excess of \$100,000 within the CBD will be discussed with the Committee prior to expenditure of funding.

- 1.1. Recommend to Council possible refinement of, and improvements to, the Nowra CBD Revitalisation Strategy as the committee considers appropriate.
- 1.2. Develop a list of projects (with estimated costings) for Council to consider priorities over a rolling three year time frame, that will assist in achieving the ten elements of the Nowra CBD Revitalisation Strategy. The list is to be presented to an Ordinary Meeting of Council in February each year, and thus adopted by the Council.
- 1.3. Make a formal submission to Council's annual capital works budget as it relates to the Nowra CBD, in accordance with Council's budgeting process.
- 1.4. Monitor the expenditure of Council's annual capital works budget as it relates to the Nowra CBD, in particular;
  - 1.4.1. Approving design plans and specifications at the preliminary concept stage and prior to the detailed drafting and then at final approval stage.
  - 1.4.2. In cases where the General Manager (or delegate) determines that capital works within the Nowra CBD, will be tendered out, the Committee Chair (or delegate) will approve the tender documentation before tenders are advertised.
  - 1.4.3. The Committee Chair and delegate are to participate on tender evaluation panels for capital expenditure in the Nowra CBD.
  - 1.4.4. Assign a Project Steering Working Group to endorse the payment of progress claims and endorse the approval of variations, for capital expenditure in the Nowra CBD.
  - 1.4.5. In the case where Council staff undertake substantial capital expenditure (greater than \$150,000) in the Nowra CBD, the Committee will receive a report

outlining progress (including expenditure updates) and plans at each of the Committee’s Meetings.

- 1.5. Act as a communication conduit between Council and the CBD stakeholders in respect to the ten elements within the Nowra CBD Revitalisation Strategy and approved Capital Works within the Nowra CBD with reasonable support from Council, at Council’s expense, as determined by the General Manager.
- 1.6. Assist Council in advocating to the community the adopted list of projects that seek to deliver on the ten elements of the CBD Revitalisation Strategy.
- 1.7. Provide a report to Council each quarter outlining the year to date expenditure of Council’s annual capital works budget as it relates to the Nowra CBD and present a report to an Ordinary Meeting of Council in August each year that explains the capital expenditure and any non-expenditure, for the previous financial year.
- 1.8. Consult with relevant stakeholders as needed.

**Delegated Authority**

1. To expend the funds allocated by Council annually from the Business – Nowra subcategory (currently \$500,000) to the CBD Nowra Revitalisation Strategy Committee, as the committee deems appropriate in accordance with objectives of the Nowra CBD Strategic Plan.
2. To establish Working Groups as deemed appropriate.
3. To promote the advantages of the CBD inside and outside the Local Government area, including making press releases and promoting the Nowra CBD Revitalisation Strategy and its projects.
4. Council will provide “in-kind” support to the committee in relation to
  - a. Project Design and Documentation
  - b. Facilitation of meetings
  - c. Preparation of reports for the Committee consideration

**Nowra Revitalisation Committee - Sub/Working Groups**

	Events / Promotions	Infrastructure (including Wayfinding signs)	Writers / Historic Walk	Mural Proposal – Bonnie Greene	Banners / Perm Lighting	Logo / Communications	Architectural Ideas Comp
James Caldwell (Chair)	Yes	Yes	Yes		Yes	Yes	Yes
Cr Jo Gash	Yes				Yes		
Cr Patricia White	Yes				Yes		Yes
Cr Nina Digiglio						Yes	Yes
Wesley Hindmarch		Yes		Yes		Yes	Yes
Annie Aldous	Yes			Yes			
Scott Baxter		Yes	Yes	Yes	Yes		
Brendan Goddard		Yes				Yes	Yes
George Parker	Yes						
Phil Costello			Yes				Yes or delegate
Paul Keech		Yes			Yes		

SCC Contact (Director Rep)	Jessica Rippon	Tom Dimec	Gordon Clark		Tom Dimec	Jessica Rippon	
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## MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

**Meeting Date:** Wednesday, 11 September 2019  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.00pm

The following members were present:

Mr James Caldwell - Chairperson  
Clr Joanna Gash (left 6.25pm)  
Clr Patricia White  
Clr John Wells (left 6.35pm)  
Mr Stephen Dunshea - Chief Executive Officer  
Mr Phil Costello - Director Planning Environment and Development  
Mr Paul Keech - Director Assets and Works  
Ms Annie Aldous  
Mr Scott Baxter  
Mr Wesley Hindmarch

Others present:

Ms Jessica Rippon – Executive Manager – Communications (left 6pm)  
Mr Tom Dimec – Section Manager – Technical Services  
Ms Sara McMahon – Governance Unit Manager  
Mr Gordon Clark – Strategic Planning Manager (arrived 4.20pm; left 6.32pm)

### Apologies / Leave of Absence

Apologies were received from Mrs Shelley Hancock, MP and Mr George Parker.

### Confirmation of the Minutes

**RESOLVED** (Scott Baxter / Annie Aldous)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 03 July 2019 be confirmed.

CARRIED

### Declarations of Interest

Nil.

## REPORTS

### **CBD19.40 Additional Item - Nowra CBD Revitalisation Strategy Committee - Get Involved webpage**

Jessica Rippon showed the Committee the Nowra CBD Revitalisation Strategy Committee the draft Get Involved webpage, which had been designed as a template for the Committee's input and modification.

Jessica will prepare a flowchart for the process of adding content to the webpage and will keep working with Brendan Goddard on the layout and initial content.

### **CBD19.38 Update - Christmas 2019 - Nowra CBD**

**HPERM Ref:  
D19/303845**

*Annie Aldous to provide an update on Christmas 2019.*

Annie Aldous gave an update on decorations for Christmas 2019 and advised:

- There will be bunting down Kinghorne and Berry Street, garlands on Junction Street and baubles in Jellybean Park.
- There will be big Christmas trees in front of the School of Arts, Commonwealth Bank and possibly NAB and smaller Christmas trees in shops.
- Quotes have been obtained and one is for \$25,000 that includes pickup Commercial Christmas services (includes pickup).
- She will contact the radio station to arrange prize for best window display competition.
- The project is currently within the set budget of \$35,000 from the Promotions Budget.
- Quotes for banners for both sides of the overpass bridge to connect the business areas are being obtained by Council staff. The banners will be able to be used perpetually.

**RESOLVED** (Annie Aldous / Scott Baxter)

That the verbal report be accepted and Committee confirms allocation of \$35,000 (excl GST) from the Promotions Budget for the Christmas 2019 decorations.

CARRIED

### **CBD19.33 Report - Annual Financial Statements - Nowra CBD Promotions Budget - 2018-2019 Financial Year**

**HPERM Ref:  
D19/290810**

#### **Recommendation**

That the Annual Financial Statements (2018-2019 Financial Year) (Attached) provided by the Nowra CBD Business Chamber be received for information.

**RECOMMENDATION** (James Caldwell / Scott Baxter)

That the Annual Financial Statements (2018-2019 Financial Year) (Attached) provided by the Nowra CBD Business Chamber for the Promotions Budget be received for information.

CARRIED

**CBD19.34 Outstanding / Ongoing Actions****HPERM Ref:  
D19/295308****Recommendation (Item to be determined under delegated authority)**

That:

1. 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. CBD19.11 – Woolworths Truck Loading Bay on Kinghorne Street – Time Restrictions
  - b. CBD19.19 - Draft Capital Works Program - Proposed Projects - Nowra CBD Revitalisation Strategy Committee - Budget reallocation - Berry St
  - c. CBD19.26 - Current Budget & Final Costings Report Received - Footpath Upgrade - Berry Street (Western Side) Nowra - Proceed to Tender
  - d. CBD18.112 - Nowra CBD Revitalisation Strategy Committee - Role adoption - Terms of Reference review
  - e. CBD19.14 - Community Member Submission - Nowra CBD - Traffic congestion Parking & Rejuvenation Suggestions - Nowra LIVE site - Report request
  - f. CBD19.25 - Outstanding / Ongoing Actions - Report Received - Completed Items
  - g. CBD19.31 - Report Requested - Weekend All Day Parking - Egans Lane & Stewart Pl Car Parks – Options
  - h. CBD19.33 - Mural Proposal - Bonnie Greene - Working Group - Report Requested

**RESOLVED** (Clr White / Annie Aldous)

That:

1. 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. CBD18.59 – Proposed Traffic Lights – Nowra O’Keefe Avenue – relocation – Refer Shoalhaven Traffic Committee – Complete and remove
  - b. CBD19.11 – Woolworths Truck Loading Bay on Kinghorne Street – Time Restrictions – complete and remove.
  - c. CBD19.19 - Draft Capital Works Program - Proposed Projects - Nowra CBD Revitalisation Strategy Committee - Budget reallocation - Berry St – complete and remove.
  - d. CBD19.26 - Current Budget & Final Costings Report Received - Footpath Upgrade - Berry Street (Western Side) Nowra - Proceed to Tender
  - e. CBD19.27 – Proposed Establishment of Architectural Ideas Competition in Nowra CBD – membership of Working Group
  - f. CBD18.112 - Nowra CBD Revitalisation Strategy Committee - Role adoption - Terms of Reference review
  - g. CBD19.14 - Community Member Submission - Nowra CBD - Traffic congestion Parking & Rejuvenation Suggestions - Nowra LIVE site - Report request
  - h. CBD19.25 - Outstanding / Ongoing Actions - Report Received - Completed Items
  - i. CBD19.33 - Mural Proposal - Bonnie Greene - Working Group - Report Requested

CARRIED

**CBD19.35 Committee Membership****HPERM Ref:  
D19/302329****Recommendation**

That with respect to membership of the Nowra CBD Revitalisation Strategy Committee

1. Consideration be given to appropriate adjustments to be made to ensure the membership of the Committee aligns with the Terms of Reference.
2. The Selection Criteria for new members be confirmed as outlined in the Report.

**RECOMMENDATION** (Clr White / Scott Baxter)

That:

1. The Terms of Reference for the Nowra CBD Revitalisation Strategy Committee be updated as follows:

Voting Members

The membership of the Cttee shall be, as far as practicable:

- Three Councillors
- Director of Assets and Works or delegate
- Director of Planning and Development Services or delegate
- Two (2) Community members (non-business operator or CBD property owner)
- One (1) Nowra CBD Retail/Business operators (non CBD property owner)
- Two (2) Nowra CBD Property Owners
- One (1) Nowra CBD Business Chamber representative
- Two (2) Nowra CBD Business owner/operator

In the event that a Member's personal circumstances change in a manner that would impact their eligibility for the position they hold, that Member will notify the Committee.

2. The current Committee members retain their membership, and hold positions as follows:
  - a. Two (2) Community members (non-business operator or landowner): Wesley Hindmarch
  - b. Two (2) Nowra CBD Property Owners: James Caldwell & Annie Aldous
  - c. One (1) Nowra CBD Business Chamber representative: Scott Baxter
  - d. Two (2) Nowra CBD Business owner/operator: Brendan Goddard & George Parker
3. That the selection criteria for vacancies outlined in the report be adopted and included in the Terms of Reference.

CARRIED

**CBD19.36 Council Policy Review - "Occupation of Council Owned or Managed Land"****HPERM Ref:  
D19/232238****Recommendation**

The Nowra CBD Revitalisation Strategy Committee receive for information Policy 16/150 (POL16/150) "Occupation of Council Owned & Managed Land" with minor amendments.

**RESOLVED** (Clr White / Paul Keech)

That the Nowra CBD Revitalisation Strategy Committee defer this Item to the November meeting to allow Committee members to consider the policy and provide feedback on the Draft Policy "Occupation of Council Owned & Managed Land" to the Chairperson, and hold a workshop, if needed, prior to the November meeting.

CARRIED

## GENERAL BUSINESS

### **CBD19.39 Mural Project "Lookup"**

**HPERM Ref:  
D19/308024**

#### **Recommendation (Item to be determined under delegated authority)**

That the Nowra CBD Revitalisation Strategy Committee commit to funding \$(14384.00 + 3927.00) \$18311.00 for the mural project "Lookup" by Bonnie Porter Greene. The artist has been requested to provide a sponsorship package and seek sponsors to reduce the overall cost. The sponsorship package is also attached.

#### **RESOLVED** (Clr Gash / Annie Aldous)

That the Committee request the Artist, Bonnie Porter Greene, to submit an amended proposal for part funding, up to a maximum amount of \$3,000 from the Promotions Budget, that includes a mural with children's involvement, without the use of paper and glue.

CARRIED

### **CBD19.41 Additional Item - Request for Sponsorship - Shoalhaven Readers and Writers Festival**

The Chair noted that the Readers and Writers Festival have approached Committee for funding for event.

#### **RESOLVED** (Annie Aldous / Clr Gash)

That the Committee notes the request to sponsor the Festival in 2019.

CARRIED

### **CBD19.42 Additional Item - Quarterly Budget Review - Nowra CBD Priority Projects**

Under Clause 1.2 of the Committee's Terms of Reference notes that the Committee is to develop a list of projects for Council to consider priorities.

Council staff have provided the Chairperson with an overview of potential projects within the Nowra CBD. The Chair advised that he considered that the three priority projects are:

- a. Berry Street – Western side between Junction Street & Worrigeer Street – footpath upgrade
- b. Kinghorne Street – Eastern side between Smiths Lane & Worrigeer Street – footpath upgrade
- c. Kinghorne Street – Western side between Worrigeer Street & Plunkett Street – footpath upgrade, with the suggestion to stop before the Development Application currently underway as developer will be required to make contributions.

Clr White requested that an email be circulated to all members on the Quarterly Budget Review items relevant to the Committee for comment. The Chair also requested a brief on the multi-storey carpark at the next meeting.

**RESOLVED** (By consent)

That:

1. Committee members provide feedback to the Chair on the priorities put forward;
2. The Chair provide Committee feedback to Council staff;
3. Council staff prepare a report to the November meeting outlining those items highlighted in the Quarterly Budget Review as needing advice from the Committee; and
4. Council staff provide a briefing on the Worrigeer Street/Berry Street multi-storey carpark at the next Committee meeting.

CARRIED

**CBD19.37 Claude Neon - Scott Baxter**

**HPERM Ref:  
D19/302219**

*Scott Baxter requested Claude Neon be placed on the Agenda*

The Committee was provided a copy of recent correspondence that Council has sent to Claude Neon in (Attached) and will follow up a response to provide an update to the Committee at the November meeting.

There being no further business, the meeting concluded, the time being 6.38pm.

Mr James Caldwell  
CHAIRPERSON

## **CBD19.43 Appointment of Members**

**HPERM Ref:** D19/378089

**Section:** Human Resources, Governance & Risk

**Approver:**

**Attachments:** 1. Alison Henry - Application for Membership [↓](#)  
2. Christopher Williamson - Application for Membership [↓](#)

### **Reason for Report**

To consider the outcome of the Membership Appointment Panel decision to appoint one (1) Community member and one (1) Nowra CBD Retail/Business operator (Non-CBD property owner) member to the Nowra CBD Revitalisation Strategy Committee.

### **Recommendation**

That

1. Alison Henry be appointed as the Nowra CBD Retail/Business operators (Non-CBD property owner) member on the Nowra CBD Revitalisation Strategy Committee.
2. Christopher Williamson be appointed as a Community member on the Nowra CBD Revitalisation Strategy Committee.
3. Alison Henry and Christopher Williamson be notified of their appointments and be invited to all future meetings.
4. The other two (2) persons who applied for the Community member position be thanked for their applications and interest in the Committee.

### **Options**

1. As recommended

Implications: The appointment will fill the Community and Nowra CBD Retail/Business operators (Non-CBD property owner) member vacancies on the Committee.

2. That the Nowra CBD Revitalisation Strategy Committee consider an alternative action with respect to the vacant positions.

### **Background**

At the Meeting of the CBD Committee held on 15 May 2019, it was resolved that an Expression of Interest (EOI) be called for both the Community Member and Business Retailer Vacant positions on the Committee.

An expression of interest process was undertaken between 4 June and 12 July 2019 and five (5) applications were received - two (2) being for the Business Retailer Vacant Position and three (3) for the Community Member position.

At the meeting of the Committee held on 11 September 2019 (CBD19.35) the Committee recommended an amendment to the Membership of the Committee. These changes were adopted by the Council at the Extra Ordinary Meeting held on 20 September 2019.

The changes adopted by Council resulted in two (2) amended positions remaining vacant on the Committee, those being the following:

- 1 Community Member (Non - business Owner or CBD Property Owner)
- 1 Nowra CBD Retail/Business operators (Non - CBD property owner)

Applications were assessed in accordance with the adoption selection criteria for vacancies which is as follows:

- Meeting the specific requirements for the Membership Position
- Commit to represent the interests of the group that the Membership Position represents
- Time to commit to the Committee Meetings and other times between meetings
- Acceptance of the Terms of Reference and willingness to work within that framework
- Demonstrated understanding of the role that CBDs play in the economy of the community
- Demonstrated commitment to the implementation of the Nowra CBD Revitalisation Strategy
- Previous experience in working on groups/committees that deliver outcomes.

One of the applicants for the Retail Operator position was ruled out on the basis of property ownership and was advised accordingly.

Interviews of the remaining four (4) applicants were undertaken by the Selection Panel on 14 and 23 October 2019:

Nowra CBD Retail/Business operator

- Alison Henry

Community Member

- Margaret Sacre
- Tony Bean
- Christopher Williamson

Ms Alison Henry whose application for membership is provided as Attachment 1 to this report is recommended to the Committee to be appointed in the position of Nowra CBD Retail/Business Operator.

Mr Christopher Williamson whose application for membership is provided as Attachment 2 to this report is recommended to the Committee to be appointed in the position of Community Member.

Ordinary Meeting of Council in August each year that explains the capital expenditure and any non-expenditure, for the previous financial year.

1.8. Consult with relevant stakeholders as needed.

The Committee meets at the Nowra Administrative Centre approximately six (6) times per year. Meetings commence at 4pm.

**1 Details of Applicant**

Mr / Mrs / Miss / Ms Surname HENRY Given Name: ALISON PETA  
 Email\* [REDACTED]  
 Postal Address [REDACTED]  
 Phone: [REDACTED]

\*Correspondence with Committee Members will be sent via email unless otherwise advised.

**2 I am applying to represent the following organisation or group (if relevant)**

CBD Business Retailer

**3 I am applying for the membership for the following reasons:**

Being a CBD business retailer for the past 5 years, I am extremely passionate about the Nowra CBD. There are many new + emerging businesses in the CBD. I believe we are attracting more people into the CBD and we need to do everything we can to keep businesses open in the CBD so the tourists continue to come and locals shop local!

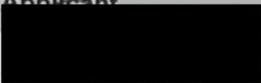
**4 I can bring the following skills / experience and attributes to the Committee:**

- I have 12 years experience running my own business and 5 years experience in running a CBD based retail store
- I am passionate about seeing the CBD grow
- My retail space, Wild Tribe, is a collaboration of 7 business women so I understand the importance

of working together to achieve results .

- Having been in retail for 5 years in the Nowra, CBD I have some good ideas on what may assist keeping the CBD vibrant .
- I am very good at getting things done .

**5 Signature of Applicant**

Signed: 

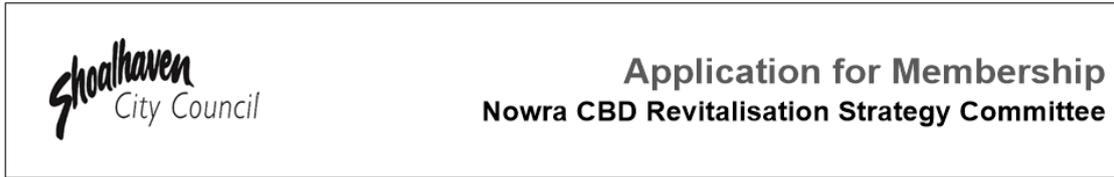
Date: 12/07/19

Please complete the above form and return by post to " *The General Manager, Shoalhaven City Council* , PO Box 42, NOWRA NSW 2541" or email it to [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)

Attachments of further information supporting your application are permitted.

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Phone: (02) 4429 3111 Fax: (02) 4422 1816



Applications are currently being sought for members of Shoalhaven City Council's Nowra CBD Revitalisation Strategy Committee.

**Role of the Committee:**

Note: Tasks in relation to 1.4 will not be undertaken by Councillors

For the purpose of this Terms of Reference, Council's annual Capital Works Budget which is defined as any Special Rate on the CBD (currently \$500,000) plus any top up funding (such as grants or loans obtained by council or other council budgetary allocations) that Council provides to deliver a project initiated by Special Rate Funding.

Note: Any other Capital Works Funding in excess of \$100,000 within the CBD will be discussed with the Committee prior to expenditure of funding.

- 1.1. Recommend to Council possible refinement of, and improvements to, the Nowra CBD Revitalisation Strategy as the committee considers appropriate.
- 1.2. Develop a list of projects (with estimated costings) for Council to consider priorities over a rolling three year time frame, that will assist in achieving the ten elements of the Nowra CBD Revitalisation Strategy. The list is to be presented to an Ordinary Meeting of Council in February each year, and thus adopted by the Council.
- 1.3. Make a formal submission to Council's annual capital works budget as it relates to the Nowra CBD, in accordance with Council's budgeting process.
- 1.4. Monitor the expenditure of Council's annual capital works budget as it relates to the Nowra CBD, in particular;
  - 1.4.1. Approving design plans and specifications at the preliminary concept stage and prior to the detailed drafting and then at final approval stage.
  - 1.4.2. In cases where the General Manager (or delegate) determines that capital works within the Nowra CBD, will be tendered out, the Committee Chair (or delegate) will approve the tender documentation before tenders are advertised.
  - 1.4.3. The Committee Chair and delegate are to participate on tender evaluation panels for capital expenditure in the Nowra CBD.
  - 1.4.4. Assign a Project Steering Working Group to endorse the payment of progress claims and endorse the approval of variations, for capital expenditure in the Nowra CBD.
  - 1.4.5. In the case where Council staff undertake substantial capital expenditure (greater than \$150,000) in the Nowra CBD, the Committee will receive a report outlining progress (including expenditure updates) and plans at each of the Committee's Meetings.
- 1.5. Act as a communication conduit between Council and the CBD stakeholders in respect to the ten elements within the Nowra CBD Revitalisation Strategy and approved Capital Works within the Nowra CBD with reasonable support from Council, at Council's expense, as determined by the General Manager.
- 1.6. Assist Council in advocating to the community the adopted list of projects that seek to deliver on the ten elements of the CBD Revitalisation Strategy.
- 1.7. Provide a report to Council each quarter outlining the year to date expenditure of Council's annual capital works budget as it relates to the Nowra CBD and present a report to an

Ordinary Meeting of Council in August each year that explains the capital expenditure and any non-expenditure, for the previous financial year.

1.8. Consult with relevant stakeholders as needed.

The Committee meets at the Nowra Administrative Centre approximately six (6) times per year. Meetings commence at 4pm.

1 Details of Applicant			
<b>Mr / Mrs / Miss / Ms Surname</b>	WILLIAMSON	<b>Given Name:</b>	CHRISTOPHER
<b>Email*</b>			
<b>Postal Address</b>			
<b>Phone: (H)</b>	-	<b>(M)</b>	<b>(B)</b>

\*Correspondence with Committee Members will be sent via email unless otherwise advised.

2 I am applying to represent the following organisation or group (if relevant)
Nowra as a community.

3 I am applying for the membership for the following reasons:
<p>With a background in Architecture and studies in cities and planning i wish to provide a fresh approach to the Nowra CBD area as a vital tool to Nowra's development.</p> <p>I see Nowra as slightly fragmented, with up town (junction st) and downtown (stocklands). This hinders future developments as your choosing between two zones to function when they are their own seperate entities.</p> <p>The future planning and prospects of Nowra should be that which should incorporate these two zones and merge them. with suitable planning and rezoning to allow for more CBD (apartment-living) and streetscape shopping to help connect these two zones i think we can bring people into Nowra to spend money rather than just pass through.</p> <p>We have a massive oppurtunity as we are one of the largest visiting regions on the east-coast. We should encourage people to not just pass through, but to shop and potentially stay the night (more hotels/units).</p> <p>I know Nowra could be a town which could eventually lead the South Coast region. We just need to emphasize who we are, and what we have!</p>
4 I can bring the following skills / experience and attributes to the Committee:

My Business:

Blank Space Design Studio  
Building Design (residential - commercial)

My skills/degrees:

Masters In Architecture  
Diploma of Architectural Technology.

Through my work and skills i am able to correctly model and display the key elements in a City environment. I can use software to show current/future town models of how Nowra could develop. I do this on a dialy within my building design business through advanced rendering software.

I believe my skills could be used to help the commitee to develop these ideas in a realistic way without the need to engage costly consultants, especially at an early stage in the discussion.

#### 5 Signature of Applicant

Signed:

Date: 9/7/19

Please complete the above form and return by post to “ *The General Manager, Shoalhaven City Council* , PO Box 42, NOWRA NSW 2541’ or email it to [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)

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Phone: (02) 4429 3111 Fax: (02) 4422 1816

## **CBD19.44 Notification - Council Resolution - Re-establishment of Nowra CBD Revitalisation Strategy Committee and Election of Chairperson**

**HPERM Ref:** D19/356440

**Section:** Human Resources, Governance & Risk  
**Approver:** Jane Lewis, Acting Director Finance Corporate & Community Services

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

### **Reason for Report**

To advise the Committee of Council's resolution in relation to the re-establishment of the Nowra CBD Revitalisation Strategy Committee and for the election of new Chairperson for the next twelve (12) months.

### **Recommendation (Item to be determined under delegated authority)**

That:

1. The Committee receive the report regarding Council Resolution – Re-establishment for information; and
2. The Committee elect (insert name) as Chairperson for twelve (12) months from October 2019.

### **Options**

1. As recommended

Implications: The membership structure as specified in the Council Resolution is adopted for the period to 30 September 2020.

### **Background**

#### **Notification of Resolution**

Each year in September, Council reaffirms all of its committees for the next 12 months. At that meeting Council has the option to: reaffirm its committees; make any change to membership, purpose, delegation, quorum, and the number of meetings required for those committees; or disband committees.

This report is provided to inform the Committee members of the resolution of the Council. At the Extra Ordinary meeting on 20 September 2019 Council adopted the recommendation of Terms of Reference change and resolved as follows:

*That:*

1. *The Terms of Reference for the Nowra CBD Revitalisation Strategy Committee be updated as follows:*

#### *Voting Members*

*The membership of the Cttee shall be, as far as practicable:*

- Three Councillors
- Director of Assets and Works or delegate
- Director of Planning and Development Services or delegate
- Two (2) Community members (non-business operator or CBD property owner)
- One (1) Nowra CBD Retail/Business operators (non CBD property owner)
- Two (2) Nowra CBD Property Owners
- One (1) Nowra CBD Business Chamber representative
- Two (2) Nowra CBD Business owner/operator

*In the event that a Member's personal circumstances change in a manner that would impact their eligibility for the position they hold, that Member will notify the Committee.*

2. *The current Committee members retain their membership, and hold positions as follows:*
  - a. *Two (2) Community members (non-business operator or landowner): Wesley Hindmarch*
  - b. *Two (2) Nowra CBD Property Owners: James Caldwell & Annie Aldous*
  - c. *One (1) Nowra CBD Business Chamber representative: Scott Baxter*
  - d. *Two (2) Nowra CBD Business owner/operator: Brendan Goddard & George Parker*
3. *That the selection criteria for vacancies outlined in the report be adopted and included in the Terms of Reference.*

### **Election of Chairperson**

The role of the Chairperson is open to all Committee members. The Committee last formally elected Mr Caldwell as Chairperson in October 2018 and he has held the position of Chairperson since June 2016.

In accordance with 3.3 of the Terms of Reference (below), the Nowra CBD Revitalisation Strategy Committee is required to elect a Chairperson annually.

- 3.3 *Annually, following September Ordinary Council Meeting (where committees are reviewed) the Committee will appoint a Chairperson (to be ratified by Council) and Council reserves the right to appoint a Chairperson at any time.*
- 3.4 *The role of the chairperson is to:*
  - *Chair meetings of the Nowra CBD Revitalisation Strategy Committee, in accordance with Council's code of meeting practice*
  - *Representative or delegate on Working Groups pertaining to Nowra CBD projects.*
  - *Oversight of activities of a co-ordinator (if applicable)*
  - *Attend Council/Committee meetings as appropriate*

Outlined below is the process that is followed for the Election of Office Bearers for Committees of the Council:

*At the time on the agenda when the election of office bearers is listed, the following process will be followed:*

- (1) *The chairperson to step down from the chair (unless their position is not up for election). An appropriately Senior Officer of the Council or other official should assume the chair for the nomination process.*
- (2) *Individually, for each position the following is to take place:*
  - a. *Nominations are called for that position and are acknowledged by the chair*
    - i. *They may be received in writing prior to the meeting or provided verbally at the meeting*
    - ii. *The Officer conducting the election shall confirm acceptance of each nominee prior to his or her inclusion in the ballot.*
  - b. *If only one nomination is received, that person is declared as elected*
  - c. *If more than one nomination is received, the Committee will be asked to resolve whether the election is to take place by open voting (i.e. show of hands) or ordinary ballot (i.e. written votes recorded and provided to the chairperson in secret).*
  - d. *Where a large number of nominations are received, the Committee may elect to proceed by a preferential ballot, whereby ballots are consecutively taken and the nominee with the least number of votes is excluded from running after each ballot, until there are two preferred candidates remaining and a final ballot is undertaken and declared.*
  - e. *The nominee with the most ballots is declared as elected.*
  - f. *In the event of an equal number of ballots being cast for nominees, the position shall be determined by draw. The name drawn by the chairperson will be appointed to the position.*

*At the conclusion of the elections, the Chairperson shall reassume control of the meeting and proceed with other business.*



**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](mailto:council@shoalhaven.nsw.gov.au)

Website: [www.shoalhaven.nsw.gov.au](http://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:** POL19/61 • **Adopted:** 28/10/2014 • **Amended:** 21/02/2017, 16/05/2017, 27/3/2018, 25/09/2018, 18/12/2018, 26/03/2019, 20/09/19 • **Minute Number:** MIN14.765, MIN17.96, MIN17.390, MIN18.228, MIN18.764, MIN18.1012, MIN19.171, MIN19.658 • **File:** 50242E • **Produced By:** Finance, Corporate & Community Services • **Review Date:** 1/12/2020

### 1. ROLE

Note: Tasks in relation to 1.4 will not be undertaken by Councillors

For the purpose of this Terms of Reference, Councils annual Capital Works Budget which is defined as any Special Rate on the CBD (currently \$500,000) plus any top up funding (such as grants or loans obtained by council or other council budgetary allocations) that Council provides to deliver a project initiated by Special Rate Funding.

Note: Any other Capital Works Funding in excess of \$100,000 within the CBD will be discussed with the Committee prior to expenditure of funding.

- 1.1. Recommend to Council possible refinement of, and improvements to, the Nowra CBD Revitalisation Strategy as the committee considers appropriate.
- 1.2. Develop a list of projects (with estimated costings) for Council to consider priorities over a rolling three year time frame, that will assist in achieving the ten elements of the Nowra CBD Revitalisation Strategy. The list is to be presented to an Ordinary Meeting of Council in February each year, and thus adopted by the Council.
- 1.3. Make a formal submission to Council's annual capital works budget as it relates to the Nowra CBD, in accordance with Council's budgeting process.
- 1.4. Monitor the expenditure of Council's annual capital works budget as it relates to the Nowra CBD, in particular;
  - 1.4.1. Approving design plans and specifications at the preliminary concept stage and prior to the detailed drafting and then at final approval stage.
  - 1.4.2. In cases where the General Manager (or delegate) determines that capital works within the Nowra CBD, will be tendered out, the Committee Chair (or delegate) will approve the tender documentation before tenders are advertised.
  - 1.4.3. The Committee Chair and delegate are to participate on tender evaluation panels for capital expenditure in the Nowra CBD.

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

- 1.4.4. Assign a Project Steering Working Group to endorse the payment of progress claims and endorse the approval of variations, for capital expenditure in the Nowra CBD.
- 1.4.5. In the case where Council staff undertake substantial capital expenditure (greater than \$150,000) in the Nowra CBD, the Committee will receive a report outlining progress (including expenditure updates) and plans at each of the Committee's Meetings.
- 1.5. Act as a communication conduit between Council and the CBD stakeholders in respect to the ten elements within the Nowra CBD Revitalisation Strategy and approved Capital Works within the Nowra CBD with reasonable support from Council, at Council's expense, as determined by the General Manager.
- 1.6. Assist Council in advocating to the community the adopted list of projects that seek to deliver on the ten elements of the CBD Revitalisation Strategy.
- 1.7. Provide a report to Council each quarter outlining the year to date expenditure of Council's annual capital works budget as it relates to the Nowra CBD and present a report to an Ordinary Meeting of Council in August each year that explains the capital expenditure and any non-expenditure, for the previous financial year.
- 1.8. Consult with relevant stakeholders as needed.

## **2. DELEGATED AUTHORITIES**

- 2.1 To expend the funds allocated by Council annually from the Business – Nowra subcategory (currently \$500,000) to the CBD Nowra Revitalisation Strategy Committee, as the committee deems appropriate in accordance with objectives of the Nowra CBD Strategic Plan.
- 2.2 To establish Working Groups as deemed appropriate.
- 2.3 To promote the advantages of the CBD inside and outside the Local Government area, including making press releases and promoting the Nowra CBD Revitalisation Strategy and its projects.
- 2.4 Council will provide "in-kind" support to the committee in relation to
  - Project Design and Documentation
  - Facilitation of meetings
  - Preparation of reports for the Committee consideration

## **3. COMMITTEE MEMBERSHIP**

- 3.1. Voting Members
  - Three Councillors
  - Director of Assets and Works or delegate
  - Director of Planning and Development Services or delegate
  - Two (2) Community members (non-business operator or CBD property owner)
  - One (1) Nowra CBD Retail/Business operators (non CBD property owner)
  - Two (2) Nowra CBD Property Owners
  - Two (2) Nowra CBD Business owner/operator
  - One (1) Nowra CBD Business Chamber representative

In the event that a Member's personal circumstances change in a manner that would impact their eligibility for the position they hold, that Member will notify the Committee.

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

- 3.2. Non-voting Members
  - All Councillors who are non-committee members can attend (however cannot speak unless invited but have no voting rights)
- 3.3. Annually, following September Ordinary Council Meeting (where committees are reviewed) the Committee will appoint a Chairperson (to be ratified by Council) and Council reserves the right to appoint a Chairperson at any time.
- 3.4. The role of the chairperson is to:
  - Chair meetings of the Nowra CBD Revitalisation Strategy Committee, in accordance with Council's code of meeting practice
  - Representative or delegate on Working Groups pertaining to Nowra CBD projects.
  - Oversight of activities of a co-ordinator (if applicable)
  - Attend Council/Committee meetings as appropriate

#### **4. WORKING GROUPS**

- 4.1. The Working Groups are established to investigate suitable projects for funding by the CBD Revitalisation Strategy Committee following a suitable project and to meet with relevant Council staff/contractors (if not Council) at all stages of the project,
- 4.2. Team leaders are nominated as a point of contact between staff and committee for general day to day updates, not as the sole representative from the Nowra CBD Revitalisation Strategy Committee to attend meetings outside those held by the CBD Revitalisation Strategy Committee including progress meetings,
- 4.3. As project principal/client the Nowra CBD Revitalisation Strategy Committee reserve the right for all Working Groups members of the relevant Working Groups to attend and speak on matters addressed at such meetings,
- 4.4. The Nowra CBD Revitalisation Strategy Committee Working Groups members are to be notified in respect to any meeting(s) pertaining to CBD Revitalisation Strategy Committee projects and invited to attend.

#### **5. APPOINTMENT OF MEMBERS**

- 5.1. That appointments to the Nowra CBD Revitalisation Strategy Committee be made by the Council following recommendation from the Committee.
- 5.2. 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
  - Governance Unit Manager

#### Selection Criteria for new members.

When Council appointed the Committee in October 2014 the selection criteria for membership was as follows:

- Meeting the specific requirements for the Membership Position
- Commit to represent the interests of the group that the Membership Position represents
- Time to commit to the Committee Meetings and other times between meetings

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

- Acceptance of the Terms of Reference and willingness to work within that framework
- Demonstrated understanding of the role that CBDs play in the economy of the community
- Demonstrated commitment to the implementation of the Nowra CBD Revitalisation Strategy
- Previous experience in working on groups/committees that deliver outcomes.

**6. MEETINGS**

- 6.1. Meetings will be held bimonthly (6 per year) (MIN18.962)
- 6.2. Topics for the agenda should be forwarded to the minute secretary no later than fourteen (14) days prior to the meeting.
- 6.3. Agenda and minutes from the previous meeting will be circulated to members at least seven (7) days prior to the meeting.
- 6.4. Members must declare in writing any interest in any report tabled at the meeting.
- 6.5. Council to provide a minute secretary.
- 6.6. The committee will be provided the following reports
  - Actions Report (including an updated list of available grants) at each meeting
  - Quarterly Budget Report (including an updated list of available grants)
  - Annual Report of the Promotions Budget Expenditure
  - Capital Projects Progress Report at each meeting

**7. QUORUM**

- 7.1. A quorum will consist of at least half of the voting committee membership plus one (Eight 8).

**8. VOTING AND RECOMMENDATIONS**

- 8.1. Voting on recommendations is made by majority vote and all decisions regarding the allocation of funding for works must be stated precisely for the inclusion of the minutes. In addition alternate views from members are also to be minuted.

**9. COMMUNICATION**

- 9.1. Members of the Committee are not permitted to speak to the media as representatives of the Committee unless the matter relates to the Role of the Committee AND have received approval by the Chairperson.
- 9.2. 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.

**10. PROMOTIONS BUDGET**

In accordance with MIN18.228 of the Council Meeting held on 27 March 2018

- 9.1 The Committee shall allocate a budget of \$50,000 excluding GST per annum for promotional events and incremented each year in accordance with NSW LGA Rate Pegging.
- 9.2 The Promotional Event Budget will be allocated to the Nowra CBD Business Chamber Inc for the expenditure and completion of promotional activities.

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

- 9.3 The Nowra Business Chamber Inc will provide an annual report to Council on the promotional activities and related expenditure.

**11. PARENT COMMITTEE**

- 11.1. Ordinary Council Meeting.

**12. CODE OF CONDUCT**

- 12.1. 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.
- 12.2. Where required by Council Policy members will be required to sign Council's Confidentially Agreement
- 12.3. All committees will be inducted into Council's Code of Conduct and refreshed as required by Council Policy.

**13. REVIEW**

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

## **CBD19.45 Installation of Industry Standard Air Conditioning at Shoalhaven Regional Gallery - Including roof top screening**

**HPERM Ref:** D19/336298

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

### **Purpose / Summary**

To provide the Committee with information about the works being undertaken at Shoalhaven Regional Gallery from March 2020, including the installation of screening on the roof.

### **Recommendation (Item to be determined under delegated authority)**

That the report on the Installation of Industry Standard Air Conditioning at the Shoalhaven Regional Gallery, including roof top screening be received for information.

### **Options**

1. Receive the report for information.

Implications: The planning for the HVAC upgrade at the Shoalhaven Regional Gallery will continue as per the grant funded schedule.

2. Request more information.

Implications: Unknown at this time.

3. Provide alternative recommendation

Implications: Significant changes to the project at this stage may impact on our ability to meet the deadlines and requirements of our grant funding and undertake the works within the allocated timeframe.

### **Background**

In January 2019, Shoalhaven City Council was successful in its application to the Regional Cultural Fund (Create NSW / NSW Government) for funding to support the installation of industry standard air-conditioning at Shoalhaven Regional Gallery.

The current air conditioning system at the gallery does not meet national lending standards, and accordingly the gallery has been prevented from borrowing artworks from other galleries or hosting a range of touring exhibitions. The work that will be undertaken in 2020 and completed prior to the end of the current financial year will ensure the Gallery will meet these standards, and will significantly enhance and improve the ability of the Gallery to display a wide range of artworks, attracting new exhibitors and audiences to the Gallery and the region. This will enable the Shoalhaven Regional Gallery to continue to grow and develop through the ability to access works from State and National collections and respond to community requests to see works from other collections.

Over this time the Shoalhaven Regional Gallery will be closed to the public – it is anticipated this will be for a period of approximately 12 weeks from early March 2020 to early June 2020 with final dates to be confirmed once a contractor has been appointed.

The new works will move all associated plant onto the roof of the gallery, and to lessen the visual impact of this plant, a proprietary screen will be installed.

As per the images below, the screening will sit on the roof of one section of the gallery, wrapping around the front and back sections. While the screen will not completely cover / hide the plant it will significantly reduce the visual impact.



Shoalhaven Regional Gallery staff will be undertaking some programs across the region during this period of time with a series of pop up and outreach based programs.

### **Community Engagement**

Significant engagement and consultation work with relevant community members was undertaken prior to the start of planning and grant applications. This project is necessary for the Regional Gallery to continue to grow and develop, to access works from State and National collections and to show the range of works requested by community members.

CBD19.45

**Financial Implications**

The HVAC upgrade project is funded jointly by the NSW Government and Shoalhaven City Council. The project was awarded funding from the Regional Cultural Fund (Create NSW) and all proposed works are funded at this stage.