

Nowra CBD Revitalisation Strategy Committee

Meeting Date: Wednesday, 16 February, 2022
Location: Council Chambers and Microsoft Teams
Time: 4.00pm

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

Agenda

1. Apologies
2. Confirmation of Minutes
 - Nowra CBD Revitalisation Strategy Committee - 14 December 2021 1
3. Declarations of Interest
4. Presentations
 - CBD22.1 Overview Presentation – Nowra CBD Revitalisation Action Plan

In July 2021 the Council endorsed the 'Revitalising Nowra Action Plan 2021-23' as the basis for the Nowra CBD Revitalisation Strategy Committee's activities for the period 2021-2023. The Plan was prepared with the specialist assistance of Place Score Pty Ltd.

It was also resolved that Council would maintain the annual budget allocation of \$500,000 to support the implementation of the Action Plan over its three years and that any unspent funds from the yearly allocation would be rolled over to the next financial year to enable the Committee to strategically plan, respond flexibly and also undertake other relevant activities.

The endorsed [Revitalising Nowra Action Plan](#) and the background documents to it, are available on the Committee's ['Get Involved' page](#) under 'Document Library' (right hand side of the Get Involved Page).

Council staff will provide an overview briefing on the Action Plan and its preparation at the meeting.

5. Reports
 - CBD22.2 Election of Chairperson and Notification of Council Resolution6

CBD22.3	Committee Actions Report for Ongoing/Completed Items	10
CBD22.4	Budget Update - February 2022	26
CBD22.5	Project Update - February 2022	29
CBD22.6	Nowra CBD Revitalisation Strategy Project Management Services Contract	33
CBD22.7	Review of Terms of Reference - Nowra CBD Revitalisation Strategy Committee	46

6. General Business

Membership

Mr James Caldwell - Chairperson
Clr Serena Copley
Clr Matthew Norris
Clr Tonia Gray
Clr Patricia White (Alternate)
Director, City Services or delegate
Director, City Futures or delegate
Mr Scott Baxter
Mr Brendan Goddard
Mr George Parker
Mr Wesley Hindmarch
Ms Alison Henry
Mr Christopher Williamson
Ms Catherine Shields

Non-voting members

All other Councillors

Quorum – Eight (8) members

Role of the Committee

Note: Tasks in relation to part 4 will not be undertaken by Councillors

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

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

1. Recommend to Council possible refinement of, and improvements to, the Nowra CBD Revitalisation Strategy as the committee considers appropriate.
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.
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.
4. Monitor the expenditure of Council's annual capital works budget as it relates to the Nowra CBD, in particular;
 - 4.1 Approving design plans and specifications at the preliminary concept stage and prior to the detailed drafting and then at final approval stage.
 - 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.
 - 4.3 The Committee Chair and delegate are to participate on tender evaluation panels for capital expenditure in the Nowra CBD.
 - 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.

- 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.
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.
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.
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.
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 / Christmas 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
Clr							
Clr							
Clr							
Wesley Hindmarch		Yes		Yes		Yes	Yes
Scott Baxter		Yes	Yes	Yes	Yes		
Brendan Goddard		Yes				Yes	Yes
George Parker	Yes						
Alison Henry	Yes						
Christopher Williamson							
Catherine Shields							
Gordon Clark			Yes				Yes or Rep
Paul Keech		Yes			Yes		
SCC Contact (Director / Rep)	Kate Crowe	TBC	Gordon Clark		TBC	Kate Crowe	

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Tuesday, 14 December 2021
Location: Email Meeting

The following members participated:

Mr James Caldwell - Chairperson
Mr Brendan Goddard
Mr Wesley Hindmarch
Ms Alison Henry
Mr Paul Keech - Director City Services
Mr Gordon Clark - Director - City Futures

1. Apologies / Leave of Absence

Nil

2. Confirmation of the Minutes

RESOLVED (James Caldwell / Wesley Hindmarch)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 06 October 2021 be confirmed.

CARRIED

3. Declarations of Interest

Nil

REPORTS

**CBD21.44 New Mural Opportunity - Nowra CBD Revitalisation
Strategy Public Art - 11 Haigh Ave, NOWRA**

**HPERM Ref:
D21/490498**

Recommendation (Item to be determined under delegated authority)

That the Committee:

1. Supports the commissioning of muralists Krimson and Scott Nagy for a Nowra CBD Mural project in February/March 2022.

2. Supports the subject of the mural proposal being open to creative freedom/expression of the artists with the following broad scope:
 - a. The artist to possibly incorporate local landscape/landmarks, flora/fauna and/or a prominent local identity.
 - b. First preference for the mural location is the northern brick wall of the former Care South building at 11 Haigh Avenue, Nowra.
 - c. Second preference for the mural location is the southern brick wall of the former Spotlight building at 26 Berry Street, Nowra (western side of Stewart Place car park).
3. Request council staff negotiate with landowners of preferred walls listed above, or other buildings if unavailable, to enable the mural to be painted.
4. Allocate a budget of \$55,000 (maximum) to cover the commissioning of the artists and associated costs for the mural project.

RESOLVED (James Caldwell / Wesley Hindmarch)

That the Committee:

1. Supports the commissioning of muralists Krimson and Scott Nagy for a Nowra CBD Mural project in February/March 2022.
2. Supports the subject of the mural proposal being open to creative freedom/expression of the artists with the following broad scope:
 - a. The artist to possibly incorporate local landscape/landmarks, flora/fauna and/or a prominent local identity.
 - b. First preference for the mural location is the northern brick wall of the former Care South building at 11 Haigh Avenue, Nowra.
 - c. Second preference for the mural location is the southern brick wall of the former Spotlight building at 26 Berry Street, Nowra (western side of Stewart Place car park).
3. Request council staff negotiate with landowners of preferred walls listed above, or other buildings if unavailable, to enable the mural to be painted.
4. Allocate a budget of \$55,000 (maximum) to cover the commissioning of the artists and associated costs for the mural project.

CARRIED

CBD21.45 Standing Report - Nowra CBD Planning Controls**HPERM Ref:**
D21/494482**Recommendation (Item to be determined under delegated authority)**

That the Committee receive the update report on the review of planning controls in Nowra CBD / commercial core area for information.

RESOLVED (James Caldwell / Wesley Hindmarch)

That the Committee receive the update report on the review of planning controls in Nowra CBD / commercial core area for information.

CARRIED

CBD21.46 Event Proposal - Monthly Food Market**HPERM Ref:
D21/495232****Recommendation (Item to be determined under delegated authority)**

That the Nowra CBD Committee:

1. Formally partner with the Shoalhaven Food Network to deliver a monthly food event in Jellybean Park and Egans Lane for 6-12 months, in line with Action A13 and A14 in the Revitalisation Strategy. Noting there are some changes from Action A13 Monthly Fresh Food Market, including the proposed day and nature of food market.
2. Create a working group of the Nowra CBD Revitalisation Committee to work with the Shoalhaven Food Network and act as a liaison until the Placemaker is appointed to take over the role.
 - a. Allocate the following two members to the working group:
 - i. James Caldwell
 - ii. Brendan Goddard
3. Request that the working group negotiate a funding agreement in line with the adopted budget to support event delivery and report back recommendations to the next meeting.

RESOLVED (James Caldwell / Wesley Hindmarch)

That the Nowra CBD Committee:

1. Formally partner with the Shoalhaven Food Network to deliver a monthly food event in Jellybean Park and Egans Lane for 6-12 months, in line with Action A13 and A14 in the Revitalisation Strategy. Noting there are some changes from Action A13 Monthly Fresh Food Market, including the proposed day and nature of food market.
2. Create a working group of the Nowra CBD Revitalisation Committee to work with the Shoalhaven Food Network and act as a liaison until the Placemaker is appointed to take over the role.
 - a. Allocate the following two members to the working group:
 - i. James Caldwell
 - ii. Brendan Goddard
3. Request that the working group negotiate a funding agreement in line with the adopted budget to support event delivery and report back recommendations to the next meeting.

CARRIED

CBD21.47 Committee Actions Report for Ongoing/Completed Items**HPERM Ref:
D21/484798****Recommendation (Item to be determined under delegated authority)**

That the:

1. Outstanding/Ongoing Action report be received for information.
2. Following completed items in the Action List attached to the report be removed from the listing:
 - a. CBD21.35 - Report Required - Update - Nowra CBD Planning Controls Review - Proposal - Outcomes - SLEP 2014;
 - b. CBD21.36 - Budget Update October 2021 - Business Rate - General Fund - \$500,000;
 - c. CBD21.37 - Project Proposal – Feasibility Investigation - Use of Smart Poles in the Nowra CBD - Endorse - Allocate - Budget – Scope;

- d. CBD21.38 - Project Proposal – Investigation & Design - Pedestrian Crossing - Junction Street Nowra - Endorse - Investigate Speed limit Reduction – Allocate;
- e. CBD21.39 - Project Proposal - Traffic Master Plan - North St Nowra - Scope – Intersection.

RESOLVED (James Caldwell / Wesley Hindmarch)

That the:

- 1. Outstanding/Ongoing Action report be received for information.
- 2. Following completed items in the Action List attached to the report be removed from the listing:
 - a. CBD21.35 - Report Required - Update - Nowra CBD Planning Controls Review - Proposal - Outcomes - SLEP 2014;
 - b. CBD21.36 - Budget Update October 2021 - Business Rate - General Fund - \$500,000;
 - c. CBD21.37 - Project Proposal – Feasibility Investigation - Use of Smart Poles in the Nowra CBD - Endorse - Allocate - Budget – Scope;
 - d. CBD21.38 - Project Proposal – Investigation & Design - Pedestrian Crossing - Junction Street Nowra - Endorse - Investigate Speed limit Reduction – Allocate;
 - e. CBD21.39 - Project Proposal - Traffic Master Plan - North St Nowra - Scope – Intersection.

CARRIED

CBD21.48 Budget Update - December 2021**HPERM Ref:
D21/488003****Recommendation (Item to be determined under delegated authority)**

That the Nowra CBD Revitalisation Strategy Committee notes for information:

- 1. That \$0 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update.
- 2. The total year to date spend for the 2021/22 financial year is \$0 of the available budget of \$1,326,507
- 3. A summary of expenditure is in the attachment to this report D21/502766.

RESOLVED (James Caldwell / Wesley Hindmarch)

That the Nowra CBD Revitalisation Strategy Committee notes for information:

- 1. That \$0 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update.
- 2. The total year to date spend for the 2021/22 financial year is \$0 of the available budget of \$1,326,507
- 3. A summary of expenditure is in the attachment to this report D21/502766.

CARRIED

CBD21.49 Project Update - December 2021**HPERM Ref:
D21/488017****Recommendation (Item to be determined under delegated authority)**

That the Nowra CBD Revitalisation Strategy Committee note the update provided on the nominated projects within the Nowra CBD.

RESOLVED (James Caldwell / Wesley Hindmarch)

That the Nowra CBD Revitalisation Strategy Committee note the update provided on the nominated projects within the Nowra CBD.

CARRIED

Mr James Caldwell
CHAIRPERSON

CBD22.2 Election of Chairperson and Notification of Council Resolution

HPERM Ref: D22/51095

Department: Business Assurance & Risk
Approver: Paul Keech, Director - City Services

Reason for Report

To allow for the election of new Chairperson for the interim until the next Call Meeting (scheduled for September 2022), and to advise the Committee of Council's resolution in relation to the re-establishment of the Nowra CBD Revitalisation Strategy Committee.

Recommendation

That the Committee:

1. Receive the report regarding Council Resolution – Re-establishment for information; and
2. Elect (insert name) as Chairperson for the period to September 2022, noting that will be reaffirmed by Council.

Options

1. As recommended

Implications: The membership structure as specified in the Council Resolution is adopted for the period to September 2022.

Background

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

This report is provided to inform the Committee members of the resolution of the Council. At the Ordinary meeting on 25 January 2022 Council adopted the following in relation to the Nowra CBD Revitalisation Strategy Committee for the period to September 2022:

<u>Meetings per year</u> – Six (6) <u>Commencement time</u> – 4.00pm	<u>Quorum</u> – Eight (8) <u>Terms of Reference:</u> POL20/80 (50242E) <u>Amended:</u> 22 September 2020
Role of the Committee <i>Note: Tasks in relation to part 4 will not be undertaken by Councillors</i> <i>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.</i>	

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. *Recommend to Council possible refinement of, and improvements to, the Nowra CBD Revitalisation Strategy as the committee considers appropriate.*
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.*
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.*
4. *Monitor the expenditure of Council's annual capital works budget as it relates to the Nowra CBD, in particular;*
 - 4.1 *Approving design plans and specifications at the preliminary concept stage and prior to the detailed drafting and then at final approval stage.*
 - 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.*
 - 4.3 *The Committee Chair and delegate are to participate on tender evaluation panels for capital expenditure in the Nowra CBD.*
 - 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.*
 - 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.*
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.*
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.*
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.*
8. *Consult with relevant stakeholders as needed.*

Delegations:

- 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.*

<p>4 Council will provide “in-kind” support to the committee in relation to</p> <ul style="list-style-type: none"> • Project Design and Documentation • Facilitation of meetings • Preparation of reports for the Committee consideration
<p>Chairperson – Appointed by the Committee (reaffirmed by Council)</p>
<p>Proposed 2022 Councillor/Staff Membership Clr Copley Clr Norris Clr Gray Clr White (Alternate) All other Councillors (non-voting members) Director City Services Director City Futures</p>
<p>Community Representatives Two (2) Community members (non-business operator or CBD property owner) One (1) Nowra CBD Retail/Business operators (non-CBD property owner) Two (2) Nowra CBD Property Owners Two (2) Nowra CBD Business owner/operator One (1) Nowra CBD Business Chamber representative</p>

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

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

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

- f. *In the event of an equal number of ballots being cast for nominees, the position shall be determined by draw. The name drawn by the chairperson will be appointed to the position.*

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

CBD22.3 Committee Actions Report for Ongoing/Completed Items

HPERM Ref: D22/45570

Department: Business Assurance & Risk
Approver: Paul Keech, Director - City Services

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

Reason for Report

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

Recommendation (Item to be determined under delegated authority)

That the:

1. Outstanding/Ongoing Action Report be received for information.
2. Following completed items in the Action List attached to the report be removed from the listing:
 - a. CBD21.15 - Investigation - Alcohol Prohibited Areas - Egans Lane & Stewart Place Car Park - Nowra CBD (MIN20.902) - Form Working Group - Application – Evidence
 - b. CBD21.34 - Review of Terms of Reference - Working Groups - Membership

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.

Outstanding/Ongoing Action Report (**attached**) is current as at the time of drafting this report (Friday, 4 February 2022).

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.

Ongoing Actions from Committee

Meeting Name Nowra CBD Revitalisation Strategy Committee 12/05/2021	Minute No:	Item No. CBD21.11	Group: City Futures	Target date: 11/06/2021
Title: Revitalising Nowra Action Plan 2021 - 2023 - Adoption - Preparation Work - Working Groups - Action Plan Manager				Completed:
Resolution:			Notes:	

<p>RESOLVED (James Caldwell / Cllr White)</p> <p>That the Nowra CBD Revitalisation Strategy Committee:</p> <ol style="list-style-type: none"> 1. Adopt the <i>Revitalising Nowra Action Plan 2021 – 23</i>, in accordance with the contents of this report and its attachments (revised budget), and discussions at the meeting and the plan be finalised accordingly. 2. Commence the relevant early preparatory work required to support the new Action Plan, including: <ol style="list-style-type: none"> a. 2020-21 Preparation Work – obtain a fee proposal from Place Score Pty Ltd to assist in this regard (Action A2). 	<p><i>Finalised Action Plan reported to Council on 27 July 2021 (MIN21.543) and it was resolved that:</i></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"> 1. <i>Receive the report for information.</i> 2. <i>Endorse the 'Revitalising Nowra Action Plan 2021-23' (Attachment 1) as the basis for the Nowra CBD Revitalisation Strategy Committee's activities for the period 2021-2023.</i> 3. <i>Maintain the annual budget allocation of \$500,000 to support the implementation of the Action plan over the next three years and the principle that any unspent funds from the yearly allocation is rolled over to the next financial year to enable the Committee to strategically plan, respond flexibly and also undertake other relevant activities.</i> 4. <i>Commend the Nowra CBD Revitalisation Committee on the initiative of preparing the Action Plan.</i> <p>Part 1 Complete.</p> <p>Part 2-a – Preparation Work for action A2 is a requirement of the Place Managers KPI's, and will be reported in the next meeting – complete.</p>
---	---

<p>b. Action Plan Manager for Nowra CBD – commence required discussions regarding the position logistics/arrangements (Action A3).</p>	<p>Part 2-b – A contract has been prepared and will be presented to the following meeting for consideration.</p>
<p>3. Commit to undertake the annual Action Plan Impact Review (Action A10) over each of the three years and obtain a fee proposal from Place Score Pty Ltd for this work.</p>	<p>Part 3 – The standing project update report will include a section on the updates on the Action Plan and will be provided by the Place Manager when appointed, as discussed at the October 2021 Meeting – complete.</p>
<p>4. Action Plan Package be reported to Council for endorsement when ready.</p>	<p>Part 4 – Completed by Council on 27 July 21 (See MIN21.543) – complete.</p>
<p>5. Notes that the Working Groups continue operation to assist with the delivery of the Action Plan.</p>	<p>Part 5 – Noted and complete.</p>
<p>6. Chair and relevant Council Staff work together to establish the scope and role expectations of the Action Plan Manager for \$80,000 (up to a maximum of \$100,000).</p>	<p>Part 6 - A contract has been prepared and will be presented to the following meeting for consideration.</p>
<p>CARRIED</p>	

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 09/06/2021		CBD21.15	City Services	09/07/2021
Title:				Completed:
Investigation - Alcohol Prohibited Areas - Egans Lane & Stewart Place Car Park - Nowra CBD (MIN20.902) - Form Working Group - Application - Evidence				

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 04/08/2021		CBD21.26	City Services	03/09/2021
Title:				Completed:
Nowra CBD Lighting - Investigate LED Poles - Morisons Arcade - investigate - meeting				
Resolution:			Notes:	

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 06/10/2021		CBD21.40	City Services	05/11/2021
Title: Discussion - Alcohol Prohibited Areas - Collection of Supporting Information - Distribute - Collate Responses				Completed:

<p>Resolution:</p> <p>RESOLVED (Clr White / Catherine Shields)</p> <p>That The Nowra CBD Revitalisation Strategy Committee members (owners and retailers):</p> <ol style="list-style-type: none"> 1. Distribute and seek response from their networks by way of the attached Support Alcohol Free Zone questionnaire (D21/413187) <ol style="list-style-type: none"> a. Examples of the area being compromised by alcohol consumption will help support any future application. For example <ol style="list-style-type: none"> i. Malicious damage to property ii. Littering iii. Anti-social behaviour iv. Other crimes 2. Collate the responses and send to the Manager Design Services prior to the next CBD Revitalisation Strategy Committee on 1 December 2021 <p>CARRIED</p>	<p>Notes:</p> <p>Part 1 – Chairperson coordinating feedback from CBD users and owners, awaiting evidence from shop keepers and main street users, no feedback received as yet.</p> <p>Part 2 – dependant on part 1.</p>
--	--

<p>Meeting Name</p> <p>Nowra CBD Revitalisation Strategy Committee 06/10/2021</p>	<p>Minute No:</p>	<p>Item No.</p> <p>CBD21.34</p>	<p>Group:</p> <p>City Services</p>	<p>Target date:</p> <p>05/11/2021</p>
<p>Title:</p>				<p>Completed:</p>

Review of Terms of Reference - Working Groups - Membership	
Resolution: RESOLVED (Paul Keech / Brendan Goddard) That the Committee appoint a Working Group under the Current Terms of Reference to review the Terms of Reference and prepare a draft revised Terms of Reference for the committee to consider recommending to Council. The working group is to consist of: The Current Committee Chair – James Caldwell Committee Member – Cr Patricia White Committee Member – Director City Services CARRIED	Notes: Report drafted for 16 February 2022. Recommend to complete and remove.

Meeting Name Nowra CBD Revitalisation Strategy Committee 14/12/2021	Minute No:	Item No. CBD21.44	Group: City Futures	Target date: 13/01/2022
Title: New Mural Opportunity - Nowra CBD Revitalisation Strategy Public Art - 11 Haigh Ave, NOWRA - Krimson and Scott Nagy - negotiate - allocate - budget - \$55,000				Completed:
Resolution: RESOLVED (James Caldwell / Wesley Hindmarch) That the Committee:			Notes:	

<ol style="list-style-type: none"> 1. Supports the commissioning of muralists Krimstone and Scott Nagy for a Nowra CBD Mural project in February/March 2022. 2. Supports the subject of the mural proposal being open to creative freedom/expression of the artists with the following broad scope: <ol style="list-style-type: none"> a. The artist to possibly incorporate local landscape/landmarks, flora/fauna and/or a prominent local identity. b. First preference for the mural location is the northern brick wall of the former Care South building at 11 Haigh Avenue, Nowra. c. Second preference for the mural location is the southern brick wall of the former Spotlight building at 26 Berry Street, Nowra (western side of Stewart Place car park). 3. Request council staff negotiate with landowners of preferred walls listed above, or other buildings if unavailable, to enable the mural to be painted. 4. Allocate a budget of \$55,000 (maximum) to cover the commissioning of the artists and associated costs for the mural project. <p>CARRIED</p>	<p>Arrangements are currently being finalised for the proposed mural to be painted – the Committee will be advised of the arrangements (e.g. wall, dates) etc. when they are settled.</p>
---	---

Completed Actions since 14 December 2021

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 06/10/2021		CBD21.35	City Futures	05/11/2021

Title: Report Required - Update - Nowra CBD Planning Controls Review - Proposal - Outcomes - SLEP 2014		Completed: 22/12/2021
Resolution: RESOLVED (Clr Wells / Scott Baxter) That the Committee: <ol style="list-style-type: none"> 1. Receive the update report on the review of planning controls in Nowra CBD / commercial core area for information. 2. Receive a further update report on the outcomes of the review at the appropriate point, before Council proceeds with any Planning Proposal to amend relevant controls in Shoalhaven Local Environmental Plan 2014. CARRIED		Notes: 11/11/2021 12:13:12 PM - Dale Richardson Staff have commenced work on the review of Nowra CBD planning controls. An update report will be provided to the Committee at the appropriate point. 22/12/2021 10:58:44 AM - Dale Richardson Action completed by: Andriske, Claire. Complete as per CBD21.47.

Meeting Name Nowra CBD Revitalisation Strategy Committee 06/10/2021	Minute No:	Item No. CBD21.36	Group: City Services	Target date: 05/11/2021
Title: Budget Update October 2021 - Business Rate - General Fund - \$500,000				Completed: 22/12/2021
Resolution: RESOLVED (Clr White / Brendan Goddard) That the Nowra CBD Revitalisation Strategy Committee note for information:		Notes: 22/12/2021 10:59:03 AM - Micaiah Tipton Action completed by: Andriske, Claire. Complete as per CBD21.47.		

1. That \$0 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update.
2. The total year to date spend for the 2021/22 financial year is \$0 of the available budget of \$1,314,255
3. A summary of expenditure is in the attachment to this report D21/413655
4. Properties within the Nowra CBD pay the 'Business Nowra' rate, this rate is above that of the 'Business Commercial / Industrial' rate that applies to businesses outside of the Nowra CBD. The 'Business Nowra' rate gets collected and allocated to Council's General Fund income the same way as any other rate does. Currently Council allocates from its general fund \$500,000 plus the increase due to the rate peg (MIN18.227) to fund the Nowra CBD Revitalisation Strategy Committee projects and initiatives.

CARRIED

Meeting Name Nowra CBD Revitalisation Strategy Committee 06/10/2021	Minute No:	Item No. CBD21.37	Group: City Services	Target date: 05/11/2021
Title: Project Proposal – Feasibility Investigation - Use of Smart Poles in the Nowra CBD - Endorse - Allocate - Budget - Scope				Completed: 22/12/2021
Resolution: RESOLVED (Paul Keech / Clr White)			Notes: 22/12/2021 10:59:24 AM - Micaiah Tipton	

That the Nowra CBD Revitalisation Strategy Committee:

1. Endorse Project Proposal for a Feasibility Investigation into the Use of Smart Poles in the Nowra CBD as detailed in D21/413205 with the following scope:

Scope - Investigate and report on the feasibility of:

- a. *Retrofitting the existing poles in junction street with:*
 - i. *Under awning LED lights with colour change and pattern capabilities*
 - ii. *Speakers*
 - iii. *Improved Street Lighting*
- b. *Council providing free wi-fi in the CBD area.*
- c. *Rolling out the improvements in stages*

2. Allocate \$12,000 from the Nowra CBD Revitalisation Strategy Committee Budget to deliver the project scope.

CARRIED

Action completed by: Andriske, Claire
Complete as per CBD21.47.

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 06/10/2021		CBD21.38	City Services	05/11/2021
Title: Project Proposal – Investigation & Design - Pedestrian Crossing - Junction Street Nowra - Endorse - Investigate Speed limit Reduction - Allocate				Completed: 22/12/2021

<p>Resolution:</p> <p>RESOLVED (Clr White / Wesley Hindmarch)</p> <p>That the Nowra CBD Revitalisation Strategy Committee:</p> <ol style="list-style-type: none"> 1. Endorse and fund, from the Nowra CBD Revitalisation Strategy Committee Budget, the Project Proposal for the Investigation & Design for a Pedestrian Crossing in Junction Street, Nowra as detailed in D21/413222 with the following scope: <i>Scope</i> <i>Preparation of:</i> <ol style="list-style-type: none"> i. Detailed design of a pedestrian (zebra) crossing at the existing crossing point at Morisons Arcade ii. Preparation of a cost estimate for the works iii. Investigate the speed environment of Junction Street for a potential speed limit reduction 2. Allocate \$5,000 from the Nowra CBD Revitalisation Strategy Committee Budget to deliver the project scope. 3. CARRIED 	<p>Notes:</p> <p>22/12/2021 10:59:43 AM - Micaiah Tipton</p> <p>Action completed by: Andriske, Claire.</p> <p>Complete as per CBD21.47.</p>
---	--

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 06/10/2021		CBD21.39	City Services	05/11/2021
<p>Title:</p> <p>Project Proposal - Traffic Master Plan - North St Nowra - Scope - Intersection</p>				<p>Completed:</p> <p>22/12/2021</p>

<p>Resolution:</p> <p>RESOLVED (Clr White / Brendan Goddard)</p> <p>That the Nowra CBD Revitalisation Strategy Committee</p> <p>1. Endorse and fund, from the Nowra CBD Revitalisation Strategy Committee Budget the Project Proposal for a Traffic Masterplan for North Street, Nowra as detailed in D21/413239 with the following scope:</p> <p>Scope</p> <p>Preparation of:</p> <ol style="list-style-type: none"> 1. Concept designs for intersection upgrades along North Street for prioritisation and grant funding applications 2. Preparation of concept-level cost estimates for the upgrades <p>2. Allocate \$60,000 from the Nowra CBD Revitalisation Strategy Committee Budget to deliver the project scope.</p> <p>CARRIED</p>	<p>Notes:</p> <p>22/12/2021 11:00:03 AM - Micaiah Tipton</p> <p>Action completed by: Andriske, Claire.</p> <p>Complete as per CBD21.47.</p>
--	--

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 14/12/2021		CBD21.46	City Futures	13/01/2022
Title:				Completed:
Event Proposal - Monthly Food Market - Negotiate - Budget - Working Group				24/12/2021
Resolution:			Notes:	

RESOLVED (James Caldwell / Wesley Hindmarch)

That the Nowra CBD Committee:

1. Formally partner with the Shoalhaven Food Network to deliver a monthly food event in Jellybean Park and Egans Lane for 6-12 months, in line with Action A13 and A14 in the Revitalisation Strategy. Noting there are some changes from Action A13 Monthly Fresh Food Market, including the proposed day and nature of food market.
2. Create a working group of the Nowra CBD Revitalisation Committee to work with the Shoalhaven Food Network and act as a liaison until the Placemaker is appointed to take over the role.
 - a. Allocate the following two members to the working group:
 - i. James Caldwell
 - ii. Brendan Goddard
3. Request that the working group negotiate a funding agreement in line with the adopted budget to support event delivery and report back recommendations to the next meeting.

CARRIED

22/12/2021 9:34:03 AM - *Claire Andriske*

Parts 1 - 3 - *Kate Selig*

24/12/2021 8:49:25 AM - *Kate Selig*

The Resolution has been sent to Shoalhaven Food Network (SFN). The CBD working group and SFN have been introduced via email. A meeting to finalise funding/partnership details will occur early in the new year.

24/12/2021 8:52:43 AM - *Kate Selig*

Action completed by: *Selig, Kate.*

The CBD working group has been introduced to the event organisers. A meeting will occur early in the New Year to finalise details of the partnership between both parties.

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 14/12/2021		CBD21.47	City Performance	13/01/2022
Title:				Completed:

Committee Actions Report for Ongoing/Completed Items		22/12/2021
<p>Resolution:</p> <p>RESOLVED (James Caldwell / Wesley Hindmarch)</p> <p>That the:</p> <ol style="list-style-type: none">1. Outstanding/Ongoing Action report be received for information.2. Following completed items in the Action List attached to the report be removed from the listing:<ol style="list-style-type: none">a. CBD21.35 - Report Required - Update - Nowra CBD Planning Controls Review - Proposal - Outcomes - SLEP 2014;b. CBD21.36 - Budget Update October 2021 - Business Rate - General Fund - \$500,000;c. CBD21.37 - Project Proposal – Feasibility Investigation - Use of Smart Poles in the Nowra CBD - Endorse - Allocate - Budget – Scope;d. CBD21.38 - Project Proposal – Investigation & Design - Pedestrian Crossing - Junction Street Nowra - Endorse - Investigate Speed limit Reduction – Allocate;e. CBD21.39 - Project Proposal - Traffic Master Plan - North St Nowra - Scope – Intersection. <p>CARRIED</p>	<p>Notes:</p> <p>22/12/2021 11:00:21 AM - Claire Andriske</p> <p>Action completed by: Andriske, Claire.</p> <p>Complete.</p>	

CBD22.4 Budget Update - February 2022

HPERM Ref: D22/45650

Department: Technical Services
Approver: Paul Keech, Director - City Services

Attachments: 1. Budget Update - Nowra CBD Revitalisation Committee - February 2022
[↓](#)

Reason for Report

To provide an update on the Nowra CBD Revitalisation Strategy Committee Budget.

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee notes for information:

1. That \$0 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update, (Noting that \$623,600 of the \$935,000 Junction Court Revitalisation Grant has been spent to date).
2. The total year to date spend for the 2021/22 financial year is \$0 of the available budget of \$1,326,507
3. A summary of expenditure is in the attachment to this report (D22/49465).

Background

This report provides an update to the Nowra CBD Revitalisation Strategy Committee budget spending compared to the 3-year action plan that was endorsed by Council on 20/07/2021 (MIN21.540). A summary of the Budget is attached (D22/49465). Note that the *CBD Promotions and Activation* item (\$52,400) is not included in the available budget amount reported in the recommendation.

Expenditure

NIL since the December meeting of the Nowra CBD Revitalisation Strategy Committee.

A new line item for the CBD Mural Project has been added in the 2021-2022 budget column with a budget of \$55,000 as resolved at the December meeting of the Nowra CBD Revitalisation Strategy Committee (CBD21.44)

RESOLVED (James Caldwell / Wesley Hindmarch)

That the Committee:

1. *Supports the commissioning of muralists Krimson and Scott Nagy for a Nowra CBD Mural project in February/March 2022.*
2. *Supports the subject of the mural proposal being open to creative freedom/expression of the artists with the following broad scope:*

- a. *The artist to possibly incorporate local landscape/landmarks, flora/fauna and/or a prominent local identity.*
- b. *First preference for the mural location is the northern brick wall of the former Care South building at 11 Haigh Avenue, Nowra.*
- c. *Second preference for the mural location is the southern brick wall of the former Spotlight building at 26 Berry Street, Nowra (western side of Stewart Place car park).*
3. *Request council staff negotiate with landowners of preferred walls listed above, or other buildings if unavailable, to enable the mural to be painted.*
4. *Allocate a budget of \$55,000 (maximum) to cover the commissioning of the artists and associated costs for the mural project.*

CARRIED

Income

NIL since the December meeting of the Nowra CBD Revitalisation Strategy Committee.

Nowra CBD Revitalisation Strategy Committee 3 Year Spending Plan

February 2021 Update

	Expenditure 2020/2021	Budget 2020/2021	Expenditure 2021-2022	Budget 2021-2022	Proposed Budget 2022-2023*	Proposed Budget 2023-2024*
Incoming Funds						
Carry Fwd		\$ 75,479		\$ 776,507	\$ 759,507	\$ 554,507
CBD Levy Allocation		\$ 1,474,038		\$ 550,000	\$ 550,000	\$ 550,000
CBD Promotions and Activation				\$ 52,400	\$ 52,400	\$ 52,400
Total Incoming Funds		\$ 1,549,517		\$ 1,378,907	\$ 1,361,907	\$ 1,156,907
^ Junction Court Revitalisation				\$ 935,000		
Outgoing Funds						
Finance ID						
102948 Nowra CBD Renewal	\$ -	\$ 395,624				
103898 Berry Street Footpath Upgrade	\$ 644,597	\$ 1,022,407				
102949 Nowra CBD City Walks	\$ -	\$ 3,073				
102947 Shopfront Façade	\$ 4,545	\$ 4,545		\$ 5,000	\$ 5,000	\$ 5,000
102512 CBD Promotions	\$ 52,882	\$ 52,882		\$ 52,400	\$ 52,400	\$ 52,400
Disabled Access				\$ 10,000	\$ 10,000	\$ 10,000
106232 Place Making Project	\$ 70,986	\$ 70,986		\$ 420,000	\$ 665,000	\$ 480,000
A1 Endorse the Action Plan						
A2 2020-21 Preparation Work	\$ 50,000	\$ 50,000				
Contingency				\$ 20,000	\$ 20,000	\$ 20,000
A3 Place Manager for Nowra CBD				\$ 100,000	\$ 100,000	\$ 100,000
A4 Surprise Saturday Program				\$ 75,000	\$ 75,000	\$ 75,000
A5 Social Media and Graphics Support				\$ 20,000	\$ 20,000	\$ 20,000
A6 Junction Court Revitalisation Project (via DPIE grant)				\$ 15,000		
A7 Branding and Marketing Strategy				\$ 40,000		
A8 Monthly Cleaning and Maintenance Program				\$ 25,000	\$ 25,000	\$ 25,000
A9 Annual Christmas Wonderland				\$ 50,000	\$ 50,000	\$ 50,000
A10 Action Plan Impact Review				\$ 20,000	\$ 20,000	\$ 20,000
A11 Parklet Program				\$ 5,000	\$ 80,000	\$ 15,000
A12 "Try Local" Campaign					\$ 20,000	\$ 15,000
A13 Monthly Fresh Food Markets				\$ 15,000	\$ 35,000	\$ 20,000
A14 Major Activation Feasibility Study + Project Implementation					\$ 40,000	\$ 100,000
A15 Art and Light Project				\$ 15,000	\$ 160,000	
A16 Greening Nowra				\$ 20,000	\$ 20,000	\$ 20,000
Shovel Ready Designs				\$ 77,000	\$ 75,000	\$ 75,000
Smart Poles Investigations				\$ 12,000		
North St Strategic Masterplan				\$ 60,000	\$ -	
Design and Costing - Pedestrian Crossing - Junction Street				\$ 5,000	\$ -	
CBD Mural Project				\$ 55,000		
^ Junction Court Revitalisation			\$ 623,600	\$ 935,000		
Total Outgoing Funds	\$ 773,010	\$ 1,549,517		\$ 619,400	\$ 807,400	\$ 622,400
Carry forward to Next Financial Year	\$ 776,507			\$ 759,507	\$ 554,507	\$ 534,507

*Assuming a continuation of the current funding agreement with Council

^ The Junction Court Project is grant funded and outside of the normal CBD Committee budget and has not been included in totals and carry forward calculations. It has been shown for information purposes

CBD22.5 Project Update - February 2022

HPERM Ref: D22/45657

Department: Technical Services
Approver: Paul Keech, Director - City Services

Attachments: 1. Preliminary Design - Proposed Pedestrian Crossing - Junction St Nowra
[↓](#)

Reason for Report

To provide the Nowra CBD Revitalisation Strategy Committee with an update on nominated projects within Nowra CBD.

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee note the update provided on the nominated projects within the Nowra CBD.

Background

The following projects are funded by the Nowra CBD Revitalisation Strategy Committee. Updates on each of the below projects will be provided at meetings of the Nowra CBD Revitalisation Strategy Committee:

- Feasibility Investigation - Use of Smart Poles in the Nowra CBD
- Investigation & Design - Pedestrian Crossing - Junction Street Nowra
- Traffic Masterplan for North Street, Nowra
- Nowra CBD Action Plan

The following projects are funded by Council. The Nowra CBD Revitalisation Strategy Committee has requested a short update on the below projects at meetings of the Nowra CBD Revitalisation Strategy Committee:

- Nowra Arts Centre - Roof Renewal Works
- Nowra CBD - All Day Car Parking
- Nowra - O'Keeffe Avenue
- Nowra - Berry / Worrigee Street – Multi Storey Car Park - Investigate and Design
- Nowra - Bridge Rd / Hyam St Intersection - Safer Roads Project
- Nowra - Berry St / Worrigee St – Intersection Upgrade Traffic Lights (Design)
- Council Admin Building Works

Project Updates

1. Feasibility Investigation - Use of Smart Poles in the Nowra CBD

Budget - \$12,000.

Expected Delivery Date – May 2022.

Complete Urban has been engaged to undertake the feasibility investigation for \$10,190 excl GST. A site meeting was held with the consultant and Council staff in January.

2. *Investigation & Design – Pedestrian Crossing – Junction Street, Nowra*

Budget - \$5,000.

Expected Delivery Date – April 2022

A preliminary signage and linemarking plan is attached to this report (D22/46818). An electrical engineer has been engaged to complete a street lighting upgrade design as required by the Australian Standards.

3. *Traffic Masterplan for North St, Nowra*

Historical reports and studies have been reviewed. A request for quote has been sent to a number of engineering consultancies to assist with developing concept drawings based on this review.

4. *Nowra CBD Action Plan*

Updates on the Nowra CBD Action plan will be provided here in future reports by the Place Manager when appointed.

5. *Nowra Arts Centre - Roof Renewal Works*

Project been deferred until 22/23 due to variations associated with the works on the Library Airconditioning.

6. *Nowra CBD - All Day Car Parking*

A report recommending a preferred location for this project will go to the Ordinary meeting of Council possibly in February 2022.

7. *Nowra - O'Keeffe Avenue*

This project is to provide a signalized pedestrian crossing at the existing pedestrian crossing between Coles and the Ex Servos. The Project has a budget of \$289,000 and is expected to start and finish construction in May 2022.

8. *Nowra - Berry/Worrigee Street - Multistorey Car Park - Investigate and Design*

This Project is to design a multi storey Carpark at the corner of Berry St and Worrigee St. The Civil and Structural Design has been completed. Facade and electrical design are ongoing and expected to be complete by the end of the 21/22 financial year. A Grant Application to partially fund the construction of this project from the Building Better Regions Fund was submitted in 2021 but was unsuccessful. An application for the Building Better Regions Fund - Round 6 is currently being prepared for submission in February 2022.

9. *Nowra - Bridge Rd / Hyam St Int - safer roads project*

This Project is for the design of Traffic Lights at the Intersection of Bridge Rd and Hyam St, Nowra. This project is reliant on grant funding. To date Council has been unsuccessful in obtaining grant funding and the project is on hold.

10. *Design of Traffic Lights at the Intersection of Worrigee St and Berry St, Nowra.*

This project is reliant on grant funding. To date Council has been unsuccessful in obtaining grant funding and the project is on hold.

11. *Council Admin Building Works*

Nowra Admin Safety Works – To improve safety measures in the northern carpark – Budget \$50,000 – Complete.

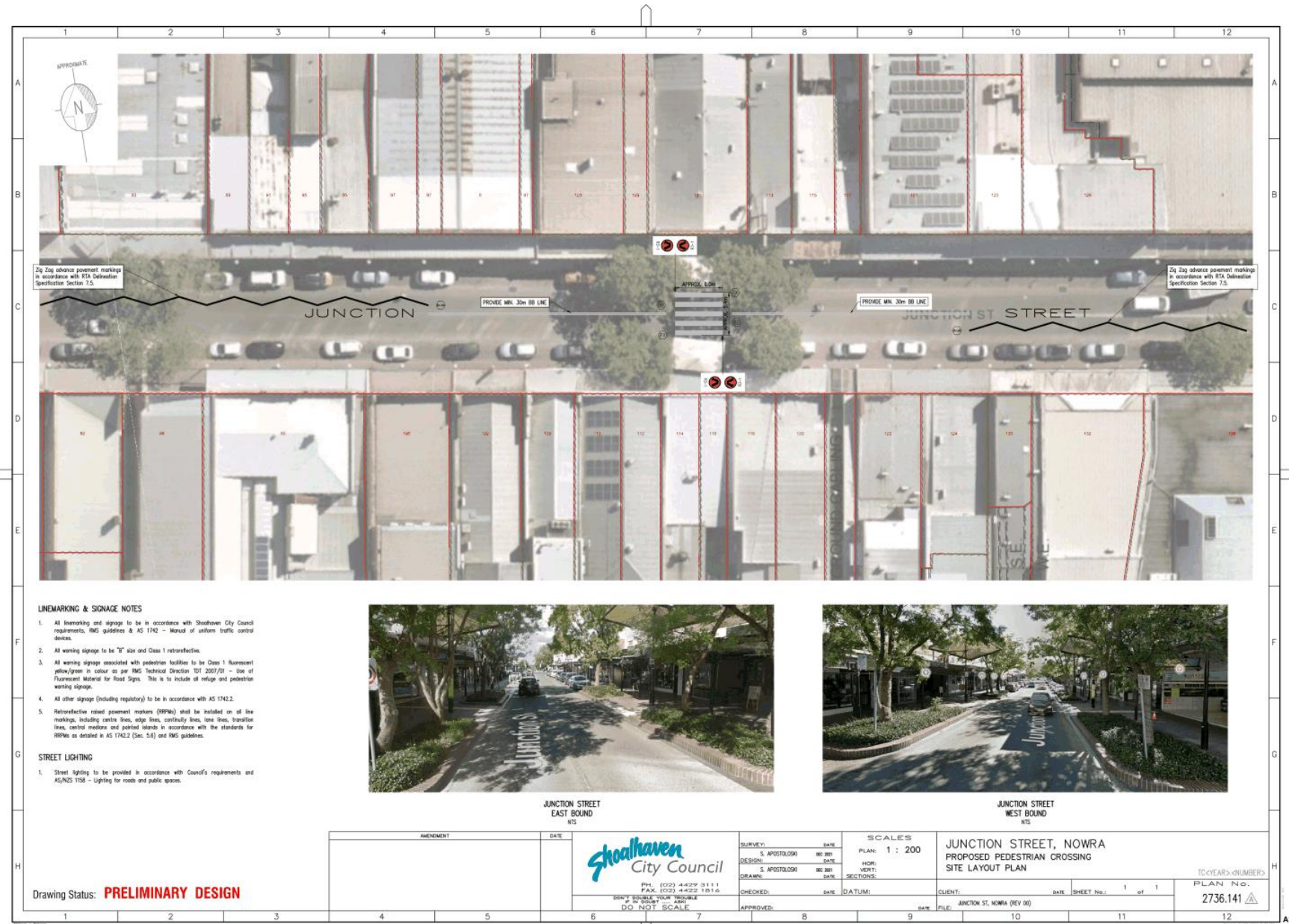
Basement Entry Improvements – To improve the entrance to the basement carpark – Budget \$40,000 – Existing door refurbished and road pavement renewal - Complete.

Digital Signage upgrade in public areas & council offices – To improve digital signage and screens within both Public and Staff areas of the Administration Building – Budget \$60,000 – Project currently being scoped.

Upgrade to Accessible Amenities – Provide additional accessible amenities – Budget - \$150,000 – Project currently being planned and designed.

Fire Mitigation Upgrade – To improve the administration buildings fire safety measures– Budget \$1,010,000 – Project currently being scoped.

Reception Service Counter Renewal - To upgrade the front counter area of the Administration Building – Budget \$150,000 – This project was identified when the new customer experience was being formed. This project is currently on hold pending a review of priorities within the Customer Experience Department.



CBD22.6 Nowra CBD Revitalisation Strategy Project Management Services Contract

HPERM Ref: D22/46158

Approver: Paul Keech, Director - City Services

Attachments: 1. Draft Contract - Nowra CBD Revitalisation Strategy 2022 [↓](#)

Reason for Report

The reason for this report is to allow the committee to consider the Contract of Engagement for a Project Manager to deliver the *Revitalising Nowra Action Plan 2021-23*

Recommendation (Item to be determined under delegated authority)

That the Committee adopt the CONTRACT OF ENGAGEMENT for Project Management Services as presented (D22/50440) noting that;

1. The Executive that will act as the Principal's Agent is to be;
 - The CBD Committee Chair – James Caldwell
 - A Committee Member (Not a Councillor)
 - The Director City Services – Paul Keech
2. The Contract will be managed and amended as required by the Principal's Representative – Manager of Technical Services, to achieve the Contract objective.
3. The Project Manager will be appointed by the Principle's Representative on the recommendation of the Principal's Agent
4. Project Updates will be provided via the Project Update Report that is received by the Committee at each meeting.

Options

1. Adopt the Contract as presented
2. Reject the Contract

Background

At the Ordinary Meeting on 27 July 2021 the Council resolved as follows (MIN21.543)

That Council:

1. *Receive the report for information.*
2. *Endorse the 'Revitalising Nowra Action Plan 2021-23' (Attachment 1) as the basis for the Nowra CBD Revitalisation Strategy Committee's activities for the period 2021-2023.*
3. *Maintain the annual budget allocation of \$500,000 to support the implementation of the Action plan over the next three years and the principle that any unspent funds from the yearly allocation is rolled over to the next*

financial year to enable the Committee to strategically plan, respond flexibly and also undertake other relevant activities.

4. *Commend the Nowra CBD Revitalisation Committee on the initiative of preparing the Action Plan.*

After discussions with Council's CEO it was agreed that a Place Manager to deliver this Action Plan would be engaged as a consultant and not as a City Futures staff member. The main reason being that City Service Directorate is still forming, the project is very high profile, there is a Committee to provide oversight and this Project is now underway.

At the meeting on the 12 May 2021 the Committee agreed that the;

Chair and relevant Council Staff work together to establish the scope and role expectations of the Action Plan Manager for \$80,000 (up to a maximum of \$100,000).

This work has now been completed and the following has been developed (Attachment 1)

Nowra CBD Revitalisation Strategy
CONTRACT OF ENGAGEMENT
for
Project Management Services

CBD22.6

Consideration

The contract has been drafted to be between

Shoalhaven City Council (SCC)- (Principal)

Principal's Representative – Manager Technical Services

Principal's Agent – Nowra CBD Revitalisation Committee (NCRC) Executive

and

Project Manager

The Executive is considered to be

- The CBD Committee Chair
- A Committee Member (Not a Councillor)
- The Director City Services

The Key Tasks within the contract are;

- Development of strategies designed to advance the objectives and implementation of the Action Plan including stakeholder liaison and advocacy, place making and activation activities.
- Liaison with the Committee, CBD Businesses, Council and Government agencies on matters of mutual interest

- Identification of priorities and development of strategies that align with the requirements of stakeholders to activate and drive growth in Nowra CBD
- Engaging with local businesses in the CBD to support business sustainability and growth and realise projects/actions in the Action Plan

Community Engagement

Nil. The CEO has been consulted and is comfortable with the draft.

Policy Implications

Nil.

Financial Implications

Nil in adopting this Contract.

Risk Implications

Nil in adopting this Contract. There is a Risk that a suitable applicant won't be found or cannot be afforded. If that is the case an urgent meeting of the committee will be arranged (possibly as an "email" meeting).

Nowra CBD Revitalisation Strategy

CONTRACT OF ENGAGEMENT

for

Project Management Services

Shoalhaven City Council (SCC)

and

>Project Manager<

CBD22.6 - Attachment 1

This Contract

is made on

day / month / year

Between

Shoalhaven City Council (SCC)- See **Item 1** of the Schedule (Principal)

Principal's Representative – Manager Technical Services

Principal's Agent – Nowra CBD Revitalisation Committee (NCRC) Executive

and

Project Manager - See **Item 2** of the Schedule

BACKGROUND

- A. SCC has agreed to engage you and you have agreed to work for SCC in the position described at **Item 3** of the Schedule.
- B. SCC and you have agreed to enter this Contract to record the terms and conditions of your engagement.
- C. SCC and you acknowledge the obligation to abide by the provisions contained in any relevant legislation.

SCC And You Agree that:

1. DEFINITIONS

Associated Entities has the same meaning as in the *Corporations Act 2001 (Cth)*.

Business Day means calendar day but excludes public holidays as defined by the governing law of the Contract and weekends.

Confidential Information means all the information including trade secrets, Intellectual Property, marketing and business plans, client, stakeholders and supplier lists, computer software applications and programs, business contacts, finance, remuneration details, data concerning SCC or any of its associated entities or any client/stakeholder of SCC, finances, operating margins, prospect's lists, and transactions of SCC, but does not include information in the public domain otherwise than through a breach of an obligation of confidentiality.

Contract means this engagement contract.

Direction means any agreement, approval, assessment, authorisation, decision, determination, explanation, instruction, order, permission, rejection, request or requirement given or made by the Principal.

Documents includes information stored by electronic and other means.

Intellectual Property Right means any statutory and other proprietary right in respect of inventions, innovations, patents, utility models, designs, circuit layouts, mask rights, copyright (including future copyright), confidential information, trade secrets, know-how, trademarks and any other right in respect of intellectual property.

Moral Rights has the meaning given to it in the *Copyright Act 1968 (Cth)* and includes rights of integrity of authorship, rights of attribution of authorship and similar rights that exist or may come to exist anywhere in the world.

Nowra CBD Revitalisation Committee (NCRC) is a committee formed by resolution of Council to oversee the expenditure of the Nowra CBD Revitalisation Budget in accordance with objectives of the Nowra CBD Strategic Plan, and to promote the advantages of the CBD inside and outside the Local Government area.

Services means the Services described in or reasonably inferred from this Contract.

Works means all inventions, policies, practices, designs, drawings, plans, software, hardware, reports, documents, systems, improvements and other materials.

2. COMMENCEMENT AND WARRANTIES

- 2.1. Your date of commencement of engagement with SCC is identified at **Item 4** of the Schedule.
- 2.2. The terms and conditions of your engagement will be in accordance with the Engagement Contract, as varied and amended from time to time.
- 2.3. You agree that:
 - a) you hold the qualifications and have the skills as represented by you to SCC
 - b) you have disclosed to SCC any restraint or restriction which may affect your performance of work
 - c) you enter into this engagement contract without any form of coercion
 - d) you are legally entitled to work in Australia, and agree to produce the appropriate documentation where requested by SCC and

3. POSITION AND TITLE

- 3.1. You are engaged on the basis described at **Item 3** of the Schedule.
- 3.2. You may be required to perform other tasks from time to time, as reasonably requested by the Principal's Agent.

4. SERVICES

- 4.1. You may be provided with an outline of your duties **Item 10 of the schedule**. The outline is not intended to be an exhaustive list of the duties you may be required to perform, rather an indication of the kinds of duties that fall within the scope of the position.
- 4.2. You also have general duties to:
 - a) comply with reasonable directions given to you by the Principal's Agent
 - b) at all times act faithfully, honestly and diligently
 - c) ensure you are performing solely work-related activities in SCC work time
 - d) exhibit a professional and courteous attitude when dealing with SCC, its stakeholders, government officials, Elected Members and industries and other members of the public and
 - e) act in SCC best interests at all times.

5. SCC POLICIES AND PROCEDURES

You agree that:

- 5.1. you will comply with all SCC policies and procedures, as amended from time to time at the sole discretion of SCC. Failure to comply with SCC policies may result in termination of the contract.

6. REGISTRATIONS AND INSURANCES

- 6.1. You are required to hold and maintain (at your cost) the following:
 - a) Registered Business with ABN
 - b) Insurances: Work Cover
Public Liability (Minimum \$10,000,000)
Professional Indemnity (Minimum \$2,000,000)
- 6.2. SCC will require you to provide evidence that you hold the above.
- 6.3. These are considered essential requirements of your role. SCC reserves the right to terminate the contract without notice in the event that you fail to maintain these, and you are unable to perform the requirements of your role.
- 6.4. You must notify the Principal's Agent immediately in the event that you no longer hold, or are no longer eligible to hold, any of the above.

7. PLACE OF ENGAGEMENT

- 7.1 Due to the nature of the role and the business, you will be required to travel and work at various sites, as reasonably directed by the Principal's Agent within Nowra
- 7.2 Your principal place of engagement will be at the location described in Item 5 of the Schedule, or as otherwise reasonably directed by SCC.

8. HOURS OF WORK

- 8.1. The business' normal span of hours of operation are outlined at Item 6 of the Schedule.
- 8.2. You will be required to work the hours (as per Item 6) to fulfil the requirements of your duties. All additional hours (in the case of additional duties) must be approved by the Principal's Agent in the first instance and prior to any additional work being undertaken.

9. TIME RECORDING AND PAYMENT

- 9.1. You are required to complete regular diary recordings of work. You are responsible for the completion of your own time diaries.
- 9.2. These diaries may be inspected by SCC from time to time, as requested by SCC.
- 9.3. Time recordings are to be submitted with invoices for payment on a minimum of a fortnightly basis. The Principal's Agent will authorize such claims and the Principal's Representative will pay approved claims within a fortnight of approval

10. REMUNERATION

Your Contract remuneration is set out at Item 7 of the Schedule.

- 10.1. You will NOT be entitled to any applicable penalty rates, overtime rates, allowances or loading appropriate to your position as set out in any Industrial Instrument.
- 10.2. SCC will not be responsible for any Superannuation or Long Service Leave contributions.

11. PUBLIC HOLIDAYS

You are entitled to be uncontactable on Sundays and Public Holidays, unless reasonably required by SCC

12. PERSONAL MOTOR VEHICLE

- 12.1. You are required to provide and maintain your own private motor vehicle for this engagement.
- 12.2. You are required at all times to hold a valid driver's license in order to complete the inherent requirements of your engagement.
- 12.3. You are required to ensure that any such vehicle is adequately insured.
- 12.4. You will be responsible for any fines or penalties imposed as a result of the use of your own private motor vehicle.

13. MOBILE PHONE, COMPUTER AND STATIONARY

- 13.1. You are required to provide these and other items and tools required to carry out the responsibilities of your engagement.
- 13.2. Any claim for reimbursement of additional expenses must be approved in writing by the Principal's Agent before they are incurred.

14. CONFIDENTIAL INFORMATION

You agree at all times during and after this engagement with SCC:

- a) to refrain from directly or indirectly disclosing to a third party Confidential Information except in the proper course of carrying out your duties
- b) not to use the Confidential Information for any purpose other than for the benefit of SCC
- c) to keep confidential all SCC Confidential Information and
- d) to comply with the terms of this Contract unless otherwise required by applicable laws or regulations.

15. CONFLICT OF INTEREST

- 15.1. A conflict of interest in connection with this Contract includes a conflict between a duty owed by you to a person and a duty owed by you to SCC.
- 15.2. You represent that to the extent reasonably ascertainable at commencement of this Contract, after making all reasonable enquiries, no conflict of interest exists or is likely to arise except as set out in Item 11.
- 15.3. 17.3 You must monitor and, unless SCC gives prior written consent to the conflict of interest, avoid the occurrence of any conflict of interest.
- 15.4. You must notify SCC immediately on becoming aware of a conflict of interest or a significant risk of a conflict.
- 15.5. Where a conflict of interest arises or is likely to arise, SCC may proceed under clause 19.

16. INTELLECTUAL PROPERTY RIGHTS

- 16.1. All Intellectual Property rights arising from any Works created or developed by you in the course of your engagement (whether alone or with others) will belong to SCC and you agree to immediately disclose to SCC all such Works.
- 16.2. You agree that all existing Intellectual Property rights, title and interest in all Works created or developed by you in the course of your engagement (whether alone or with others) are vested in SCC and upon their creation, all such rights will vest in SCC. You agree to execute all documents and do all acts required to secure any Intellectual Property rights for SCC.

16.3. You warrant that you have consented without coercion or without relying on any representations other than those set out in this contract.

17. NON-DISPARAGEMENT

You must not at any time, either during your engagement, or at any time after termination, disparage or otherwise make any statement, or permit or authorise any statement to be made, which is calculated or reasonably likely to damage the reputation or cause other damage to SCC or any Associated Entity, or any of their respective Executive or Members or any Stakeholders.

18. TERMINATION OF ENGAGEMENT

- 18.1. SCC may terminate this Contract without notice or without a payment in lieu of notice for any of the following reasons, if you:
- a) commit any serious or persistent breach of any of the terms of the Engagement Contract
 - b) are guilty of dishonesty, misconduct or neglect in the performance of your obligations under the Engagement Contract
 - c) become insolvent or bankrupt or make any assignment or arrangement with your creditors
 - d) are convicted of any criminal offence relevant to the performance of your obligations under the Engagement Contract
 - e) refuse to comply with any reasonable instruction or direction including any failure to comply with your obligations under any of SCC rules, policies and/or procedures and any directions given by the Principal's Representative.
 - f) fail to perform to the standard reasonably expected by SCC, including persistent failure to achieve targets or duties
 - g) obtain a medical assessment result that is not satisfactory to SCC and which objectively results in you being unable to perform your duties set out in the Engagement Contract
 - h) abuse alcohol or drugs prior to commencing work which adversely affects your ability to carry out your duties.
 - i) engage in physical abuse or display unreasonable verbal aggression.
- 18.2. SCC may terminate this Contract by providing 4 weeks written notice.
- 18.3. You may terminate this contract at any time by providing SCC with 4 weeks written notice.
- 18.4. SCC may, at its discretion, make payment to you in lieu of all or part of this notice period.
- 18.5. During the whole or any part of the notice period, SCC is under no obligation to assign you duties or functions or to provide any work to you and may direct you not to attend work during all or part of the notice period.
- 18.6. During the whole or any part of the notice period, SCC is under no obligation to assign you duties or functions or to provide any work to you and may direct you not to attend work during all or part of the notice period.
- 18.7. On termination of the engagement Contract for any reason, you must immediately return to SCC all property, documents and items relating to the business of SCC which you have in your possession or control. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information, programs, records and documents, intellectual property and other information, in whatever form, relating in any way to SCC or its stakeholders.

19. ASSIGNMENT

You may not assign or transfer the rights and benefits under this engagement contract.

20. GOVERNING LAW

This engagement Contract shall be governed by the jurisdiction of the courts in the State or Territory as set out in **Item 9** of the Schedule.

21. VARIATION OF TERMS

The terms of this engagement Contract may be varied from time to time by mutual agreement in writing between the parties.

22. SEVERABILITY

If any of the terms and conditions of this Contract are void, or become voidable by reason of any statute or rule of law then that term or condition shall be severed from this Contract without affecting the enforceability of the remaining terms and conditions.

23. ENTIRE AGREEMENT

The contents of the Contract constitute the entire agreement between you and SCC.

Any previous agreements, understandings, and negotiations on this subject matter cease to have effect.

End

SIGNED BY AN AUTHORISED OFFICER OF SCC

.....
Authorised Officer

.....
Title of Authorised Officer

.....
Dated

SIGNED BY YOU

.....
Name: (printed)

.....
Dated

.....
Witness

.....
Name of Witness (printed)

.....
Witness

.....
Name of Witness (printed)

SCHEDULE OF ITEMS

Item 1	Our Details	Nowra CBD Revitalisation Strategy Committee On Behalf of Shoalhaven City Council, Address: C/- TBC Shoalhaven City Council, Bridge Road, Nowra NSW 2540
Item 2	Your Details	<Project Manager details>
Item 3	Position	Nowra CBD Place Manager
Item 4	Commencement date	<enter start date>
	Duration	12 month period with option to extend as agreed by both parties
	Performance Review	Quarterly Performance Reviews against KPI's set out in the Strategic Plan and conducted by the Principal's Agent
Item 5	Location	Nowra and Greater Shoalhaven Region as required
Item 6	Hours of Work	As required but typically 16hrs per week
Item 7	Remuneration	Total Contract Fixed Remuneration \$XXX p.a. (excl GST) – Monthly payments pro rata.
Item 8	Reimbursement	Travel Costs, Vehicle ATO Travel rates Annual Budget \$12,000.00
Item 9	Governing Law	State of New South Wales
Item 10	Duties	Responsible for the oversight, implementation and management of the

Revitalising Nowra
Action Plan 2021-23
(the Action Plan).

Item 11 Existing conflicts of
interest:

SCHEDULE OF DUTIES

Key Focus Area – On the ground Implementation of the Action Plan (Attachment 1).

Information about the Nowra CBD Revitalisation Strategy Committee see [Council's website](#)

Key Task

- Development of strategies designed to advance the objectives and implementation of the Action Plan including stakeholder liaison and advocacy, place making and activation activities.
- Liaison with the Committee, CBD Businesses, Council and Government agencies on matters of mutual interest
- Identification of priorities and development of strategies that align with the requirements of stakeholders to activate and drive growth in Nowra CBD
- Engaging with local businesses in the CBD to support business sustainability and growth and realise projects/actions in the Action Plan

Administration

- Report to, and active involvement in, the meetings of Shoalhaven Council's Nowra CBD Revitalisation Strategy Committee
- Preparation of reports and grants related to inquiries or key strategic projects in the Nowra CBD;
- Expenditure of allocated budgets and grants in accordance with the budget and grant conditions
- Maintenance of administration records including liaison and administrative coordination with the Principal's Agent; and
- Management of all inwards and outwards correspondence.
- administration IT management
- Liaising with all Nowra CBD Revitalisation Strategy Committee members, industries and governments
- Report on and track monthly marketing activity
- Preparation of Newsletters and distribution as identified in the strategic plan

Key Responsibilities

Corporate Responsibilities:

- Participate with the Principal's Agent to implement strategic direction as identified in the Action Plan
- Review and develop policies and procedures.
- Ensure that the Principal's Agent is kept informed on significant issues.

Management Responsibilities:

- All Administration work relating to the strategic plan and associated reporting
- Effectively communicate to key stakeholders.
- Ensure that effective and efficient structures and processes are in place to ensure that Council and the Nowra CBD Revitalisation Strategy Committee have clear roles and responsibilities.
- Effectively manage external consultants and contracts to successfully deliver the Action Plan.

Technical Responsibilities:

- Ability to enhance relationships within the Nowra CBD business community, Council and the Nowra CBD Revitalisation Strategy Committee Members to lead, motivate and develop the Nowra CBD in line with the adopted Action Plan.
- Technical skills in stakeholder liaison and negotiation
- Experience in placemaking, marketing and events
- Sound financial management and reporting skills on behalf of the committee

Additional Duties

We may change the duties set out in this Agreement from time to time.

CBD22.7 Review of Terms of Reference - Nowra CBD Revitalisation Strategy Committee

HPERM Ref: D22/45676

Approver: Paul Keech, Director - City Services

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

Reason for Report

The current Terms of Reference were adopted on the 22 September 2020 and were set down for a review on the 1 December 2021.

Recommendation

That Council Adopt the Draft Terms of Reference as presented (POL22/145) noting that the key changes include;

1. References to the annual budget allocation (currently \$500,000) now reflect the rate-pegged increases in the budget allocation.
2. The membership criteria better reflects the range of stakeholders that are engaged in the activities of the Committee and the inclusion of Councillors
3. Clauses dealing with Removal of members have been added
4. Working Groups has been rewritten to include Sub Committees and define the key Working Groups.

Options

1. The Committee Adopt the Draft as presented, or with minor amendments that can be listed in the minutes for future reference.

Implications: the current Terms of Reference which on the whole has served the Committee and Council very well, will be refined.

2. The Committee can refer the draft back to the Working Group (with members confirmed or revised) and another draft can be considered. The minutes of this meeting can reflect the focus of the Working Group in preparing a new draft.

Implications: will depend on the Scope of the review

Background

The current Terms of Reference was formed after much debate and workshopping and was a substantial rewrite of the previous document.

The current Terms of Reference have been a key ingredient in the Committees recent “success” and much has been achieved under the current Terms of Reference.

On the 6 October 2021 the Nowra CBD Revitalisation Committee resolved as follows (CBD21.34)

That the Committee appoint a Working Group under the Current Terms of Reference to review the Terms of Reference and prepare a draft revised Terms of Reference for the committee to consider recommending to Council. The working group is to consist of:

The Current Committee Chair – James Caldwell

Committee Member – Cr Patricia White

Committee Member – Director City Services

The following aspects of the current Terms of Reference have been revised as discussed at the October meeting.

1. References to the annual budget allocation (currently \$500,000) has been amended to reflect the rate-pegged increases in the budget allocation.
2. The membership criteria better reflects the range of stakeholders that are engaged in the activities of the Committee and the inclusion of Councillors
3. Clauses dealing with Removal of members have been added
4. Working Groups has been rewritten to include Sub Committees and define the key Working Groups.
5. Various wording changes to accommodate the above.

The current Terms of Reference are provided as Attachment 1. Tracked Changes version of the Draft Attachment 2 became difficult to follow and thus the draft has been highlighted to identify the key change areas to assist the committee in its consideration.

Consideration

Option 1. The Committee Adopt the Draft as presented, or with minor amendments that can be listed in the minutes for future reference.

As recommended

Option 2: The Committee can refer the draft back to the Working Group (with members confirmed or revised) and another draft can be considered. The minutes of this meeting can reflect the focus of the Working Group in preparing a new draft. A suitable resolution for this Option could be :

That after considering the Draft Terms of Reference form the Working Group the matter be referred back to the Working Group as follows;

1. *The Working Group membership to be*
 - a) *The Current Committee Chair – James Caldwell*
 - b) *Committee Member – Cr NAME*
 - c) *Committee Member – Director City Services*
2. *The Working Group to consider the following matters in its review;*
 - a) *Matter 1*
 - b) *Matter 2*
 - c) *Matter 3*

Given there are new Councillors on the Committee following the 25 January 2022 meeting of Council it may be desirable to defer this matter and consider it at a future date.

Community Engagement

Nil. The CEO and Director City Futures have both revised the draft and are happy with the proposed changes.

Policy Implications

Nil, however, the committee is only recommending these Terms of Reference to the Council, ultimately the Council will determine the Terms of Reference.

Financial Implications

Nil, in adopting these Terms of Reference.

Risk Implications

Nil, in adopting these Terms of Reference.



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

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

Email: council@shoalhaven.nsw.gov.au

Website: www.shoalhaven.nsw.gov.au

For more information contact the City Performance

Nowra CBD Revitalisation Strategy Committee – Terms of Reference

Policy Number: POL20/80 • **Adopted:** 28/10/2014 • **Amended:** 21/02/2017, 16/05/2017, 27/3/2018, 25/09/2018, 18/12/2018, 26/03/2019, 20/09/2019, 22/09/2020 • **Minute Number:** MIN14.765, MIN17.96, MIN17.390, MIN18.228, MIN18.764, MIN18.1012, MIN19.171, MIN19.658, MIN20.691 • **File:** 50242E • **Produced By:** City Performance • **Review Date:** 1/12/2021

1. ROLE

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

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

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

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

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

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

2. DELEGATED AUTHORITIES

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

3. COMMITTEE MEMBERSHIP

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

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

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

3.2. Non-voting Members

- All Councillors who are non-committee members can attend (however cannot speak unless invited but have no voting rights)

3.3. Annually, following September Ordinary Council Meeting (where committees are reviewed) the Committee will appoint a Chairperson (to be ratified by Council) and Council reserves the right to appoint a Chairperson at any time.

3.4. The role of the chairperson is to:

- Chair meetings of the Nowra CBD Revitalisation Strategy Committee, in accordance with Council's code of meeting practice
- Representative or delegate on Working Groups pertaining to Nowra CBD projects.
- Oversight of activities of a co-ordinator (if applicable)
- Attend Council/Committee meetings as appropriate

4. WORKING GROUPS

4.1. The Working Groups are established to investigate suitable projects for funding by the CBD Revitalisation Strategy Committee following a suitable project and to meet with relevant Council staff/contractors (if not Council) at all stages of the project,

4.2. Team leaders are nominated as a point of contact between staff and committee for general day to day updates, not as the sole representative from the Nowra CBD Revitalisation Strategy Committee to attend meetings outside those held by the CBD Revitalisation Strategy Committee including progress meetings,

4.3. As project principal/client the Nowra CBD Revitalisation Strategy Committee reserve the right for all Working Groups members of the relevant Working Groups to attend and speak on matters addressed at such meetings,

4.4. The Nowra CBD Revitalisation Strategy Committee Working Groups members are to be notified in respect to any meeting(s) pertaining to CBD Revitalisation Strategy Committee projects and invited to attend.

5. APPOINTMENT OF MEMBERS

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

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

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

Selection Criteria for new members.

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

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

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

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

6. MEETINGS

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

7. QUORUM

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

8. VOTING AND RECOMMENDATIONS

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

9. COMMUNICATION

- 9.1. Members of the Committee are not permitted to speak to the media as representatives of the Committee unless the matter relates to the Role of the Committee AND have received approval by the Chairperson.
- 9.2. Where approval has been given by the Chairperson, views and opinions expressed are those of the Nowra CBD Revitalisation Strategy Committee and not of Shoalhaven City Council.

10. PROMOTIONS BUDGET

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

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

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

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

11. PARENT COMMITTEE

- 11.1. Ordinary Council Meeting.

12. CODE OF CONDUCT

- 12.1. All members of the Committee are to abide by Council's Code of Conduct and will be required to complete the necessary Pecuniary Interest Returns.
- 12.2. Where required by Council Policy members will be required to sign Council's Confidentially Agreement
- 12.3. All committees will be inducted into Council's Code of Conduct and refreshed as required by Council Policy.

13. REVIEW

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



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

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

Email: council@shoalhaven.nsw.gov.au

Website: www.shoalhaven.nsw.gov.au

For more information contact the City Performance

Nowra CBD Revitalisation Strategy Committee – Terms of Reference

Policy Number: POL20/80 • **Adopted:** 28/10/2014 • **Amended:** 21/02/2017, 16/05/2017, 27/3/2018, 25/09/2018, 18/12/2018, 26/03/2019, 20/09/2019, 22/09/2020 • **Minute Number:** MIN14.765, MIN17.96, MIN17.390, MIN18.228, MIN18.764, MIN18.1012, MIN19.171, MIN19.658, MIN20.691 • **File:** 50242E • **Produced By:** City Performance • **Review Date:** 1/12/2021

PREAMBLE

- i. Tasks in relation to 1.4 will not be undertaken by Councillors
- ii. For the purpose of this Terms of Reference, “Nowra CBD Revitalisation Budget” is the capital funding that Council sets aside for the Nowra CBD, primarily funded from the Business – Nowra rates subcategory plus any top up funding (such as grants, or loans obtained by council or other council budgetary allocations)
- iii. Any other Capital Works Funding in excess of \$100,000 within the CBD will be discussed with the Committee prior to the commencement of expenditure of that funding.
- iv. In the 2021-2022 financial year the Nowra CBD Revitalisation Budget is \$550,000
- v. All Grant funding and expenditure pursuant to the ‘Revitalising Nowra Action Plan (2021-2023)’ will be reported at each meeting. (Balance sheet)

1. ROLE

- 1.1. Recommend to Council possible refinement of, and improvements to, the ‘Revitalising Nowra Action Plan (2021-2023)’ and the broader Nowra CBD Revitalisation Strategy as the committee considers appropriate.
- 1.2. Develop a list of projects (with estimated costings) for Council to consider/prioritise 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. Reallocate at its discretion, Nowra CBD Revitalisation Budget funds to operational projects, e.g. activation events.
- 1.5. Monitor the expenditure of the Nowra CBD Revitalisation Budget via a Subcommittee, in particular;
 - 1.5.1. Approving design plans and specifications at the preliminary concept stage and prior to the detailed drafting and then at final approval stage.

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

- 1.5.2. In cases where the CEO (or delegate) determines that capital works funded by the Nowra CBD Revitalisation Budget will be tendered out, the Subcommittee will endorse the tender documentation before tenders are advertised.
- 1.5.3. The Chair and delegate may, at their discretion, participate on tender evaluation panels for capital expenditure funded by the Nowra CBD Revitalisation Budget.
- 1.5.4. The Chair is to endorse the payment of progress claims and endorse the approval of variations, for capital expenditure funded by the Nowra CBD Revitalisation Budget.
- 1.6. 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 CEO.
- 1.7. 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.
- 1.8. Provide a report to Council (resolved at a Committee meeting) each quarter outlining the year to date expenditure on projects funded by the Nowra CBD Revitalisation Budget and present a report to an Ordinary Meeting of Council in August each year that explains the expenditure and any non-expenditure, for the previous financial year.
- 1.9. Consult with relevant stakeholders as needed.

2. DELEGATED AUTHORITIES

- 2.1. To oversee the expenditure of the Nowra CBD Revitalisation Budget, as the Committee deems appropriate in accordance with objectives of the Nowra CBD Strategic Plan.
- 2.2. To promote the advantages of the CBD inside and outside the Local Government area, including making press releases and promoting the Nowra CBD Revitalisation Strategy and its projects.
- 2.3. Council will provide "in-kind" support to the committee in relation to
 - Project Design and Documentation
 - Facilitation of meetings
 - Preparation of reports for the Committee consideration

3. COMMITTEE MEMBERSHIP

- 3.1. Voting Members (11 in total - Quorum of 6)
 - Three Councillors - 1 from each Ward
 - Two (2) Nowra CBD Retail/Business Operators (non-CBD property owner)
 - Two (2) Nowra CBD Property Owners
 - Two (2) Nowra CBD Business owners
 - One (1) Nowra CBD Business Chamber representative.
 - One (1) Strategic Advisor. Being a recently retired Councillor or State/Federal Member or Business Person. To advise on strategic initiatives and possible funding innovations.

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

3.2. Non-voting Members - can participate, as provided by the Chair, but have no voting rights. Non-voting members need not submit an apology if they cannot attend a meeting

- CEO
- Director City Services
- All Councillors who are non-committee members

3.3. Annually, following September Ordinary Council Meeting (where Committees are reviewed) the Committee will appoint a Chairperson not being a Councillor or Staff member (to be reaffirmed by Council) and Council reserves the right to appoint a Chairperson at any time.

3.4. The role of the chairperson is to:

- Chair meetings of the Nowra CBD Revitalisation Strategy Committee (and Subcommittees), in accordance with Council's code of meeting practice
- Attend Council/Committee meetings as appropriate

4. SUBCOMMITTEES AND WORKING GROUPS

4.1. Two Subcommittees are to be established to consider the following matters and make decisions as delegated by the Committee in accordance with the Council adopted Terms of Reference. Each Subcommittee to comprise three members:

The Committee Chair

A committee member (not a Councillor)

A member of Council staff (determined by the CEO or delegate)

The two subcommittees to be formed are:

Governance and Communications Sub Committee

Matters for consideration

- Terms of Reference
- Committee Membership
- Strategic Plan Monitoring
- Promotion of the Committee
- Engagement with the CBD
- Lobbying for Grants

Finance and Works Subcommittee

Matters for consideration

- Capital Budget submissions (rolling three years plan)
- Annual Report to Council (August)
- Quarterly Reporting
- Maintenance Inspections
- Accessibility
- Project Approvals

The subcommittees will meet as required.

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

- 4.2. Two Working Groups are established to investigate, develop, and conduct Events, Promotions and Community Projects for funding by the CBD Revitalisation Strategy Committee. Each working group to comprise of five members:

Four Committee members
A member of Council staff

The two working groups to be formed are:

Events and Promotions - (Includes Councillor Involvement)

Matters for consideration

- Christmas
- Easter
- Advertising the CBD
- Other similar matters

Activation Projects - (Includes Councillor Involvement)

Matters for consideration

- Murals
- Walks
- Competitions
- Other similar

The working groups will meet as required.

- 4.3. The Council staff member appointed to each Working Group will be the point of contact between Council staff and the Working Group for general day to day updates,
- 4.4. The Nowra CBD Revitalisation Strategy Committee members are invited to attend and participate in any Working Group meeting/activity (but not be involved in the final decision making (i.e. voting) of the working group),
- 4.5. The Nowra CBD Revitalisation Strategy Committee Working Groups members are to be notified in respect to any meeting(s) pertaining to CBD Revitalisation Strategy Committee projects and invited to attend.

5. APPOINTMENT OF MEMBERS

- 5.1. That appointments to the Nowra CBD Revitalisation Strategy Committee be made by the Council following recommendation from the Committee, except for Councillors who will be appointed by the Council usually at the Annual "CALL" meeting.
- 5.2. Recommendations for appointment of members will be made to the Nowra CBD Revitalisation Strategy Committee by a Membership Appointment Panel comprising of:
- Chairperson or Nominee of the Chairperson
 - CEO (or Delegate)
 - Senior Governance Officer

Selection Criteria for new members

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

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

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

Removal of members

After receiving three separate apologies in a calendar year to a Scheduled Nowra CBD Revitalisation Committee by a Committee Member the Committee Chair will write to the Committee member asking them to reconfirm their interest in the committee and their ability to serve the committee.

After receiving a further apology to a Scheduled Nowra CBD Revitalisation Committee by a Committee Member the Committee Chair (if decided by the committee) will write to the Committee member asking them to show cause as to why their position should not be declared vacant and a replacement committee member be sought.

The response to the Show Cause and a recommendation of a way forward from the Committee will be provided to the Council for consideration of the ongoing membership of the individual.

6. MEETINGS

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

7. QUORUM

- 7.1. A quorum will consist of the smallest number of members above the 50% membership figure – that being Six (6) (ie 50% of 11 is 5.5 members).

8. VOTING AND RECOMMENDATIONS

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

9. COMMUNICATION

- 9.1. Members of the Committee are not permitted to speak to the media as representatives of the Committee unless the matter relates to the Role of the Committee AND have received approval by the Chairperson.
- 9.2. Where approval has been given by the Chairperson, views and opinions expressed are those of the Nowra CBD Revitalisation Strategy Committee and not of Shoalhaven City Council.

10. PROMOTIONS BUDGET

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

- 10.1. The Committee shall allocate a promotions budget which will be a minimum of 10% of the total allocation from the Nowra Rates Subcategory.
- 10.2. The Promotional Event Budget will be allocated to the Nowra CBD Business Chamber Inc for the expenditure and completion of promotional activities.
- 10.3. The Nowra Business Chamber Inc will provide an annual report to Council on the promotional activities and related expenditure.

11. PARENT COMMITTEE

- 11.1. Ordinary Council Meeting.

12. CODE OF CONDUCT

- 12.1. All members of the Committee are to abide by Council's Code of Conduct and will be required to complete the necessary Pecuniary Interest Returns.
- 12.2. Where required by Council Policy members will be required to sign Council's Confidentially Agreement
- 12.3. All committees will be inducted into Council's Code of Conduct and refreshed as required by Council Policy.

13. REVIEW

This policy will be reviewed within 12 months of each Council election, or as required.