

## Nowra CBD Revitalisation Strategy Committee

**Meeting Date:** Monday, 09 December, 2019  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.30pm

**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 - 6 November 2019..... 1
3. **Declarations of Interest**
4. **Presentations**
  - CBD19.52 Presentation - Worrige/Berry Street multi-storey car park briefing  
*A Powerpoint presentation and update will be provided at the meeting.*
  - CBD19.53 Presentation - Verbal Report - Bus Stops Stewart Place  
*A verbal update will be provided.*
5. **Reports**
  - CBD19.54 Outstanding / Ongoing Actions..... 7
  - CBD19.55 Investigation - One Way Traffic - Junction St between Berry St & Kinghorne St Nowra ..... 17
  - CBD19.56 Draft Capital Works Program for Adoption ..... 20
  - CBD19.57 Priority Projects Update - Nowra CBD..... 23
  - CBD19.58 Council Policy Review - POL19/40 - "Occupation of Council Owned or Managed Land" ..... 30
  - CBD19.59 Update - Items identified in walks around CBD - 26 June and 3 July 2019..... 32

CBD19.60	Nowra CBD Facade Improvement Financial Assistance Program - Application for 90-92 North Street, Nowra (Applicant: K L Crowther & Others).....	41
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**6. General Business**

**Membership**

Mr James Caldwell - Chairperson  
Clr Jo Gash  
Clr Patricia White  
Clr John Wells  
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	

## MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

**Meeting Date:** Wednesday, 6 November 2019  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.06pm

The following members were present:

James Caldwell - Chairperson  
Clr John Wells – left the meeting 5.37pm  
Phil Costello - Director Planning Environment and Development  
Paul Keech - Director Assets and Works  
Annie Aldous  
Scott Baxter  
George Parker  
Brendan Goddard – arrived 4.25pm

Others present:

Clr Nina Digiglio  
Sara McMahon – Governance Unit Manager  
Tom Dimec – Technical Services Manager  
Gordon Clark – Manager, Strategic Planning  
Jessica Rippon – Executive Manager Communications – left the meeting 4.30pm  
Bronwyn Coulston – Arts & Culture Manager – left the meeting 5.37pm

### • Apologies / Leave of Absence

Apologies were received from Clr Gash, Clr White and Wesley Hindmarch.

### • Confirmation of the Minutes

**RESOLVED** (By consent)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 11 September 2019 be confirmed.

CARRIED

### • Declarations of Interest

Nil

## Matters arising from the Minutes

### CBD19.40 - Get Involved webpage

Jessica Rippon's team is asking for content. Suggestions should be sent to her direct.

### 19.38 – Christmas 2019

Annie Aldous provided an update.

- Decorations have now been installed in Junction Street and Jellybean Park.
- Christmas trees are going out this week.
- The radio campaign is in preparation.
- The banner over the overpass bridge is being made up.

The Committee discussed the potential changes to the Christmas promotional gift voucher program in light of the new Fair Trading Act stipulation that vouchers are to be honoured for three years. Paul Keech confirmed the three-year period does not apply to promotional vouchers, and a use-by date may be applied. It was noted the vouchers are usually issued with the proviso they be redeemed by February.

Brendan Goddard reported receiving negative comments about the bunting. Members were asked to view the bunting and report back.

## REPORTS

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

**HPERM Ref:  
D19/378089**

Sara McMahon (Manager, Governance) summarised the process of recruitment. Two applicants have been put forward: Alison Henry and Christopher Williamson.

The Chairperson recommended both be endorsed for appointment by Council.

### **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.

### **RECOMMENDATION** (Scott Baxter / Annie Aldous)

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.

CARRIED

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

**HPERM Ref:  
D19/356440**

Clr Wells was nominated as Returning Officer for the election of the Chairperson.

Clr Wells as 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, Clr Wells declared Mr Caldwell the Chairperson for 12 months from October 2019.

**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.

**RESOLVED** (By consent)

That:

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

CARRIED

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

**HPERM Ref:  
D19/336298**

Bronwyn Coulston (Manager, Arts & Culture) explained the Gallery's need for a new climate control system to meet the required standard for loans of artworks from state and national institutions, and touring works. The Shoalhaven will now be able to attract major exhibitions. She noted the structure is significantly larger than present system, so there will be a significant change to the view of the Egans Lane wing of the gallery. Installation will also require closing the gallery for 12 weeks from early March.

**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.

**RESOLVED** (By consent)

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

CARRIED

**CBD19.46 Additional Item - Outstanding / Ongoing Actions - Convene Meeting**

Paul Keech apologised that a number of reports had not been finalised in time for this agenda, and proposed that a further meeting be convened on 9 December 2019 to address these.

The following items will be retained on the list of Actions:

CBD19.7 – The order for the signage is in place, to be installed mid-January 2020.

CBD19.32 – A report on the one-way traffic proposal for Junction Street will be brought to the 9 December meeting.

CBD19.37 – Progress is being made; a meeting has been held with Claude Outdoor staff regarding removal of the bus seats.

CBD19.42 – A report on the Quarterly Budget Review will be brought to the 9 December meeting, plus a presentation on the Multi-Storey Car Park. Options for leasing parking spaces to be considered.

CBD19.36 – A workshop is to be held in late (not 30) November to discuss Council's policy on occupation of Council owner or managed land.

CBD19.40 – Feedback is invited on the Get Involved webpage.

**RESOLVED** (By consent)

That an additional meeting be convened on Monday 9 December 2019 to address the Actions List and other held over items.

CARRIED

**CBD19.48 Additional Item - Nowra CBD Historical Walk**

Gordon Clark explained the content of the draft brochure, which had been emailed to members for their concurrence. The signs are ready, and their placement has been discussed with the Chairperson. The Historical Walk is designed to be taken as a whole walk or by colour-coded precincts.

It was clarified that the funds allocated by the Committee have not been completely expended, and any remaining may be allocated to the second walk.

Under the terms of the Heritage Grant there will need to be a formal launch.

**RESOLVED** (Annie Aldous / Brendan Goddard)

That the Committee approve the draft Map Guide for the Nowra CBD Historical Walk.

CARRIED

**CBD19.49 Additional Item - Bus Stops Stewart Place**

Scott Baxter recommended that Stewart Place needs to be an integrated bus terminal. The State Member has indicated she will support applications for funding, but a definite plan will need to be presented to progress this. Cllr Wells noted that initiating a DA process will allow access to potential State funding.

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

That a verbal report on opportunities for Stewart Place be presented to the 9 December meeting of the Committee.

CARRIED

**CBD19.51 Additional Item - Water & Sewerage Headworks Charges**

Scott Baxter noted that Section 455 water and sewerage headworks contributions have increased 15%, and it appears Section 64 charges are being applied. He sought clarification on how fees are calculated and on what basis. Clarification was also requested on why S64 charges are applicable in the case of a S455 DA amendment.

Phil Costello clarified that the difference becomes payable where a development has been intensified, resulting in higher usage.

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

That the Committee receive a verbal report on the operation of Section 64 charges.

CARRIED

## **GENERAL BUSINESS**

### **Smoke-Free CBD**

The Committee discussed the recent Council resolution to undertake public consultation to ascertain the level of support for making the Nowra CBD smoke-free. Cllr Wells proposed the Committee should canvass the views of businesses and colleagues in the CBD and communicate their views to Council. Cllr Digiglio, who had submitted the Motion, clarified it is not intended to be punitive, but to be respectful of all users of the CBD. The proposal does include provision for set-aside areas for smoking, and it would be helpful to have an indication from businesses where these could be located.

### **Berry Street Footpath**

Tom Dimec provided a brief update. The project is being put on TenderLink and is due to commence construction on 29 January 2020. The works will lead into Easter, but it is a condition in the tender that access is to be provided to all business premises. The cinema will not be affected.

The Committee discussed different footpath treatments – pavers and concrete of the aluminium edging.

### **North Street Traffic Signals**

The Chairperson noted the Committee had not been directly approached for input during the consultation on the North Street traffic lights, and that an offer by the Committee to make a presentation had not been taken up.

Note: Cllr Wells and Bronwyn Coulston left the meeting at 5.37pm.

### **Mobility Scooters**

Annie Aldous raised the issue of mobility scooters being used at potentially dangerous speeds on footpaths, and asked whether Council Rangers have any enforcement powers. Scott Baxter noted a recent court case on the Central Coast which had ruled against prohibition, but recommended a limit of 3km/h and registration of scooters. No local government law currently exists that can be enforced.

### **Public Walkways**

Annie Aldous reported that she often sees people charging their devices using the unlocked power points along the side of the Arts Centre. There are concerns about people using these walkways and feeling unsafe. Bronwyn Coulston confirmed that locking the power points has been investigated, and also that no problems have been reported.

### **Funding for Projects**

The Chairperson asked for support in encouraging Council to raise the percentage of co-funding it provides for the Committee's planned projects. For the three projects with anticipated costs of between \$650k and \$880k, Council assistance is 4.7% to 5.23%, which is insufficient. The Committee's \$500k budget also bears the costs of footpaths etc. and is not enough for improvements to revitalise the CBD. He suggested that the costs of CBD infrastructure investments should be shared equally among all ratepayers in the Shoalhaven.

Staff will consider this as they provide the updated list of capital funding to the next meeting.

There being no further business, the meeting concluded, the time being 6.05pm.

Mr James Caldwell  
CHAIRPERSON

## CBD19.54 Outstanding / Ongoing Actions

**HPERM Ref:** D19/414808

**Group:** Finance Corporate & Community Services Group  
**Section:** Human Resources, Governance & Risk

**Attachments:** 1. Outstanding Actions Listing [↓](#)

### Purpose / Summary

To advise and update the Committee on the Outstanding/Ongoing Actions D19/419605 from the Nowra CBD Revitalisation Strategy Committee.

### 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: as per D19/419605
  - a. CBD19.11 Woolworths Truck Loading Bay on Kinghorne Street - time restrictions
  - b. CBD19.26 Current Budget & Final Costings Report Received - Footpath Upgrade - Berry Street (Western Side) Nowra - Proceed to Tender
  - c. CBD19.44 Notification - Council Resolution - Re-establishment - Election of Chairperson - James Caldwell
  - d. CBD19.46 Additional Item - Outstanding / Ongoing Actions - Convene Meeting 9 December 2019
  - e. CBD19.48 Nowra CBD Historical Walk - Draft Map Guide approved

### Options

1. As Recommended
2. Adopt an alternate recommendation

### Background

The actions listed in the attachment 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 (26 November 2019).

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.

Date From: Date To:				Action Sheets Report
<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 06/02/2019	<b>Minute No:</b>	<b>Item No.</b> CBD19.7	<b>Group:</b> Assets & Works Group	<b>Target date:</b> 08/03/2019
<b>Title:</b> All Day Parking Signs - Review - Nowra CBD - \$15,000 - allocate				<b>Completed:</b>
<b>Resolution:</b>  <b>RESOLVED</b> (Annie Aldous / Clr White)  That the Nowra CBD Revitalisation Strategy Committee allocate \$15,000 from the Nowra CBD Revitalisation funds to augment the existing All Day off street carparking signage arrangement with larger, more prominent signage, update the existing public information on Council's website and add the updated information to a multi-user platform, such as Google Maps.  CARRIED			<b>Notes:</b>  24/10/2019 6:08:55 PM - Ryleigh Bowman Council's Engineering Design Unit has commenced production of the new signage and supplementary plates. These works will be completed in due course. Completion date of installation Mid-January 2020 <b>REMAIN OPEN UNTIL SIGNS ARE INSTALLED</b>	
<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 03/07/2019	<b>Minute No:</b>	<b>Item No.</b> CBD19.32	<b>Group:</b> Assets & Works Group	<b>Target date:</b> 02/08/2019
<b>Title:</b> Report Requested - One Way Traffic - Junction St between Berry & Kinghorne Sts				<b>Completed:</b>
<b>Resolution:</b>  <b>RESOLVED</b> (Scott Baxter / James Caldwell)  That the CEO (Director Assets and Works) submit a report to the Nowra CBD Revitalisation Strategy Committee on investigations into the possibility of making Junction Street (between Berry and Kinghorne Streets) a one-way street (eastbound) to allow for the safety of all pedestrians and steady traffic flow.  CARRIED			<b>Notes:</b>  28/08/2019 4:31:31 PM - Matthew Apolo Engineering Design Unit currently investigating options to action this Action Item. Report will be submitted to the November meeting. The Report didn't make the November meeting and on the agenda on 9 Dec Meeting  <b>REPORT ON THE AGENDA, THIS ACTION TO BE COMPLETED</b>	

Date From: Date To:				Action Sheets Report
<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 11/09/2019	<b>Minute No:</b>	<b>Item No.</b> CBD19.37	<b>Group:</b> Assets & Works Group	<b>Target date:</b> 11/10/2019
<b>Title:</b> Claude Outdoor - Scott Baxter - Report Request				<b>Completed:</b>
<b>Resolution:</b>  <i>Scott Baxter requested Claude Neon be placed on the Agenda</i>  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.			<b>Notes:</b>  26/11/2019 8:37:05 AM - Tom Dimec Claude Outdoor still working on the potential options for seat removal/ asset replacement. Expected to be resolved by February 2020, update provided to the next meeting.  <b>REMAIN OPEN UNTIL COMPLETED</b>	
<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 11/09/2019	<b>Minute No:</b>	<b>Item No.</b> CBD19.42	<b>Group:</b> Assets & Works Group	<b>Target date:</b> 11/10/2019
<b>Title:</b> Additional Item - Quarterly Budget Review - Nowra CBD Priority Projects - Report required - Briefing multi-storey carpark				<b>Completed:</b>
<b>Resolution:</b>  <b>RESOLVED</b> (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;			<b>Notes:</b>  Part 1 – complete Part 2 – complete Part 3 – Report on the Agenda Part 4 – Presentation report on Agenda 9 Dec <b>REPORT ON THE AGENDA THIS ACTION TO BE COMPLETED</b>	

Date From:	Action Sheets Report
Date To:	
<p>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</p> <p>4. Council staff provide a briefing on the Worrigeer Street/Berry Street multi-storey carpark at the next Committee meeting.</p> <p>CARRIED</p>	

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 11/09/2019		CBD19.36	Assets & Works Group	11/10/2019
Title:				Completed:
Defer - Council Policy Review - Occupation of Council Owned or Managed Land - Feedback				
Resolution:			Notes:	
<b>RESOLVED</b> (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			30/10/2019 12:33:05 PM - Tom Dimec Council Unit Manager of Property, is currently away on leave returning early Nov and will arrange a time Late Nov to conduct the workshop 26/11/2019 8:45:36 AM - Tom Dimec Staff have meet with 2 Nowra CBD Revitalisation Committee members on the 21 Nov to discuss occupation of Council owned and managed land the members where agreeable with the changes to the policy, to be reported to 9 Dec.  <b>REPORT ON THE AGENDA, THIS ACTION TO BE COMPLETED</b>	

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 11/09/2019		CBD19.40	CEO Group	11/10/2019

Date From: Date To:				Action Sheets Report	
<b>Title:</b> Additional Item - Nowra CBD Revitalisation Strategy Committee - Get Involved webpage				<b>Completed:</b>	
<b>Resolution:</b>  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.			<b>Notes:</b>  A verbal update will be provided at the next schedule meeting not the "special meeting of the 9 Dec 2019"  <b>NO COMMENT PROVIDED</b>		
<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 06/11/2019		<b>Minute No:</b>	<b>Item No.</b> CBD19.48	<b>Group:</b> Planning Environment & Development Group	<b>Target date:</b> 06/12/2019
<b>Title:</b> Additional Item - Nowra CBD Historical Walk - Draft Map Guide approved				<b>Completed:</b>	
<b>Resolution:</b>  <b>RESOLVED</b> (Annie Aldous / Brendan Goddard)  That the Committee approve the draft Map Guide for the Nowra CBD Historical Walk.  CARRIED			<b>Notes:</b>  Completed 6 Nov, a map was presented to the committee, and the committee was general happy with the map and planning staff will make very minor alteration. This action is completed		
<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 06/11/2019		<b>Minute No:</b>	<b>Item No.</b> CBD19.49	<b>Group:</b> Planning Environment & Development Group	<b>Target date:</b> 06/12/2019
<b>Title:</b> Additional Item - Bus Stops Stewart Place - Verbal Report request				<b>Completed:</b>	



Date From:

Date To:

Action Sheets Report

<div>Resolution:</div> <p>Scott Baxter recommended that Stewart Place needs to be an integrated bus terminal. The State Member has indicated she will support applications for funding, but a definite plan will need to be presented to progress this. Cllr Wells noted that initiating a DA process will allow access to potential State funding.</p> <p><b>RESOLVED</b> (Scott Baxter / Annie Aldous)</p> <p>That a verbal report on opportunities for Stewart Place be presented to the 9 December meeting of the Committee.</p> <p>CARRIED</p>			<div>Notes:</div> <p>Gordon Clarke to attend next meeting to provide information on the integrated bus terminal at Stewart Place</p>		
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Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 06/11/2019		CBD19.51	Shoalhaven Water Group	06/12/2019
<div>Title:</div> <p>Additional Item - Water &amp; Sewerage Headworks Charges</p>				<div>Completed:</div>
<div>Resolution:</div> <p>Scott Baxter noted that Section 455 water and sewerage headworks contributions have increased 15%, and it appears Section 64 charges are being applied. He sought clarification on how fees are calculated and on what basis. Clarification was also requested on why S64 charges are applicable in the case of a S455 DA amendment.</p> <p>Phil Costello clarified that the difference becomes payable where a development has been intensified, resulting in higher usage.</p> <p><b>RESOLVED</b> (Scott Baxter / Annie Aldous)</p> <p>That the Committee receive a verbal report on the operation of Section 64 charges.</p> <p>CARRIED</p>			<div>Notes:</div> <p>Robert Horner to attend next meeting to provide information on Section 4.55</p>	

<b>Date From:</b>	<b>Action Sheets Report</b>
<b>Date To:</b>	

## ACTIONS COMPLETED SINCE 11 SEPTEMBER 2019

<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 06/02/2019	<b>Minute No:</b>	<b>Item No.</b> CBD19.11	<b>Group:</b> Assets & Works Group	<b>Target date:</b> 08/03/2019
<b>Title:</b> Woolworths Truck Loading Bay on Kinghorne Street - time restrictions				<b>Completed:</b> 17/09/2019
<b>Resolution:</b>  <b>RESOLVED</b> (Annie Aldous / James Caldwell)  That the General Manager (Assets and Works) advise if there are any time restrictions on truck deliveries to the Truck Loading Bay at Woolworths Supermarket on Kinghorne Street, Nowra.  CARRIED			<b>Notes:</b> 20/08/2019 8:13:18 AM - Tom Dimec There are no development consent conditions regarding the timing of deliveries. Should the Committee wish to proceed the design unit can investigate parking restriction within Kinghorne Street, that relate to delivery area, and converse with Woolworth on timing of deliveries. <b>COMPLETED</b>	

<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 03/07/2019	<b>Minute No:</b>	<b>Item No.</b> CBD19.26	<b>Group:</b> Assets & Works Group	<b>Target date:</b> 02/08/2019
<b>Title:</b> Current Budget & Final Costings Report Received - Footpath Upgrade - Berry Street (Western Side) Nowra - Proceed to Tender				<b>Completed:</b> 17/09/2019
<b>Resolution:</b>  <b>RESOLVED</b> (Clr Gash / Brendan Goddard)  That the Committee:  1. Accept the general Budget and Projects Update report for information.			<b>Notes:</b> 20/08/2019 8:27:49 AM - Tom Dimec	

Date From: Date To:		Action Sheets Report
<p>2. The Berry Street project proceed to tendering using funds drawn from the Nowra CBD Revitalisation budget 2019/2020 financial year, subject to the CEO obtaining from Shoalhaven Water its estimate of costs for the upgrading of assets on Berry St and those costs being acceptable to the Nowra CBD Committee as a deduction from the project costs covered by the committee.</p> <p>CARRIED</p>		<p>Comment to be updated- The Watermain works will be carried out at 100% of the expense of Shoalhaven Water. The estimate provided to the Committee on 3 July 2019 (CBD19.26) did not include any costs relating the works by Shoalhaven Water and therefore no deductions will be made for those costs. Therefore the project has proceeded to tender.</p> <p>17/09/2019 12:43:45 PM - Tom Dimec</p> <p><b>COMPLETED</b></p>

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 11/09/2019		CBD19.34	Finance Corporate & Community Services Group	11/10/2019
<b>Title:</b> Outstanding / Ongoing Actions				<b>Completed:</b> 01/10/2019
<b>Resolution:</b>  <b>RESOLVED</b> (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: <ol style="list-style-type: none"> <li>CBD18.59 – Proposed Traffic Lights – Nowra O’Keefe Avenue – relocation – Refer Shoalhaven Traffic Committee – Complete and remove</li> <li>CBD19.11 – Woolworths Truck Loading Bay on Kinghorne Street – Time Restrictions – complete and remove.</li> <li>CBD19.19 - Draft Capital Works Program - Proposed Projects - Nowra CBD Revitalisation Strategy Committee - Budget reallocation - Berry St – complete and remove.</li> <li>CBD19.26 - Current Budget &amp; Final Costings Report Received - Footpath Upgrade - Berry Street (Western Side) Nowra - Proceed to Tender</li> </ol>			<b>Notes:</b>  <b>COMPLETED</b>	

Date From: Date To:		Action Sheets Report
<ul style="list-style-type: none"> <li>e. CBD19.27 – Proposed Establishment of Architectural Ideas Competition in Nowra CBD – membership of Working Group</li> <li>f. CBD18.112 - Nowra CBD Revitalisation Strategy Committee - Role adoption - Terms of Reference review</li> <li>g. CBD19.14 - Community Member Submission - Nowra CBD - Traffic congestion Parking &amp; Rejuvenation Suggestions - Nowra LIVE site - Report request</li> <li>h. CBD19.25 - Outstanding / Ongoing Actions - Report Received - Completed Items</li> <li>i. CBD19.33 - Mural Proposal - Bonnie Greene - Working Group - Report Requested</li> </ul> <p>CARRIED</p>		

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 06/11/2019		CBD19.44	Finance Corporate & Community Services Group	06/12/2019
<b>Title:</b> Notification - Council Resolution - Re-establishment - Election of Chairperson - James Caldwell				<b>Completed:</b> 25/11/2019
<b>Resolution:</b> <b>RESOLVED</b> (By consent) That: 1. The Committee receive the report regarding Council Resolution – Re-establishment for information; and 2. The Committee elect James Caldwell as Chairperson for twelve (12) months from October 2019. CARRIED			<b>Notes:</b> <b>COMPLETED</b>	

Date From: Date To:				Action Sheets Report
<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 06/11/2019	<b>Minute No:</b>	<b>Item No.</b> CBD19.46	<b>Group:</b> Finance Corporate & Community Services Group	<b>Target date:</b> 06/12/2019
<b>Title:</b> Additional Item - Outstanding / Ongoing Actions - Convene Meeting 9 December 2019				<b>Completed:</b> 25/11/2019
<b>Resolution:</b>  <b>RESOLVED</b> (By consent)  That an additional meeting be convened on Monday 9 December 2019 to address the Actions List and other held over items.  CARRIED			<b>Notes:</b>  <b>COMPLETED</b>	

## **CBD19.55 Investigation - One Way Traffic - Junction St between Berry St & Kinghorne St Nowra**

**HPERM Ref:** D19/286523

**Group:** Assets & Works Group  
**Section:** Technical Services

### **Purpose / Summary**

To allow the Nowra CBD revitalisation Strategy Committee to consider the report for information and the acknowledge conversion of Junction Street, Nowra from two-way traffic flow to one way (eastbound).

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

That the Committee:

1. Receive the report for information and acknowledge that one-way traffic flow (eastbound) arrangements in Junction Street have been previously investigated as part of various reviews of the Nowra CBD Transport strategy (as recently as 2015)
2. Note that there would be no benefits achieved (safety of all pedestrians and steady traffic flow) by the installation of a one way flow on Junction Street, Nowra (from Berry St Kinghorne St).

### **Options**

As Recommended

A one way traffic flow proposal on Junction Street will have an adverse impact on traffic conditions in the Nowra CBD by redistributing up to 2,500 vehicles per day on to other roads around the Nowra CBD, and is not likely to improve pedestrian safety (unless accompanied by engineering measures to physically slow speeds). One-way proposals are generally associated with higher speeds due to wider lane widths. One way proposals have previously been investigated during the various reviews of the Nowra CBD Transport Strategy and generally found not to be suitable for Nowra given the very limited number of roads available to access Nowra (land locked between the Highway and Nowra Creek) and the associated reduction in capacity that would result from one way traffic proposals.

### **Background**

Council staff have been requested to investigate and report on the possibility of converting Junction Street from two-way traffic flow to one-way (eastbound) by the Nowra CBD revitalisation strategy committee.

At the Nowra CBD revitalisation strategy committee meeting on the 3 July 2019 the committee resolved as follows (CBD19.32)

*That the CEO (Director Assets and Works) submit a report to the Nowra CBD Revitalisation Strategy Committee on investigations into the possibility of making Junction Street (between Berry and Kinghorne Streets) a one-way street (eastbound) to allow for the safety of all pedestrians and steady traffic flow.*

### **Nowra CBD Transport Strategy**

CBD19.55

There have been previous requests for one-way traffic flow arrangements in Nowra CBD, including Junction Street. All have been previously investigated as part of various reviews of the Nowra CBD Transport strategy over time.

More recently Bitzios (in their review of the Nowra CBD parking strategy, 2015) were asked to investigate whether there were any benefits to increased parking in the Nowra CBD as a result of converting CBD roads to one-way traffic flows.

The following has been extracted from the Bitzios parking strategy review for Nowra CBD, in relation to one-way traffic proposals in the Nowra CBD;

*The Nowra CBD Transport Strategy included traffic modelling that identified future traffic flows impacting the Nowra CBD as consequence of the Nowra Bomaderry Structure Plan. The increases in traffic to/from the town centre but also north-south through traffic through town (avoiding the Princes Highway) was observed to be significant and will be a challenge going forward. Part of the solution to address this is the proposed Osborne Street / Douglas Street ring road proposal, however capacity will become increasingly important in the broader CBD network.*

**One-way street systems generally redistribute traffic and that traffic is required to be absorbed in other surrounding streets. It is understood Council are considering one-way streets as a means of providing more parking. However, this is not recommended given the traffic model forecasts, the problems one-way street proposals may generate, and the very limited parking benefits.**

*The Nowra CBD (East) Road Network Strategy Review (2007) also included an extensive traffic modelling review, which investigated testing a number of one-way traffic options. In all cases the testing concluded that these arrangements should not be progressed due to the accessibility issues it would present, and adverse traffic impacts. It is likely that similar outcomes would be found if there was broader testing of other CBD streets for one-way proposals.*

**The introduction of one-way arrangements does not necessarily result in increased levels of parking.** *The introduction of one-way arrangements results in a reduced level of directness in traffic and extra circulation of vehicles, increasing the number of traffic movements across the CBD network. This in turn is likely to require additional parking restrictions and upgrades on approaches to intersections around the CBD to cater for these additional circulating movements.*

*In addition to this, the introduction of one-way movements reduces the legibility of the town centre street network often resulting in non-familiar road users becoming frustrated with not being able to get to their destination in an efficient manner. This could frustrate locals but may also cause confusion to the many visitors to the Nowra CBD.*

*Council's transport strategy has opted for the creation of a ring road (link road) utilising the Osborne Street road corridor. This strategy aims to protect the CBD core from unnecessary through traffic in the more heavily pedestrianised areas, and this strategy also is aimed at protecting as much on-street parking and pedestrian provision as possible in the Nowra CBD core. This approach is supported.*

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## Community Engagement

Community consultation on any changes in the road environment must be undertaken prior to implementation. Furthermore, any regulatory changes must be referred to the Shoalhaven Traffic Committee and subsequently Council's Ordinary Meeting for adoption.

## Policy Implications

Council do not have delegated authority to install one-way traffic flow arrangements without a detailed proposal first being considered by the local traffic committee (the Shoalhaven Traffic Committee) and this would first require a detailed traffic study.

## Financial Implications

If a traffic study was required to further investigate a one-way traffic flow proposal, given the traffic impacts (known from previously investigations) it is estimated that at least \$50,000 (potentially funded out of Council's Traffic investigation 2020/2021) would be required to complete an updated traffic study. It is unlikely that the results of a study would be in favour of a one-way traffic arrangement, based on previous investigations in 2015.

Staff are investigating other pedestrian safety options and will present the most viable option to the committee in a future report. Staff have already undertaken preliminary investigations into other possible forms of pedestrian safety improvements for Junction Street, such as

- a marked pedestrian crossing,
- pedestrian refuges (significant impact on parking),
- shared zone (significant impact on traffic capacity), or
- midblock traffic signals (similar significant impact on parking, impact on traffic flow).

## Risk Implications

N/A



## CBD19.56 Draft Capital Works Program for Adoption

**HPERM Ref:** D19/295288

**Group:** Assets & Works Group  
**Section:** Technical Services

**Attachments:** 1. List of potential projects for consideration for Nowra CBD Revitalisation Strategy Committee for years 2019 - 2024 [↓](#)

### Purpose / Summary

To allow Council to consider the adoption of a Capital Works Program to promote the revitalisation of the Nowra CBD for the period 2019-2024.

### Recommendation

That Council adopt the Draft Capital Works Program (D19/8951) to promote the Revitalisation of the Nowra CBD with the projects identified for the 2019/2020 financial year being;

1. *Berry Street, between Junction St & Worrigeer St - Footpath Upgrade \$1,050,000*
2. *Kinghorne Street, Eastern side between Smiths Lane & Worrigeer St - Footpath Upgrade \$600,000. unfunded*
3. *Kinghorne Street, Western side between Worrigeer St & Plunkett St - Footpath Upgrade \$640,000. unfunded*

Noting that the following projects will also be listed for funding in the 2019-2020 financial year from the General Fund;

1. Project Management of CBD Revitalisation Capital Works \$50,000
2. Batts Folly, Landscape refurbishment. Maintain memorial, plant curtilage & include footpath & crossings. \$99,000.
3. Nowra Sails, landscape, sandstone walling, signage \$52,364
4. Junction Street, South side between O'Keeffe & highway - opposite Ex services car park \$315,000

### Options

1. The Nowra CBD Revitalisation Strategy Committee receives the report for information  
Implications: The report noted
2. Not accept the recommendation  
Implications: Re Prioritise Capital Works program

## Background

The Committee recommended to the 25 June 2019 Ordinary Meeting as Follows (CBD19.19):

*That:*

- 1. The Committee review the Draft Capital Works Program (Attachment 1 - D19/151875) for the period 2019-2024 with the view of adopting a Capital Works Program at the next Committee meeting, for Council to consider.*
- 2. Council reallocates any unspent budget to the 19/20 Nowra CBD Revitalisation Strategy Committee budget to allow sufficient funds for the Berry Street Nowra, Streetscape works.*

The Draft Capital Works Program was forwarded to Committee members for comment on 20 June 2019.

As a result of the resolution above, the Draft Capital Works Program is required to be adopted by the Committee and then Council.

## Community Engagement

Consultation with committee members has taken place, The Committee and council would be expected to undertake any community engagement necessary for with selected priorities.

## Policy Implications

This report should be read in conjunction with any policy and procedures applicable to the Committees operations and delegations.

## Financial Implications

Currently funded from Nowra CBD Revitalisation Strategy Committee 19/20 financial year

- 1. Berry Street, between Junction St & Worrigeer St - Footpath Upgrade \$1,050,000*
- 2. Kinghorne Street, Eastern side between Smiths Lane & Worrigeer St - Footpath Upgrade \$600,000. Unfunded*
- 3. Kinghorne Street, Western side between Worrigeer St & Plunkett St - Footpath Upgrade \$640,000. unfunded*

Noting that the following projects will also be listed for funding in the 2019-2020 financial year from the General Fund;

1. Project Management of CBD Revitalisation Capital Works \$50,000
2. Batts Folly, Landscape refurbishment. Maintain memorial, plant curtilage & include footpath & crossings. \$99,000.
3. Nowra Sails, landscape, sandstone walling, signage \$52,364
4. Junction Street, South side between O'Keeffe & highway - opposite Ex services car park \$315,000

## Risk Implications

No new implications as a result of this report.

List of potential projects for consideration for Nowra CBD Revitalisation Strategy Committee for years 2019 - 2024																										
Priority	Project Locality/Type	Project Details	Survey services Invest's	Concept Design	Consultation	Design App'd for Construction	Design & Spec's	Tender Doc	Proj Man't	Const'n Cost Estimate	Total Cost Estimate	Actual Grant Funding Received	Council in-kind Contribution	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Future Works				
	Nowra CBD - Raised Planters	Revitalisation C'tee CBD18/22	✓	✓	✓	✓	18,000	0	0	0	18,000	0	0	18,000												
	Nowra CBD -Lighting-Permanent	Uplighting to two fig trees in front of Library. Brief D18/203733.	✓	underway	✓	✓	10,000	0	0	20,000	40,100	0	0		30,000											
1	Nowra CBD Wayfinder Signage - 5 sites	(1) Stewart Pl; (2) Junction Crt; (3) Jelly Bean Pl; (4) Post Office Corner; (5) Stocklands	underway	underway	underway	✓	10,000	0	0	35,000	35,000	0	0		35,000											
	Nowra CBD Mural Projects	Commission artists and associated costs			✓		0	0	0	30,000	30,000	0	-		30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000				
	Nowra CBD - Princess Hay Banners	Revitalisation C'tee Brief D18/106877. Costing Options A & B - implementation now abandoned by Committee	underway	underway	underway		7,313	0	1,500	97,321	106,134	0	0		7,313											
1	Berry Street	Western side between Junction St & Worrigee St - Footpath Upgrade (full width honed concrete/Stonezet® header + additional strip of Stonezet® 300mm to widen f'path, trees & tree management system, seat, raised planter)	✓	✓	✓	✓	39,000	15,000	35,000	961,000	1,050,000	0	0		54,000	995,000										
	Batts Folly	Landscape replant/lighting/Irrigation Brief D18/13582	✓	✓	✓	✓	5,636	3,000	2,000	80,000	90,636	0	0													
	Nowra CBD Historical Signage	Historical signage/walk brochure (Grant agreement with CEH - \$30,751)	✓	underway	underway	✓	8,075	0	0	26,729	34,804	30,751	0			4,053										
2	Kinghome Street	Eastern side between Simms Lane & Worrigee St - Footpath Upgrade (full width honed concrete/Stonezet®, trees, tree guards, seats, raised planters)	✓	✓	✓	✓	35,000	5,000	20,000	580,000	640,000	0	35,000		5,000	600,000										
	North Street	South side between Berry St & Kinghome St (full width honed concrete/Stonezet® header, trees & tree management system, raised planters)	✓	✓	✓	✓	35,000	5,000	20,000	1,172,800	1,232,800	0	35,000		5,000	1,162,800										
	North Street	South side between Princes Hay & O'Keefe (part width honed concrete & brick paver header, trees, tree guard)	✓	✓	✓	✓	35,000	5,000	20,000	600,000	660,000	0	35,000		5,000	620,000										
	North Street	North side between Princes Hay & O'Keefe Ave (part width honed concrete & brick paver header, trees, tree guard)	✓	✓	✓	✓	35,000	5,000	20,000	600,000	660,000	0	35,000		5,000	620,000										
	Tree Planting	Tree removal and planting								100,000	100,000	0	-		50,000	50,000										
	Nowra CBD Promotions						0	0	0	50,000	50,000	0	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000					
	Berry Street	Intersection on Junction/Berry St's upgrade to Post Office corner (full width honed concrete/Stonezet® header, trees, tree guard)	✓	✓	✓	✓	35,000	5,000	20,000	650,000	710,000		35,000												710,000	
	Junction Street	South side between O'Keefe & highway - opposite Ex services car park (full width honed concrete/Stonezet® header, trees & tree guards)	✓	✓	✓	✓	0	5,000	10,000	300,000	315,000		0												315,000	
	Schofields Lane	North and south side Schofields Lane Footpath Upgrade (full width honed concrete/Stonezet® header, trees & tree guards)	✓	✓	✓	✓	35,000	5,000	20,000	600,000	660,000		35,000												660,000	
	North Street	Cnr of North St & Berry St - Dave Hill Marine (full width honed concrete/Stonezet® header on Berry St side and brick paver on North St side)	✓	✓	✓	✓	35,000	5,000	20,000	413,000	473,000		35,000												473,000	
	North Street	North side between Berry St & Graham St (full width honed concrete/brick paver header, trees)	✓	✓	✓	✓	20,000	5,000	20,000	580,000	625,000		20,000												625,000	
	North Street	Southern side between Berry St & Osborn St (1.5m wide honed concrete with brick paver header)	✓	✓	✓	✓	35,000	5,000	20,000	500,000	560,000		35,000												560,000	
	Worrigee Street	Northern side between Berry St & Kinghome St - Footpath Upgrade (full width honed concrete/Stonezet® header, trees, tree guard)	✓	✓	✓	✓	35,000	5,000	25,000	1,070,000	1,135,000		35,000												1,135,000	
	Worrigee Street	Southern side between end of current work & Lawrence Ave (full width honed concrete/Stonezet® header, trees, tree guard)	✓	✓	✓	✓	20,000	5,000	15,000	220,000	260,000		20,000	15,000											245,000	
	Worrigee Street	Southern side between Lawrence Ave & Berry St (full width honed concrete/Stonezet® header, trees, tree guard)	✓	✓	✓	✓	35,000	5,000	20,000	540,000	600,000		35,000												600,000	
	Kinghome Street	Eastern side between Worrigee St & Plunkett St - Footpath Upgrade (full width honed concrete/brick paver header, trees, tree guards, seats, raised planters)	✓	✓	✓	✓	25,000	5,000	20,000	540,000	590,000		25,000												590,000	
3	Kinghome Street	Western side between Worrigee St & Plunkett St - Footpath Upgrade (full width honed concrete/brick paver header, trees, tree guards, seats, raised planters)	✓	✓	✓	✓	25,000	5,000	20,000	540,000	590,000		25,000												590,000	
	CBD Seating/bollards/lattice	Complete painting in endorsed colours	✓	✓	✓	✓	3,000	1,000	2,000	70,000	76,000		3,000													
		Expenditure Calculated					541,023	94,000	330,500	10,375,850	11,341,473	30,751	443,000	50,154	206,313	1,150,053	3,162,800	80,000	80,000	80,000	80,000	80,000	80,000	6,503,000		
		Committee Budget Allocation																								
		Budget Carried Forward from at previous FY																								
		Budget Available																								
		Surplus / Deficit																								
	Other Works Identified Outside Scope of Committee - DRAFT list only																									
	Worrigee St	Local repair program														✓										
	Nowra CBD renewal	Other streetscape program														✓										
	Nowra CBD	CCTV Upgrade														✓										
	Nowra CBD All Day Parking	Worrigee Street/Berry Street Multi Storey Carpark Brief D18/134327														✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	North Street	Traffic Signals - intersection Kinghome St & Moss St - Federal Blackspot Program														✓	✓									
	O'Keefe Avenue	Traffic Signals - midblock pedestrian signals between North St & Junction St - NSW Safer Roads Program															✓	✓								
	Berry Street	Traffic Signals - intersection at Worrigee St - NSW Safer Roads Program																✓							✓	
		prepared Ros Holmes 14.6.18 File: Nowra CBD Potential Projects																								
		Key																								
		Pink Blue	Works Managed and/or installed by SCC (budget from SCC or others)																							
		Darker Blue	Projects to be prioritised by Nowra CBD Revitalisation Strategy																							
		Pink	Committee & managed by SCC																							
		Pink	Projects completed by SCC on behalf of Nowra CBD Revitalisation Committee in 2018																							
		Green	Projects currently underway																							

## CBD19.57 Priority Projects Update - Nowra CBD

**HPERM Ref:** D19/348986

**Group:** Assets & Works Group  
**Section:** Technical Services

**Attachments:** 1. CBD Operating expenditure SA 19.132 10 September 2019 highlighted on the Quarterly Budget Review [↓](#)  
2. Nowra CBD Revitalisation Strategy Committee Financials 2019 [↓](#)

### Purpose / Summary

To inform the committee of the items highlighted on the Quarterly Budget Review (Attachment 1) of the selected projects for Nowra CBD and declare of completed projects.

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

That Committee:

1. Declare the following projects as completed and recommend the transfer of all remaining budget to the Footpath upgrade at Berry Street, (Note: at the time of writing this report the value of the following funds to be transferred is \$41,747)
  - a. Nowra CBD Shopfront / Façade Improvement
  - b. Nowra CBD Access Improvement Financial Assistance Programme
  - c. CBD Laneway Artwork
  - d. Nowra CBD Street Furniture
  - e. CBD Wayfinding Signage
  - f. CBD Permanent Lighting Installation
  - g. Nowra CBD Mural Project
2. Retain a budget of \$5,000 for All Day Parking Signage and transfer the remaining \$10,000 budget to the Footpath upgrade at Berry Street.
3. To be clear this would make the total transfer from the 2018-2019 projects to the Footpath upgrade at Berry Street 2019-2020 \$51,747, making the total funds available to complete the works \$1,201,008.

### Options

1. The Nowra CBD Revitalisation Strategy Committee receives the report for information (recommended).  
Implications: The report is noted.
2. Not accept the recommendation  
Implications: Re Prioritise Project Budgets

### Background

The following relevant minutes are extracted from the Nowra CBD Revitalisation Strategy Committee Meeting of 11 September 2019, the committee resolved (CBD19.42) as follows;

*In respect to item 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.*

Following consultation with committee chairperson to its members the following was received via email on 22 October 2019;

*The Committee has agreed that all monies from our programs, excluding (Promotions money) which have not been spent during FY 2018-2019 be carried forward as general revenue in order to ensure sufficient funding for Berry Street.*

That the committee approve of the following projects as completed the transfer of all remaining budget to the Footpath upgrade at Berry Street:

The financial statement is shown in (Attachment 2) indicating the this excludes CBD Promotions & Activation and Proudly Inclusive Business Pilot Program.

1. Declare the following projects as
  - a) Nowra CBD Shopfront / Façade Improvement
  - b) Nowra CBD Access Improvement Financial Assistance Programme
  - c) CBD Laneway Artwork
  - d) Nowra CBD Street Furniture
  - e) CBD Wayfinding Signage
  - f) CBD Permanent Lighting Installation
  - g) Nowra CBD Mural Project
2. Retain a budget of \$5,000 for All Day Parking Signage and transfer the remaining \$10,000 budget to the Footpath upgrade at Berry Street.

#### **Community Engagement**

N/A

#### **Policy Implications**

N/A

#### **Financial Implications**

N/A

#### **Risk Implications**

N/A

**Proposed Carry Forwards / Revotes**

**Planning, Environment and Development Services**

By Asset Custodian

**Operating Expenditure**

**Civic**

**Group Management**

CBD Promotions & Activation	53,950	0	3,702	0	0	56,248	56,248	0	Nowra CBD Revitalisation - waiting confirmation from committee.
CBD Banners	2,415	0	1,545	0	0	870	870	0	Nowra CBD Revitalisation - waiting confirmation from committee.
Nowra CBD Access Improvement Program	27,713	0	27,713	0	0	0	0	0	Nowra CBD Revitalisation - waiting confirmation from committee.
Proudly Inclusive Business Pilot Program	3,000	0	3,000	0	0	0	0	0	Nowra CBD Revitalisation - waiting confirmation from committee.

**Civic**

**Coastal and Estuary Management**

**Coastal Area Maintenance**

Collingwood Beach Dune Mgmt	99,296	-10,021	20,548	0	0	68,726	68,726	0	Per Council resolution MIN19.372, all remaining funds to be revoated to 19/20.
Coastal Management Programme Grant	185,000	0	172,165	0	0	12,835	12,835	0	SA18.64 Grant funded project which is due for completion in 2019/20.

**Estuary Management**

Riverbank Restore Bolong Rd Grant	264,668	0	190,750	0	0	73,918	73,918	0	MIN17.1022, all remaining funds to be revoated to 19/20 for project completion.
<b>Coastal and Estuary Management</b>	<b>264,668</b>	<b>0</b>	<b>190,750</b>	<b>0</b>	<b>0</b>	<b>73,918</b>	<b>73,918</b>	<b>0</b>	
	<b>548,964</b>	<b>-10,021</b>	<b>383,463</b>	<b>0</b>	<b>0</b>	<b>155,480</b>	<b>155,480</b>	<b>0</b>	

**Compliance of Public Spaces**

**Rid Squad**

EPA - Ulladulla Clean Up Project	16,016	0	14,784	0	0	1,232	1,232	0	Residual grant funding, project ongoing into 19/20.
SCG RID Program	29,399	35,027	27,895	0	0	36,531	36,531	0	Grant funded project to be completed in 19/20.
	<b>45,415</b>	<b>35,027</b>	<b>42,679</b>	<b>0</b>	<b>0</b>	<b>37,763</b>	<b>37,763</b>	<b>0</b>	
<b>Compliance of Public Spaces</b>	<b>45,415</b>	<b>35,027</b>	<b>42,679</b>	<b>0</b>	<b>0</b>	<b>37,763</b>	<b>37,763</b>	<b>0</b>	

Page 101

SA19.132 - Attachment 1

**Proposed Carry Forwards / Revotes**

**Planning, Environment and Development Services**

By Asset Custodian

**Operating Expenditure**

**Land Use Planning**

**Strategic Planning**

Nowra CBD Shopfront/Arade Imp

Nowra CBD Renewal

Nowra CBD Historic Walk Grant

Berry - Hitchcocks Lane

SA19.132 - Attachment 1

**Proposed Carry Forwards / Revotes**

**Planning, Environment and Development Services**

By Asset Custodian

**Capital Expenditure**

**Streetscapes**

*Other Streetscape Program*

Current Budget	Review Adjustment	Work in Progress	Carry Forward Revote (Committed)	Revote (Uncommitted)	Revised Budget	Actual	Variance	
5,564	0	2,915	0	0	2,549	2,549	0	Nowra CBD Revitalisation Committee - project ongoing, expected completion 19/20.
32,000	0	14,469	0	0	17,551	17,551	0	Nowra CBD Revitalisation Committee - project ongoing, expected completion 19/20.
36,455	0	622	0	0	35,833	35,833	0	Nowra CBD Revitalisation Committee - project ongoing, expected completion 19/20.
30,000	0	3,013	0	0	26,987	26,987	0	Nowra CBD Revitalisation Committee - project ongoing, expected completion 19/20.
15,000	0	0	15,000	0	0	0	0	Nowra CBD Revitalisation Committee - project ongoing, expected completion 19/20.
119,019	0	20,999	15,000	0	83,020	83,020	0	Nowra CBD Revitalisation Committee - project ongoing, expected completion 19/20.
119,019	0	20,999	15,000	0	83,020	83,020	0	Nowra CBD Revitalisation Committee - project ongoing, expected completion 19/20.
3,908,404	-23,200	1,441,423	2,081,805	0	362,476	140,381	221,595	

SA19.132 - Attachment 1



**Proposed Carry Forwards / Revotes**

**Assets and Works**

By Asset Custodian

**Capital Expenditure**

**Stormwater**

*Drainage*

**Stormwater**

**Streetscapes**

*Other Streetscape Program*

Owen St F path L Scape Huddison  
Vincentia Mall minor works  
Barree St Ulla F shore refurb  
Jervis Bay Wood Rd's R/about  
Village Identification Signage

**Nowra CBD renewal**

*Jacobs Drive Streetscape*

**Streetscapes**

**Tourist Parks**

*Lake Tabourie - Capital Works*

*Lk Tabourie Roadworks*

**Tourist Parks**

Current Budget	Review Adjustment	Work in Progress (Committed)	Carry Forward Revote (Uncommitted)	Revote (Uncommitted)	Revised Budget	Actual	Variance	By Asset Custodian
1,616,030	-46,116	1,311,103	0	0	258,811	258,811	0	
1,616,030	-46,116	1,311,103	0	0	258,811	258,811	0	
111,413	0	-143	0	0	111,556	111,556	0	Project ongoing into 19/20.
65,787	0	52,398	0	0	13,389	13,389	0	Project ongoing into 19/20.
106,108	0	55,003	0	0	51,105	51,105	0	Project ongoing into 19/20.
85,947	0	0	85,837	0	110	110	0	Project ongoing into 19/20.
50,000	0	39,999	0	0	10,001	10,001	0	Brief provided late in the year, community consultation needed to take place first. To be fabricated & installed in 19/20. No new budget in 19/20
692,886	-10,287	682,199	0	0	500	400	0	Nowra CBD Revitalisation Committee funds identified to fund Berry Street projects.
511,974	0	76,660	0	0	435,314	435,314	0	Project scheduled for completion early Q1 19/20
1,624,116	-10,287	906,117	85,837	0	621,874	621,874	0	
1,624,116	-10,287	906,117	85,837	0	621,874	621,874	0	
100,000	-57,918	-20,958	0	0	63,040	63,040	0	Delays due to rain, continuing in 19/20.
100,000	-57,918	-20,958	0	0	63,040	63,040	0	
100,000	-57,918	-20,958	0	0	63,040	63,040	0	

Page 122

SA19.132 - Attachment 1

**CBD REVITALISATION STRATEGY**

For the financial year 1 July 2019 to 30 June 2020

Current as at 30-Sep-19

**INCOME FROM EXTERNAL SOURCES**

Job Number	86202	13008	13012	13014	13015	13016	74806	86203	86207	86208	86210	86211	86212	TOTAL
	Nowra CBD Renewal - Unallocated	CBD Promotions & Activation	Nowra CBD Shopfront/ Facade Imp	Nowra CBD Historic Walk Grant	Nowra CBD Access Improvement Financial Assistance	Proudly Inclusive Business Pilot Program	CBD Laneway Artwork	Footpath Upgrade - Berry Street Nowra	Nowra CBD Street Furniture	CBD Wayfinding Signage	CBD Permanent Lighting Installation	Nowra CBD Mural Project	All Day Parking Signage	
Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Actual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Variance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**EXPENSES / TRANSFERS - INTERNAL AND EXTERNAL SOURCES**

Job Number	86202	13008	13012	13014	13015	13016	74806	86203	86207	86208	86210	86211	86212	TOTAL
	Nowra CBD Renewal - Unallocated	CBD Promotions & Activation	Nowra CBD Shopfront/ Facade Imp	Nowra CBD Historic Walk Grant	Nowra CBD Access Improvement Financial Assistance	Proudly Inclusive Business Pilot Program	CBD Laneway Artwork	Footpath Upgrade - Berry Street Nowra	Nowra CBD Street Furniture	CBD Wayfinding Signage	CBD Permanent Lighting Installation	Nowra CBD Mural Project	All Day Parking Signage	
2017/18 revote														\$0
2018/19 revote	\$682,599	\$3,702	\$8,298	\$34,804	\$27,713	3000	\$2,915	\$0	\$0	\$32,000	\$36,455	\$30,000	\$15,000	\$876,486
2019/20 budget	\$461,500	\$51,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$512,500
CBD19.19	-\$1,153,986							\$1,150,362	\$3,624					\$0
MAR QBR														\$0
DEC QBR														\$0
Budget (Includes income)	-\$9,887	\$54,702	\$8,298	\$34,804	\$27,713	\$3,000	\$2,915	\$1,150,362	\$3,624	\$32,000	\$36,455	\$30,000	\$15,000	\$1,388,986
Less Actual	\$650	\$164	\$0	\$0	\$0	\$0	\$0	\$1,101	\$0	\$25,901	\$35,833	\$26,987	\$0	\$90,636
Less Committed (PO Raised)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Funds not yet spent	-\$10,537	\$54,538	\$8,298	\$34,804	\$27,713	\$3,000	\$2,915	\$1,149,261	\$3,624	\$6,099	\$622	\$3,013	\$15,000	\$1,298,350

**RECONCILIATION OF FUNDS AVAILABLE**

FUNDS AVAILABLE FOR ALLOCATION - CBD Renewal Unallocated (86202)		-\$10,537	
less: funds to be allocated to projects requiring additional funding:			*** excludes 13008 CBD Promotions & Activation and 13016 Proudly Inclusive Business Pilot Program
13012	Nowra CBD Shopfront/Facade Imp	\$8,298	
13015	Nowra CBD Access Improvement Financial Assistance Program	\$27,713	
74806	CBD Laneway Artwork	\$2,915	
86207	Nowra CBD Street Furniture	\$3,624	
86208	CBD Wayfinding Signage	\$6,099	
86210	CBD Permanent Lighting Installation	\$622	
86211	Nowra CBD Mural Project	\$3,013	
86212	All Day Parking Signage	\$10,000	\$62,283 (Committee resolution required)
<b>FUNDS AVAILABLE FOR ALLOCATION TO 86203 Footpath Upgrade - Berry Street Nowra</b>		<b>\$51,747</b>	
<b>Forecast balance 86203 after transfer</b>		<b>\$1,201,008</b>	

Total funding - per budget (all sources)		
Funds from external sources	\$0	
Council funds FY18/19	\$876,486	
Council funds FY19/20	\$512,500	\$1,388,986
Less: funds spent	-\$90,636	
less: commitments raised	\$0	-\$90,636
<b>FUNDS NOT YET SPENT - All projects</b>		<b>\$1,298,350</b>

## CBD19.58 Council Policy Review - POL19/40 - "Occupation of Council Owned or Managed Land"

**HPERM Ref:** D19/414890

**Group:** Assets & Works Group  
**Section:** Technical Services

**Attachments:** 1. Track Changes - POL19/40 (under separate cover) [↗](#)  
2. Clean skin - POL19/40 (under separate cover) [↗](#)

### Purpose / Summary

To allow the Nowra CBD Revitalisation Strategy Committee to comment on the proposed amendments to POL19/40 (formerly POL16/150) "Occupation of Council Owned and Managed Land" prior to Council giving the matter consideration.

### Recommendation

The Nowra CBD Revitalisation Strategy Committee note and endorse the proposed Policy 19/40 (formerly POL16/150 with amendments) "Occupation of Council Owned & Managed Land"

### Options

1. Resolve as recommended

Implications: The Nowra CBD Revitalisation Strategy Committee will be provided with an opportunity to see the proposed amendments to the Policy

2. Not resolve as recommended

Implications: The Nowra CBD Revitalisation Strategy Committee will not have an opportunity to see the proposed amendments to the Policy.

### Background

This Policy was first implemented in January 2010 in accordance with MIN09.1798. Prior to this Council had no policy relating to the occupation of its owned and/or managed properties. It is noted that notwithstanding the policy title refers to land, the policy applies to commercial buildings, community infrastructure/buildings and land.

Extensive community consultation was undertaken when the policy was first developed in 2009/10. Given only minor amendments have occurred since that time no further community consultation has been undertaken or deemed necessary.

The policy over its life has been amended and re-confirmed in 2013, 2015 with the last review conducted in 2016.

The evolution of the policy has seen amendments which support taking a compassionate approach when dealing with "not for profit" organisations. This resulted in the introduction of subsidies when negotiating rental agreements, and is still in place today, in order that such groups be treated consistently and with due regard for their ability to pay. At the same time

however, Council needs to ensure that in the interest of the wider Shoalhaven community, the user pays principle is adhered to wherever possible so that any financial burden on the ratepayer through support of community groups is kept to a minimum. This is best achieved through the execution of subsidised rental agreements in accordance with the rental assessment framework or, in exceptional cases, by the adoption of the statutory minimum rent determined by Crown Lands.

Attachment 1 shows the 'marked up' version of POL19/40 (formerly POL16/150) whereas Attachment 2 shows the 'clean skin' version of the 'marked up' policy.

The essential changes are as follows:

1. the objectives have been spelt out in detail
2. the principles have been refined
3. Update references to changed and new legislation
4. Update Section references based on council organisational re-structure
5. Exclusions to the Policy (POL19/40)

### **Community Engagement**

A decision to review the Policy now originated from a Nowra CBD Revitalisation Strategy Committee (CBD18.58) meeting where a discussion relating to Council's leasing of a vacant premises in Kinghorne Street, Nowra for a pop-up shop was questioned.

Council staff conducted a workshop with Nowra CBD Revitalisation Committee members on Thursday 21<sup>st</sup> November and agreed on the changes as proposed.

### **Policy Implications**

The policy was due for review in December 2020, however, given the legislative changes that have occurred recently i.e. the new Crown Land Management Act 2016, Council restructuring resulting in Section name changes and continued better understanding of community expectations relating to how Council manages its properties, the early review at this point in time is justified.

### **Financial Implications**

There are zero financial implications.

### **Risk Implications**

The policy has been in place since 2009 and there have been no issues identified from its application.

## **CBD19.59 Update - Items identified in walks around CBD - 26 June and 3 July 2019**

**HPERM Ref:** D19/297805

**Group:** Assets & Works Group  
**Section:** Technical Services

**Attachments:** 1. Nowra CBD Inspection Action List July 2019 (D19/213102) [↓](#)

### **Purpose / Summary**

To provide the committee with an updated actions list for items identified in the walks around the CBD in June & July 2019.

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

That the Committee note that the following items from the Nowra CBD Inspection Action List July 2019 (D19/213102) have been completed and will be archived out of the list;

- 6. Hyper Hyper coffee shop, container/caravan and rubbish left outback (18/07/2019)
- 7. Tree surrounds - no StoneSet under the trees NE cnr Kinghorne/North St (03/07/2019)
- 8. New concrete on footpath outside Leongs Chinese, rough surface and poorly applied, and garden area dirt, should be concrete, not grassed or dirt (22/08/2019)
- 14. Collins Way carpark - additional lighting required (Mid Dec 2019)
- 19. Friezes in Junction St are difficult to remove since the installation of the CCTV conduit. Council advised they will provide a service to remove when under awing light signs require maintenance (19/11/2019)
- 20. Toilet sign in garden (near Oasis) to direct to one near Jelly Bean Park could move to better place (18/11/2019)
- 32. Replace missing Banner broken of pole near Nowra Mall Delivery Doc (05/07/2019)
- 33. Frieze missing opposite the taxi rank (05/07/2019)
- 51. Multi-storey carpark location will have reduced number of spaces to originally planned due to the requirement to retain the trees along the road frontages. This might be able to be increased if Council owned the adjacent apartment building (18/11/2019)
- 54. Many St name signs turned around/bent by vandals. E.g. near Church & school (July 2019)
- 57. Near McDonalds - there was a pole in the middle of the footpath during construction - has it been moved (27/06/2019)

### **Background**

At the Meeting of the Nowra CBD Revitalisation Committee held on 14 June 2019 the Committee resolved (CBD19.22):

“That:

1. A time be scheduled for the Committee members to walk around the CBD both during the day and at night to get a feel for the safety concerns that have been raised.
2. The Committee make representations to the local Police regarding safety concerns and invite the Police Community Safety Officer to attend the walk with the Committee.”

The daytime walk around the CBD was held on 26 June 2019 and a further night-time tour was held on 3 July 2019.

Attached to this report is an update of the items identified and investigation and actions taken by Council staff for consideration of the Committee.

ITEM #	NOWRA CBD REVITALISATION AND COUNCIL STAFF WALK AROUND	Co-ordinator of response	Responsible to Action	Action	Comments/status	Date completed
26/06/19	Present: Council: Stephen Lipman, Melissa Dunn, Daniel Bishop; Councillors: Jo Gash, Patricia White; Business Owners: James (Jock) Caldwell, Annie Aldous, Scott Baxter					
	KINGHORNE STREET					
1	GARBAGE BINS not in enclosures - 6 locations previously sent to Council by Scott Baxter. Ones observed during walk: Kinghorne St near Nowra Mall, Junction St at taxi rank, outside Nowra Library, outside Nowra School of Arts, outside Nowra Pizzeria (opp. Coles service station). Sussex Inlet also mentioned.	Tom Dimec	Tom Dimec	Tom to respond to CBD Revitalisation Committee with estimate	* We retain these bins at the request of business premises. When bin surrounds are available we will ensure they're placed within the surround. - Daniel Bishop * Melissa Dunn to provide estimate to Tom Dimec - supply, deliver & install for 5 bin surrounds for Nowra CBD. *Melissa to provide update on bin cost 18/11/2019	
2	NOWRA MALL wooden replacement and mould in awning, letter has been sent by Mayor Gash (then) previously	?	?		Private property	
3	missing grate outside Aldi around tree	Melissa Dunn	Committee	Recorded in Reflect Footpaths Defect MD00033	28/6 - Grate to be made up. 9/7 - check in depot for grates removed further South in Kinghorne St 29/8 - unable to make up a matching grate. The area has been filled with material. Cost to replace grated tree pits with StoneSet along this section of Kinghorne St is \$8,000. Action changed to CBD committee for consideration to use their budget for - Melissa Dunn	
4	outside Aldi & Australian Pub, garden in disrepair	Daniel Bishop	?		This garden is the property of Aldi Foods Pty Ltd. Not council maintained.	
	NORTH STREET				All streetscape works to be carried out as per D18/91518 'Streetscape Technical Manual Version Number 1'	
5	Footpath from Woolworths entrance back to kinghorne Street needs to be possible redone, after lights go in	Melissa Dunn	Committee	Provide estimate to place on priority list for replacement.	DA almost approved for Yellow building (Pawnbrokers) to become multistorey office block. After North St/Kinghorne St lights are in and the office accommodation is completed, replace the path inbetween with new streetscape type/width. \$35k design, \$5k tender docs, \$1,172,800 construction - full width honed concrete, StoneSet header, trees & tree management system & raised planters. Total \$1,232,800. Requires further contingency due to possible contamination around service station. Listed for 2020/21 construction - North St - Kinghorne St to Berry St (D19/8951).	
6	Hyper hyper coffee shop, container/?caravan and rubbish left outback	Property Unit	Property Unit	Speak to tenant	Photo taken by S.Lipman & M.Dunn. Mentioned by the group there is approval for shed behind the buildings. 12/7 - Melissa Dunn emailed photo to Property Unit with request to make comment. Lot B DP 335109. The following comment is provided by the Property Services Unit - No DA is required for the "gypsy trailer". The property is managed by Integrity Real Estate. Integrity has advise the tenant to remove the items and tidy the area.	18/07/2019
7	Tree surrounds - no StoneSet under the trees NE cnr Kinghorne/North Sts	Melissa Dunn		Consider allocating funding to upgrade tree surrounds around Nowra that are only dirt/mulch. Recorded in Reflect Footpaths Planned Works MD0004.	Mentioned by Scott Baxter. Another location is Worrigee St, North side, between Kinghorne St & Stewart Place carpark entrance. 3/7 - gardeners advised that this is not recommended for the smaller trees as if they die it is more costly and time consuming to replace the stoneset. Mulch is replaced at around July/August each year. - 9/7 - StoneSet surrounds are only installed where footpath is surrounded by concrete.	03/07/2019

8	New concrete on footpath outside Leongs Chinese ,rough surface and poorly applied, and garden area dirt, Should be concrete not grassed or dirt	Melissa Dunn	Brendon Burgmann, ShoalWater		28/6 - MD emailed Brendon photos and request for update on restoration works. 1/7 - The concrete is only a temp section put back after the water main was redirected for the installation of traffic lights, the work was undertaken at a request from Matt Kidd and John Visser. Lights are been installed so we put back temp concrete and replaced the dirt sections with top soil. City Design unit completed landscape design for the intersection.	22/08/2019
BERRY STREET						
9	Near Library , black tarred area could have stencil done	Melissa Dunn		Consider allocating funds to upgrade.	Trial this area for colour and pattern in asphalt.	
10	Library garden needs Mulch and perhaps more plants	Daniel Bishop			3/7 - Works scheduled	
11	Bin outside Library is old style	n/a	n/a		Refer to item Garbage Bins under Kinghorne St - refers to no surround	
12	Bin outside school of arts old style	n/a	n/a		Refer to item Garbage Bins under Kinghorne St - refers to no surround	
13	Street light missing since before Christmas, needs to be replaced	Tom Dimec	Peter Herald	Contact Endeavour Energy	28/6 - MD emailed Peter asking if knows status of replacement. 28/6 - Peter emailed Endeavour. They advised will respond with a schedule.	
14	Collins Way carpark - additional lighting required	Tom Dimec	Peter Herald	Design & estimate being prepared for a funding submission. Currently unfunded. Design issues with light spilling into neighbouring houses.	<p>Mentioned by Annie Aldous. 28/6 - MD emailed Peter asking for update of this request/project. 28/6 - Peter advised it is on his agenda to do a design. Tom Dimec indicated to him that there are no funds available but to get some costs together. 18/11 Shoalhaven City Council is installing five new 200W LED Carpark lights on Collins Way / Osborne Street Carpark in Nowra.</p> <p>The lights are being installed in order to improve disability access and, the project is costing \$30 000.</p> <p>Council has already installed;</p> <ul style="list-style-type: none"> <li>New Electrical Meter Board,</li> <li>Light Poles foundations,</li> <li>Trenching, and</li> <li>Laid electrical conduits.</li> </ul> <p>The project is set to be completed by mid-December 2019, pending no delays on our current wait for the delivery of five light poles which are due early December. Once they are delivered installation and testing will begin.</p>	mid Dec 2019
15	Request for replacement of pavers at cnr Berry & Junction Sts	Melissa Dunn	Committee	Prepare an estimate for funding request.	Area is too large for maintenance budget. Pavers are ground to reduce trip hazards where possible. Tree roots are lifting many pavers. Pathway width will be reduced if the area is closed off. 9/7 - City Design Unit funding estimate is \$710k + contingency. No funding for survey, design or construction. Has not been assigned a year priority. (D19/8951) - Reassigned to committee for budget consideration.	
16	Berry Street Streetscape project - what is the status?	Peter Knill	Micaiah Tipton	Advise of the status of the project	<p>Shoalhaven Water will be undertaking water main works first. Currently scheduled to commence Q1 2019/20.</p> <p>9/7 - CBD Revitalisation Committee (Client) to approve amended design.</p> <p>*Tender doc in place and Pre-Tender Meeting on the 5/11/2019 with Chairperson and Scott Baxter schedule dates of works and completion</p> <ul style="list-style-type: none"> <li>Contractor starts – Feb 2020</li> <li>Contractor finishes on site/maintenance period starts – April 2020</li> <li>Contractor maintenance finishes/Council maintenance starts – October 2020</li> </ul>	
MORRISON ARCADE						



17	murals on empty shop window to improve ambience	?	?	Ask nail shop tenant to make the outside of the window nice, possible a display on the inside or advertising on the outside	Private property	
18	Arcade has dirty appearance/ who cleans this?	Daniel Bishop	Private property		Privately owned arcade. In consideration of it being a main thoroughfare, Council CBD cleaning staff blow out debris daily and mop twice weekly. No change to routine proposed at this stage.	
JUNCTION STREET						
19	Friezes in Junction St are difficult to remove since the installation of the CCTV conduit. Council advised they will provide a service to remove when under awing light signs require maintenance.	Tom Dimec	Terry Kershaw	Advise committee of the contact details to arrange Council assistance	5/7 - Melissa emailed Terry & Tom advising of the requested action. 19/11/19 Merit in place to remove and install new sign	19/11/2019
20	Toilet sign in garden (near Oasis)to direct to one near Jelly Bean Park could move to better place	Melissa Dunn	Brad Davis	Sign to move to adjacent pole and pole removed.	28/6 - email to Brad Davis asking who's responsibility to decide on toilet sign locations it is now. 2/7 - Brad asked Mario Savoka (building maintenance) to relocate the sign and remove the pole. 18/11/2019 That sign was installed a week after the request come in. We also removed an obsolete pole in the garden which was also requested	18/11/2019
21	Garden near Oasis has plants removed when cameras done? Should the contractor have replaced	Daniel Bishop	Daniel Bishop	More plants	3/7 - Steve Green advised that the gardeners patched this up last year. They will patch up again. People walk across it. We will purchase in top-up with new plants in spring (September) for best chance of establishment.	
22	People walk across the garden near Oasis, killing plants	?	?	Consider constructing/installing something to discourage people walking across the garden beds		
23	Tree outside Elephant Thai that was hit on Christmas Eve has not been replaced	Daniel Bishop	Daniel Bishop	Replace tree outside Elephant Thai	3/7 - Steve Green advised that due to services the tree stump is unable to be removed. The gardeners will be attempting to plant a new tree to the West of the stump. Efforts are continuing to source an established plant of required species.	
24	A frame for walk way Rodway Arcade , Mouldy and unsightly	?			Has been cleaned. Requires replacement. Same for the sails.	
25	Painting needed to repair Lattice around the Junction Street	Melissa Dunn	Terry Kershaw		Building unit has a list of painting in Nowra CBD to undertake, provided by Melissa Dunn. 4/7 - checked on status with Mario Savoka & provided another copy of the painting list.	
26	Wish list, maybe continue flower baskets along Junction Street with artificial flowers or real with a watering system( need to get a grant)	?				
27	Maybe a winter street scape artist project/ competition to decorate ?	?				
28	More White or Coloured lights for trees that might be bird resistant?	?				
29	? Artist to paint on roller doors outside Nowra Mall	?				
30	Junction Court has different colours to the rest of the CBD	Ros Holmes	Ros Holmes	Advise why the colours are different or consider changing	Junction Court was designed as a special area to replace the previous sails and stage. It was to encourage pedestrian use of the area and act as a small public space, similar to Jelly Bean Park. Like Jelly Bean Park, the colours were different to identify the area as a different special area within the Nowra CBD	

31	Address Non Alcohol signs and have in date?	Melissa Dunn	Claire Andriske	No action. All signs had dates changed prior to Easter. Since then some were discovered to have been removed and were reinstated.		n/a
32	Replace missing Banner broken of pole near Nowra Mall Delivery Doc	Melissa Dunn	Melissa Dunn	Replace broken pole	5/7 - Investigated and there does not appear to be a pole missing. Investigation was carried out by checking photos back to early 2015 & look closely at the pole for any bolt holes (none found).	05/07/2019
33	Frieze missing opposite the taxi rank	Melissa Dunn	Melissa Dunn	Investigate missing frieze	5/7 - No evidence that there was ever any frieze along this section. GoogleMaps back to 2015 does not show any, there are no brackets on the poles. To install new friezes along this section would be expensive as the footpath would need to be lifted to install/access conduits and poles. Also they would block the business signs on the buildings as there are no under awning signs and the awnings are not high enough for signs to be visible above the frieze if there were placed along the outside edge of awnings.	05/07/2019
34	TAXI Ramp need attention , ? Can we have area closer to Pub for customers on Friday nights etc	?	Committee	27/6 - Committee to advise Matthew Apolo if they wish to proceed with this request	<p>27/6 - Scott Wells provided the following information and advice:</p> <p>Historically having a rank is the fairest way of distributing taxi business amongst the taxi drivers. That is the main reason. The rank has been there historically since that was the quiet end of town, which is where ranks are usually allocated (parking is at a premium in town centres, there is and will always be a broad reluctance to increase the length of taxi zones in multiple locations within the town centre).</p> <p>Whilst people may walk from all over town to get to the taxi rank, anti social elements then often congregate around the taxi rank, so trying to move the rank to somewhere else (no business owner will want it in front of them), so it it would be difficult to move it.</p> <p>Notwithstanding, a taxi zone is a regulatory zone so to move it/ relocate it will require a broad consultation process then approval through Shoalhaven traffic committee. Have seen several of these processes in my time, none have ever been successful at moving the rank in the past, has always been very controversial. There are a scattering of other taxi zones throughout the CBD, these are more for convenience to aid the less mobile, however taxi's will not wait in those zones, they keep their usual rank and file in "the rank" and wait to be called.</p> <p>Where was the matter left? If there is an outstanding investigation or request my advice is this should be referred to traffic unit for investigation (now Matt Apolo's team, and will probably be Ryleigh Bowman).</p>	
35	Water pooling in garden on South/west side outside ? Broken pipe	?				
36	Shopping Trolleys found in various spots as we walked around	?			Ongoing issue.	
37	How long will the temporary ramp be at the Commonwealth Bank?	Cathy Bern	Development Services		Private works	

EGANS LANE						
38	Vehicles have no vision to see scooters coming down Morrisons Arcade. They come down fast.	Matthew Apolo	Matthew Apolo	Consider installing a mirror at the crossing looking into Morrisons Arcade	8/7 - Matthew Apolo investigating a design. 5/7 - Melissa emailed the request to Matthew Apolo, cc Ryleigh Bowman. 5/7 - Scott Wells: "This is NOT an STC matter as mirrors have no regulatory function and are NOT prescribed traffic control devices, ... as such Council can install a convex mirror at its discretion as a roads authority, but having regard to the shortcomings and safety risks of mirrors"	
39	Recent works in Egans Ln Carpark - trees are taking off, disabled lines done	n/a	n/a	No action, for information only		n/a
40	Additional bollard at the crossing, either top or bottom of the pedestrian ramp as a vehicle still managed to drive down there	Melissa Dunn	Melissa Dunn	Install additional bollard	5/7 - delegated to Glen Mitchell to arrange 29/8 - awaiting delivery of the bollard	
41	Suggest a pedestrian crossing at the entry into Egans Ln from Berry St	n/a	n/a	Investigate a pedestrian crossing in this location	This is not a safe location for a crossing as Northbound vehicles along Berry St would not easily see or would be able to stop for pedestrians.	
42	Some drivers become confused as to the direction of traffic flows in the Egans Ln carpark	Matthew Apolo	Matthew Apolo	Consider one-way flows and signage in the carpark	8/7 - Matthew Apolo confirmed traffic design unit will investigate. 5/7 - Melissa emailed the request to Matthew Apolo, cc Ryleigh Bowman. 4/9 - item investigated further confirmation to be sought	
JELLY BEAN PARK						
43	Need to increase the policing as increased incidents	?	?			
44	Need more planting of plants to refresh gardens, perhaps like the purple plants etc like Sussex Inlet?	Daniel Bishop	Daniel Bishop		3/7 - Steve Green advised that they will plant more star jasmines. He said that the gardeners did plant new plants last year. When activities such as the markets are on, people sit & stand in the gardens. Also, people tip bird seed into the gardens which attracts birds that dig out the plants in search of seed. New plants will be purchased and installed in spring to provide best chance for establishment.	
45	Possible removal of Telstra Phone in Jelly Bean Park, Drug use?	?	?	Re-apply to Telstra for removal of the phone	There is an application form. One phone was removed when the request was last made.	
46	Missing bollard in park ? Replace ? Bin	Melissa Dunn	Melissa Dunn		Bollard scheduled. ? Bin referred to comment that it has been repaired and the door stays closed now. 29/8 - awaiting delivery of bollard	
WORRIGEE STREET						
47	Worrigee & Kinghorne street chairs on roundabout	Tom Dimec	Tom Dimec		Request is to remove all of the advertising seats that are not at bus stops. These ones are considered to be dangerous. 9/7 - previously advised payout was unable to funded as deemed by Council. 18/11/2019 Meeting held today with Claude Outdoor representative, was positive and agreeable with the removal of the bus seats but wishes to provide council with a few options prior to making their final conclusion. Staff are awaiting a formal letter of the proposed options by end Feb 2020	
48	Worrigee & Kinghorne roundabout - ring around the centre has recently been replaced with concrete. Noted that other Councils do not use raised roundabouts, but just have a circle painted and generally the traffic still follows it	n/a	n/a	No action, for information only		n/a
49	Trees missing near petrol station and near carpark	Daniel Bishop	Daniel Bishop	Replace the trees	3/7 - Steve Green advised the trees were vandalised soon after they were replaced last year. New trees have been ordered and will be installed once delivered.	

50	The kerb ramp on the North-Eastern corner of Worrigee St & Nowra Ln was being replaced, to provide improved wheelchair/electric scooter access. The existing one was difficult to navigate without unbalancing the wheelchair.	n/a	n/a	No action, for information only		n/a
51	Multi-storey carpark location will have reduced number of spaces to originally planned due to the requirement to retain the trees along the road frontages. This might be able to be increased if Council owned the adjacent apartment building	Tom Dimec	Council	Investigate how much parking would be gained, the feasibility of changing the plan and whether Council would consider purchasing the apartments when each goes up for sale	Most of the information is included in a report already submitted to Council. SA 19.29.12 March 2019. Recommendation is that council allocate \$150k to complete the detail design and be shovel ready This will be addressed in the detailed design	18/11/2019
52	The bus shelter area in Stewart Place is good/nice	n/a	n/a	No action, comment only		n/a
<b>GENERAL AREA</b>						
53	Corellas causing damage to fairy lights in Junction St & Jelly Bean Park as well as street light covers and various other items around town.	?	? Rangers or Environmental services ?		Annie Aldous providing contact number for Cootamundra Council whose Rangers set off exploding stuff (noise) in trees to move the birds on. It was mentioned that Canberra may be using different materials for the fairy lights. 4/7 - Annie advised was Tocumwal Council or it might have been the National Parks there. they said it was very successful.	
54	Many St name signs turned around/bent by vandals. E.g. near Church & school	Melissa Dunn	Melissa Dunn	Crews to check signs & repair as necessary		Jul-19
55	The Hon. Shelley Hancock MP is attending the next Nowra CBD Revitalisation Committee meeting on Wed 4 Sept. Clr White advised she would like to request funding to replace footpaths and street furniture (e.g. bin surrounds (new), fairy lights) around the CBD. An estimate is required to be prepared for this.	Tom Dimec	Tom Dimec	Prepare estimates to replace Nowra CBD footpaths, with order of priority. Consider as a 10 year plan. The boundary to be North St-Berry St-Worrigee St-Kinghorne St. Designs to be in alignment with the streetscape technical manual.	Melissa Dunn & Ros Holmes meeting on 9/7 to discuss plan of action. All estimates completed by City Design Unit - refer to D19/8951. Note there is no CPI increases allowed nor contingencies.	
56	Councillors were not aware that Snap Send Solve no longer sends contact information or photos to Council as this now requires a subscription	?		Notify Councillors re Snap Send Solve & what alternatives there are	27/6 - Melissa Dunn sent Jessica Rippon an email asking who can action this.	
57	Near McDonalds - there was a pole in the middle of the footpath during construction - has it been moved?	Melissa Dunn	Melissa Dunn	Investigate footpath on Plunkett St between Haigh Ave & Princes Hwy	27/6 - checked footpath. I could not find any issues with it. If there are, please contact the Central District Maintenance office on 4429 3821.	27/06/2019
58	signs/education of scooter speeds on footpaths - what are the regulations, who monitors these? Some are speeding around the CBD on footpaths. There is concern for personal injury to other path users.	?				
<b>NOWRA CBD REVITALISATION AND COUNCIL NIGHT DRIVE 3/07/19</b>						
<i>Present: Council: Stephen Lipman, Melissa Dunn; Business Owner: James (Jock) Caldwell</i>						
<b>GRAHAM STREET</b>						

59	Sphere light not working - last on right when turn into the unnamed lane	Melissa Dunn	Melissa Dunn	Contact electrical contractor	5/7 (after hrs) - request sent to contractor to repair	
<b>COLLINS WAY / OSBORNE ST</b>						
60	Western side of carpark - no lighting - also raised on day walk	Tom Dimec	Peter Herald	Investigate design solutions	Issues with design due to constraints of light spilling on to adjacent residential properties.	
<b>BERRY ST</b>						
61	School of Arts carpark - lower Western section has no lighting	Tom Dimec	Peter Herald	Investigate design solutions	Carpark area is unformed / gravel. Lighting to be reviewed at top overflow section also (to the West of the annex building) 5/7 - emailed details to Peter Herald & Tom Dimec for them to review.	
62	Sphere lights not working or dull at Post Office corner - total of 6	Melissa Dunn	Melissa Dunn	Contact electrical contractor	5/7 (after hrs) - request sent to contractor to repair 29/8 - in progress - some mechanisms beyond repair - looking at changing to LED	
<b>WORRIGEE ST</b>						
63	Worrigee St (cnr Berry St) carpark - 2 lights not working	Melissa Dunn	Endeavour Energy	Notify Endeavour Energy	Reported 4/7/2019: Berry St entrance: Pole IH0378 - report ref. 1562206641299; Worrigee St entrance: Pole IH0377 - ref. 1562206809109	
64	Worrigee St/Kinghorne St - all lights in the middle of the roundabout not on	Melissa Dunn	Endeavour Energy	Investigate who owns the lights & action as appropriate	Reported 4/7/2019: Pole 270311 - report ref. 1562207383396	
<b>O'KEEFE AVE</b>						
65	Ex Servicemans Club carpark dark	Mr Caldwell	Mr Caldwell	Write to the club saying an audit conducted on lighting in the CBD & it was observed their carpark is dark.		
<b>NORTH ST</b>						
66	Pedestrian Crossing - near Graham St - vehicles stop right up at the pedestrian crossing, preventing traffic from exiting Graham St and the Woollies carpark.	Tom Dimec	Matthew Apolo	Investigate possibility of painting clear zone hatching on North St in the area between Graham St & Woollies carpark entry/exit.		
67	Lights out adjacent to the library & art gallery buildings - total of 2	Melissa Dunn	Endeavour Energy	Notify Endeavour Energy	Reported 4/7/2019: Back of Art Gallery building, next to tree: Pole 273649 - report ref. 1562207281090; Back of library building: Pole 273648, ref. 1562206949058	
<b>GENERAL</b>						
68	Start discussion on replacement of all sphere light covers as there are only a few left in that design and Council is currently unable to source	Tom Dimec	Peter Herald	Discuss options of different covers & funding options	Stock expected to be exhausted in the next 1-2 years 5/7 - Melissa Dunn contacted local contractor to see if they can find if any manufacturers have started making this size again. A couple of years ago manufacturing stopped. 11/7 - Peter Herald also followed up with a supplier. There are currently some available. Investigating stock levels. 12/7 - supplier advised these are a regularly stocked item again.	
69	Suggestion that Council enforce new CBD buildings with awnings to be required to have LED downlights installed, with a set minimum time for them to be on. E.g. sunset to 1am.	Tom Dimec	Peter Herald		It was observed that buildings that had these lights under awnings were better lit and therefore safer to walk around near at night. Also helps to reduce vandalism.	

## **CBD19.60 Nowra CBD Façade Improvement Financial Assistance Program - Application for 90-92 North Street, Nowra (Applicant: K L Crowther & Others)**

**HPERM Ref:** D19/406312

**Section:** Strategic Planning

**Approver:** Phil Costello, Director Planning Environment & Development Group

**Attachments:** 1. Application - Financial Assistance - Nowra CBD Façade Improvement Program - 90 - 92 North Street Nowra [↓](#)

### **Reason for Report**

To determine whether to provide financial assistance for the proposed works at 90-92 North Street, Nowra under the Nowra CBD Façade Improvement Program, which is funded by the Committee. The property is currently occupied by Ultimate Cycles and Independent Living Supplies.

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

That the Committee agree to support the request under the Nowra CBD Façade Improvement Program for 90-92 North Street, Nowra up to a value of \$4,100 (being 50% of the total cost of the works).

### **Options**

1. Support the provision of financial assistance.

Implications: This is consistent with the intent of the program to improve the visual appearance of buildings in the Nowra CBD and decisions made to date.

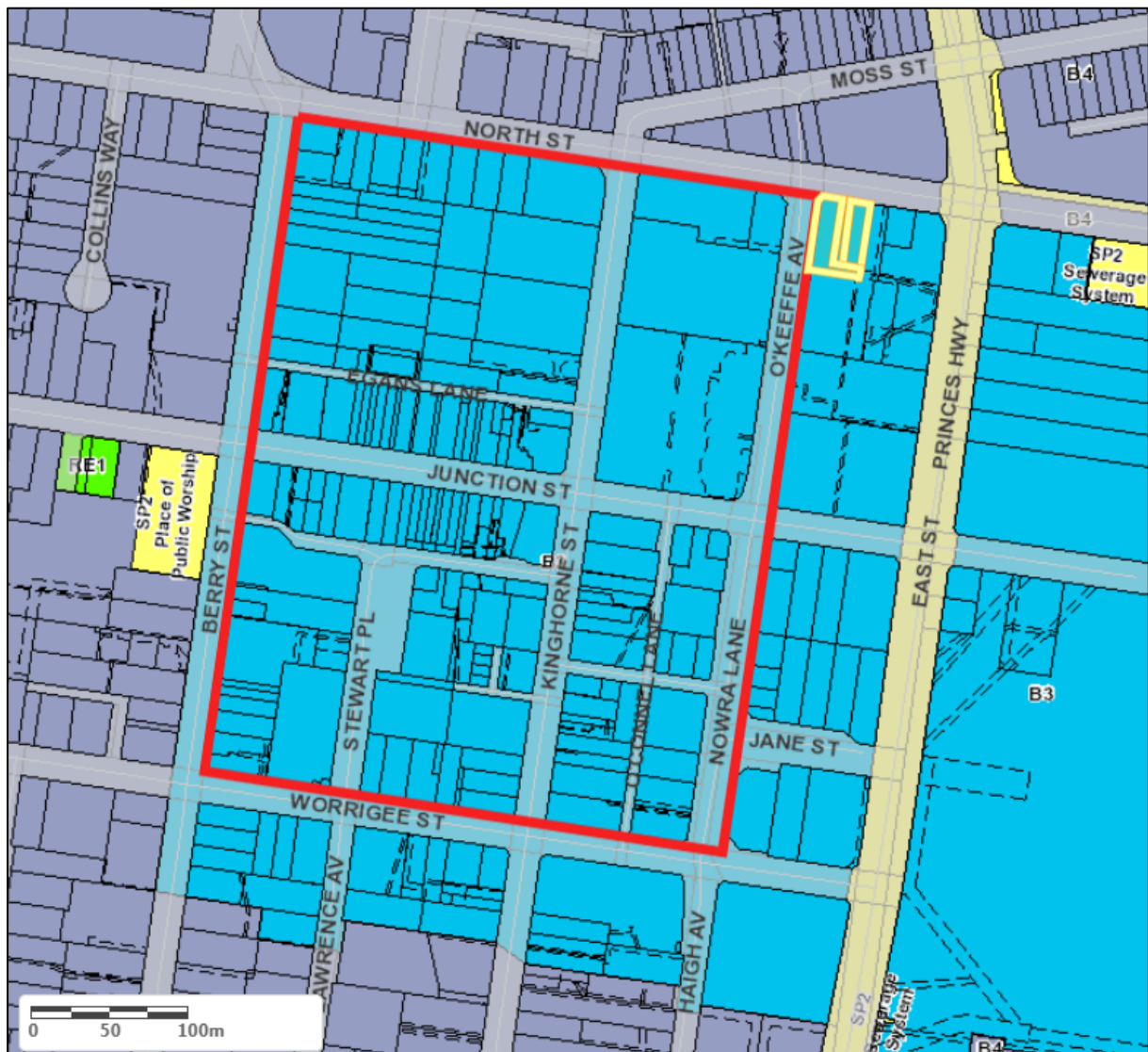
2. Do not support the provision of financial assistance.

Implications: This will allow the existing budget to be utilised on other eligible improvement applications within the program area or other revitalisation projects but may be inconsistent with previous decisions.

### **Background**

An application for financial assistance under the Nowra CBD Façade Improvement Program has been received from K L Crowther and Others for properties at 90-92 North Street, Nowra. The images and map below show the current facades of the buildings and the location of the properties (yellow outline) in the context of the Façade Improvement Program Area (red outline).





CBD19.60

90-92 North Street (view from North Street):





Source: Google Images, accessed 19 November 2019

The application states that the total works, being the repainting of the building façade and removal of roller shutters or security grills, is valued at \$8,200 excluding GST. A copy of the application is provided in **Attachment 1**.

### Assessment Criteria

- a) *Is the project consistent with the relevant planning controls?*

Yes.

- b) *Will the project contribute to a greater visual improvement to the façade and the overall streetscape and public domain (i.e. is it close to properties that are also committing to undertake improvement projects)?*

Yes. The subject property is located just outside of (adjacent to) the Program Area, however the Committee in the past has granted financial assistance to other properties outside the Program Area. Under the current Program Guidelines, buildings that are directly adjacent to or fronting the program area may be eligible for financial assistance.

- c) *Can the project be completed by the end of the Financial Year?*

Yes. In making the application, the applicant agrees that works are to be completed by the end of the 2019-2020 Financial Year.

### Budget and Financial Implications

Under the Program Guidelines, the maximum level of financial assistance per property is limited to 50% of the total cost of works (labour and materials) to a maximum dollar value of \$5,000 (excl. GST).

The application states that the total works are valued at \$8,200 excluding GST so the maximum amount which could be granted under the Program is \$4,100.



The Committee will need to determine whether to make funds available under the Program and whether to grant financial assistance to the applicant.

Shoalhaven City Council

**Received** **Nowra CBD Façade Improvement Program**  
**14 NOV 2019** **Application for Financial Assistance**  
Planning & Development Services Group

File No. 49444e

Referred to: M. Porter  
City Administrative Centre Bridge Road, Nowra, NSW, Australia, 2541  
Address all correspondence to: The General Manager, PO Box 42, Nowra, NSW, Australia, 2541  
council@shoalhaven.nsw.gov.au | www.shoalhaven.nsw.gov.au | Phone: (02) 4429 3111 | Fax: (02) 4422 1816

This application form must be completed to apply for financial assistance for imbursement of supply of materials under the Nowra CBD Façade Improvement Program. The Nowra CBD Façade Improvement Program Guidelines should be read in conjunction to completing the application form.

**1 Applicant**

Name: K L CROWTHERS & OTHERS  
Address: [REDACTED]  
Suburb: [REDACTED] Postcode: [REDACTED]  
Phone: [REDACTED] Mobile: [REDACTED]  
Email: [REDACTED]

**Proposed Site Location.**  
Street No: 90-92  
Street Name: NORTH STREET NOWRA

**2 Development Approvals**

Do the façade improvements require Development Approval (i.e. Development Consent or Complying Development Certificate)?  
☒ No ☐ Yes  
If yes, DA/Construction Certificate No. is \_\_\_\_\_

**3 Owner's Consent**

Are you the property owner?  
☒ Yes ☐ No (if not, consent must be received from the property owner or relevant Body Corporate. If the property is owned by a company, consent must be provided by an authorised delegate, i.e. Director)

I, \_\_\_\_\_  
Print Name(s) of Property Owner

Consent to the making of this application for financial assistance under the Nowra CBD Façade Improvement Program with Shoalhaven City Council (Council) and the undertaking of the proposed works submitted for:

(Insert address)

Signature(s) of Owner(s)

**4 Proposed Façade Improvement Works**

Describe the proposed façade improvement works that you are applying for financial assistance for supply of materials:

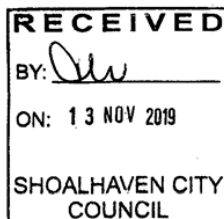
☐ Restoration of exterior finishes, please specify \_\_\_\_\_

☒ Repainting of building façade and windows (please include paint samples / chart)

☒ Removal of opaque roller shutters or security grilles

☐ Upgrade/Repair or replacement of awning structure

☐ Other, please specify: \_\_\_\_\_



Privacy Notification: The information will be used solely by Council staff for the purpose mentioned or a directly related purpose. The applicant understands that this information is provided on voluntary basis and they may apply to Council for access or amendment of the information at any time.


**This form may be published on Council's website in accordance with Government Information (Public Access) Act 2009**

CBD19.60 - Attachment 1

## 5. Proposal Details

Provide a sketch or photograph identifying your façade and detail of the proposed façade improvement works (i.e. if you are proposing to paint your building façade, identify what areas you will be painting and their colour including brand of paint, paint colour name and paint samples / chart).

SEE ATTACHED.



Describe what the proposed façade improvements works will involve: Repainting of entire building to improve current poor presentation.

## 6 Cost of Works

Provide a breakdown of the estimates cost / quotes of labour and materials for the proposed façade improvement works. Paid tax invoices will need to be provided when claiming financial assistance from Council.

.....

.....

.....

.....

.....

.....

Do you agree to provide a minimum of 50% of the cost of labour and materials or higher if 50% is more than the maximum Council contribution of \$5,000 (excl. GST)?

☐ Yes ☐ No

## 7 Assessment Criteria

Please tick one or more of the following assessment criteria that your work meets

- ☒ Is the proposed façade improvement works consistent with the relevant planning controls?
- ☒ Will the proposed façade improvement works contribute to a greater visual improvement to the façade and the overall streetscape and public domain?
- ☒ Can the proposed façade improvement works be completed within the allocated time frame?

## 8 Checklist

- ☒ I have read and understood the Nowra CBD Façade Improvement Program Guidelines
- ☒ I have signed the application form
- ☐ If you are not the owner, you have obtained the owner's consent to lodge this application
- ☒ Provide a photo or sketch of the building's façade detailing the proposed façade improvements
- ☒ If repainting, provide paint samples or chart showing colours
- ☒ Provide breakdown of cost estimates of labour and materials

## 9 Applicant's Declaration

I understand and will comply with the following terms and conditions of the Nowra CBD Façade Improvement Program.

Print your name: KERRIE LYNN CROWTHER

Signature of Applicant: [Signature]

Date: 17/11/2019

**Note:** Council will advise the applicant in writing if the financial assistance application is successful or unsuccessful.

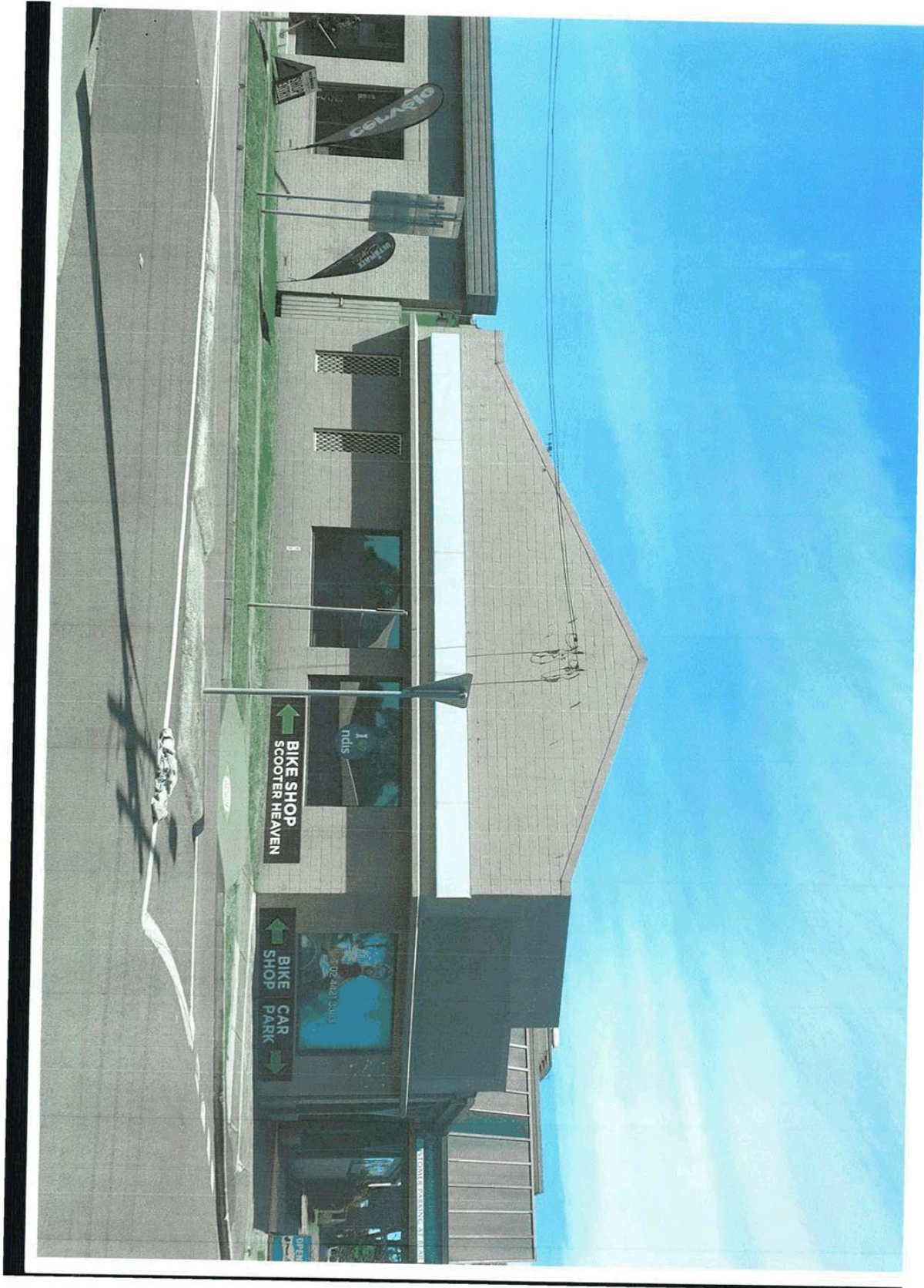
## Terms & Conditions

In making an application for financial assistance under the Nowra CBD Façade Improvement Program, you agree to comply with the following terms and conditions.

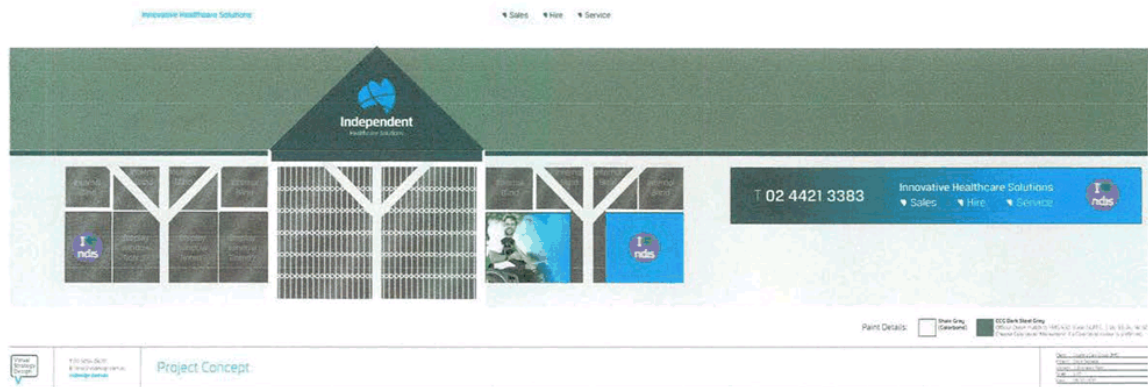
1. Applicants are to lodge complete application forms with the required information.
2. Where required, Development Approvals are to be obtained prior to lodging an application for financial assistance.
3. To claim funds from Council, the applicant must provide tax invoices to the agreed materials value of, 50% cost of labour and materials to a maximum of \$5,000 (excl. GST).
4. The application form, forms part of an agreement with Council (if approved) of what financial assistance for imbursement will be provided.
5. Works must commence after the applicant has signed the agreement with Council and completed by the end of the Financial Year.







CBD19.60 - Attachment 1







Re: Facade Improvement CBD- 90 North Street Nowra

**Subject:** Re: Facade Improvement CBD- 90 North Street Nowra

**From:** scott norrie <[REDACTED]>

**Date:** 7/11/2019, 6:44 am

**To:** Mark Crowther <[REDACTED]>

To mark

In regards to our conversation about painting required.

The quote is as follows

Wash down with a gerni

Apply two coats of semi gloss acrylic on all surfaces

Sub price \$8,200

GST. 820

Total price \$9,020

Thank you for the quote this work for you

Regards Scott

On Fri, 25 Oct 2019 at 11:57 am, scott norrie

<[REDACTED]> wrote:

Great, thanks for the update.

On Fri, 25 Oct 2019 at 11:56 am, Mark Crowther

<[REDACTED]> wrote:

Hi Scott

Should be in town early next week, probably Tuesday

The new Tenant should be sending external color over the weekend

I just need to check that Color with the Architects in the building  
before

I lodge your quote and color with SCC

Thanks

Mark