

## Nowra CBD Revitalisation Strategy Committee

**Meeting Date:** Wednesday, 14 June, 2017  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.00 pm

**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 - 17 May 2017 ..... 1
  - Nowra CBD Revitalisation Strategy Committee – 19 April 2017 ..... 2
3. **Declarations of Interest**
4. **Reports**
  - CBD17.29 Lighting of Nowra CBD Berry St ..... 8
  - CBD17.30 Council Policy (POL 14/48) - Events Road Closure - Junction Court, Nowra ..... 13
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  - CBD17.32 Nowra CBD Revitalisation Strategy Projects - Budget and Projects Update ..... 19
  - CBD17.33 Progress Report - Nowra CBD Revitalisation Committee - Strategy Implementation - Report from Council Ordinary Meeting ..... 21
5. **General Business**



**Membership**

Mr Ben Stewart or delegate  
Mr Warwick Papworth or delegate  
Ms Annie Aldous  
Mr James Caldwell  
Mr Scott Baxter  
Mr Brendan Goddard  
Mr George Parker  
Ms Sivan Agam

**Non-voting members**

All Councillors

Quorum – Five (5) members

**Purpose**

- To direct the development and implementation of the Revitalisation Strategy for the Nowra CBD and review as appropriate.
- To determine overall capital works programs established by the Nowra CBD Revitalisation Strategy, as amended from time to time.
- To agree an annual capital works budget with council
- To identify and approve all expenditure of funds identified in the Nowra CBD Revitalisation Strategy, additional funds allocated by council for capital expenditure in the Nowra CBD including any loans, grants or from funds from any other source.
- To act as a communication conduit between Council and the CBD stakeholders in respect to the Nowra CBD Revitalisation Strategy with appropriate support from council as required.
- Assist council in advocating the adopted CBD Revitalisation Strategy to the community.
- Provide a report to council each year outlining progress towards achieving the goals set out in the CBD Revitalisation Strategy together with any recommendations for updating the Revitalisation Strategy.
- Consult with relevant stakeholders as needed.

**Delegated Authority**

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

## MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

**Meeting Date:** Wednesday, 17 May 2017

**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra

**Time:** 4.00 pm

The meeting was cancelled and not held, as the apologies received would result in a lack of quorum.

# MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

**Meeting Date:** Wednesday, 19 April 2017  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.00 pm

The following members were present:

Clr White  
Clr Pakes  
Clr Guile  
Clr Cheyne – arrived at the meeting at 4.11 pm  
Clr Watson – arrived at the meeting at 4.22 pm  
Mr Ben Stewart - Director Assets & Works – arrived at the meeting at 4.11 pm  
Ms Annie Aldous  
Mr James Caldwell - Chairperson  
Mr Scott Baxter  
Mr Brendan Goddard  
Mr George Parker  
Ms Sivan Agam

Others present:  
Gordon Clark – Section Manager, Strategic Planning  
Jessica Volkanovski – Strategic Planner  
Ros Holmes – City Design & Support Unit Manager  
Melissa Andrews – Community Development Officer  
Michael Jarman – Unit Manager, Ranger Services  
Colin Wood – Section Manager, Building and Compliance

## Apologies / Leave of Absence

Apologies were received from Clr White

## Confirmation of the Minutes

### **RESOLVED** (By consent)

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

CARRIED

**Declarations of Interest**

Nil

**CBD17.25 Nowra Mall and Shopping Trolleys - Update****HPERM Ref:  
D17/115276****Nowra Mall**

Colin Wood, Section Manager Building and Compliance, noted that Mayor Findley has written to the owner of the Nowra Mall to encourage him to address the issues raised regarding the declining appearance of the Mall.

It has been identified that a wall in the Nowra Mall is in disrepair and an engineer's assessment has been requested.

It was noted that Council continues to work with managing agents, owners and tenants when issues such as these are identified. An update will be provided at the next Committee meeting regarding the Nowra Mall.

**Shopping Trolleys**

Michael Jarman, Unit Manager Ranger Services, provided the Committee with an update on Council's processes with regard to abandoned shopping trolleys. It was noted that supermarkets are charged an impounding storage and release fee when trolleys are claimed and Council continues to work with stores with regard to the issue of abandoned shopping trolleys. Contact has been made with both Coles and Woolworths regarding collection of their trolleys.

**CBD17.26 Additional Item - Applications for Membership Interview Panel**

Nominations close at 5.00pm on Friday 5 May 2017. Three applications have been received to date.

The selection process for new members to the Committee wasn't clear and advice from Council's Governance Unit will be requested.

The membership selection process was discussed and it was agreed that a member of the Committee should participate on the interview panel.

**Recommendation (By consent)**

1. That appointments to the Nowra CBD Revitalisation Strategy Committee be made by the Council following recommendation from the Committee.
2. Recommendations for appointment as members will be made to the Nowra CBD Revitalisation Strategy Committee by a Membership Appointment Panel comprising of:
  - Chairperson or Nominee of the Chairperson
  - Council staff Committee member or staff nominee
  - Governance Unit Business Manager
3. Update the Committee's Terms of Reference to reflect the changes.

**Presentations****CBD17.19 Update - Junction Street Market - Peter Russell****HPERM Ref:  
D17/106508**

Item deferred to the May meeting.

**Reports****CBD17.20 ACCESS IMPROVEMENTS TO CBD PREMISES****HPERM REF:  
D17/77943**

Item dealt with later in the meeting.

**CBD17.21 Nowra CBD Revitalisation Strategy - Budget and  
Projects Update****HPERM Ref:  
D17/112038**

The Committee discussed the budget and it was noted that \$48,239 potentially remains unspent at this time.

The Façade Improvement Program was also discussed including participation of property owners and the amount currently offered. It was noted that the amount offered is at the discretion of the Committee. The Committee agreed that the maximum allocation should be increased from \$3,000 to \$5,000.

A copy of the flyer for the upcoming murals was tabled.

The Committee was advised that staff are waiting on more information regarding the Lismore Eat the Street project and an update will be provided at the next meeting.

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

That the Committee receive the report for information.

**RESOLVED** (By consent)

That

1. The Committee receive the Budget and Projects Update report for information.
2. The financial assistance provided under the Nowra CBD Façade Improvement Financial Assistance Program be amended to 50% of the total cost of works (labour and materials) up to a maximum dollar value allocation of \$5,000 (excl. GST) per property.
3. A Budget of \$15,000 be allocated under the Nowra CBD Façade Improvement Financial Assistance Program in the 2017/2018 financial year.
4. The Program guidelines be updated to reflect the changes.
5. The Program to be reviewed in April 2018.

CARRIED

**CBD17.22 Parks and Leisure Australia Seminar - Pop Ups, Parklets  
and Streetscapes****HPERM Ref:  
D17/112044**

The Committee discussed options with regard to parklet size and costs associated with trialling or buying a parklet. It was noted that the single size parklets are registered as a trailer and can be towed by a car.

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

1. That the Committee endorse a budget of \$10,000 in 2017/2018 for a trial parklet to be placed in Nowra CBD.
2. Council staff commence an Expressions of Interest process with the Nowra CBD business owners.

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

1. That the Committee endorse a budget of \$20,000 in 2017/2018 to purchase a single parklet to be placed in Nowra CBD.
2. Council staff commence an Expressions of Interest process with the Nowra CBD business owners.

CARRIED

**CBD17.23 Shop Closure Kinghorne/CBD**

**HPERM Ref:  
D17/115633**

Sivan Agam advised the Committee that retailers in the CBD had expressed concerns, such as empty shops and rental costs and questioned what strategies were in place.

Clr Gash noted that shopkeepers have an obligation to open when tourists are about, for example, over the Easter period.

Discussion followed regarding how to attract businesses/retailers to the CBD and the benefits that pedestrian counters may provide to retailers.

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

That the Nowra CBD Revitalisation Strategy Committee consider:

1. Strategy to bring tourists/students into the CBD
2. Strategy to bring in a diverse range of shops
3. Rates and rental
4. Feedback from shop owners

**RESOLVED** (Brendan Goddard / George Parker)

That:

1. The Committee purchase an additional three (3) pedestrian counters.
2. Annie Aldous and Brendan Goddard to liaise with Ben Stewart with regard to the location of pedestrian counters.
3. Council staff to investigate making data from pedestrian counters accessible via Council's website.

CARRIED

**CBD17.24 Cultural and Community Revitalisation Plans for Nowra  
CBD 2017-2021**

**HPERM Ref:  
D17/115519**

Clr Watson – left the meeting at 5.30 pm

Sivan Agam outlined some of the recent activities and projects undertaken by Mr McNeilly, Director of HumanMatters.

James Caldwell advised the Committee that he phoned Mr McNeilly with regard to his activation program concepts for the CBD and noted that at present there is no business or project plan regarding the suggested budget required to fund a program.

It was suggested that Mr McNeilly be invited to address the Committee.

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

That the Nowra CBD Revitalisation Strategy Committee consider the letter (attached) from Human Matters regarding cultural and community revitalisation plans for the Nowra CBD 2017-2021.

**RESOLVED** (By consent)

The Nowra CBD Revitalisation Strategy Committee invite Mr Alex McNeilly, Director of HumanMatters to attend a future meeting to discuss his Nowra CBD Activation proposal.

CARRIED

**General Business**

**CBD17.27 Additional Item - CBD Lighting Site Layout Plan**

Ros Holmes, City Design & Support Unit Manager, tabled the CBD lighting site layout plan. It was noted that a structural engineer will need to be engaged for modification to the supporting light poles.. Quotes will be obtained for fairy, festoon and fibre optic lighting. It was noted that fibre optic lighting is more expensive but has a greater lifespan and requires less maintenance.

**CBD17.25 SHOPPING TROLLEYS - UPDATE**

**HPERM REF:  
D17/115276**

Item dealt with earlier in the meeting.

**CBD17.20 Access Improvements to CBD Premises**

**HPERM Ref:  
D17/77943**

Melissa Andrews, Community Development Officer advised that some premises in the CBD require access to be improved for people with disabilities. In some premises, there are other issues such as difficulty in moving around the store or approaching the counter.

It was noted that where streetscapes have been improved, these areas have been made fully disability access compliant.

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

That the committee

1. Allocate \$30,000 from the 2017/2018 Nowra CBD Revitalisation Committee budget to offer landlords an incentive to improve physical access to retail businesses in the CBD.
2. Offer to fund 75 percent of the cost to improve physical access to premises capped at \$5,000 per landlord.

**RESOLVED** (By consent)

That the Nowra CBD Revitalisation Strategy Committee

1. Allocate \$15,000 from the 2017/2018 Nowra CBD Revitalisation Committee budget to offer land owners an incentive to improve physical access to retail businesses in the CBD.
2. Offer to fund 50 percent of the cost to improve physical access to premises capped at \$3,000 per land owner.
3. Develop similar guidelines to that of the Nowra CBD Façade Improvement Financial Assistance Program.

CARRIED

There being no further business, the meeting concluded, the time being 6.16pm.

Mr James Caldwell  
CHAIRPERSON

## CBD17.29 Lighting of Nowra CBD Berry St

HPERM Ref: D17/38405

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

Attachments: 1. Plan - CBD Festoon Lighting [↓](#)  
2. Deco Lighting Festoon Globes [↓](#)

### Purpose / Summary

The following report is provided to detail cost options as requested.

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

That the Committee support the combination of Berry Street Fairy Lighting – Options 3,4,5 within the report and commit the \$34k allocation for these works.

### Options

1. Accept the recommendation as written
  - a. The Revitalisation Committee elect to temporarily place on hold the installation of fairy lights until a solution to the destructive bird activity can be found.
  - b. Once a solution is found to the destructive bird activity the Committee then elect to proceed with a combination of Berry Street Fairy Lighting – Options 3,4,5 = \$27,608.

2. Propose an alternative.

Implications: The Revitalisation Committee may choose to allocate a budget with contingency and identify an alternative preferred option for works to proceed

### Background

Included below is a response to the request by the Committee for further investigation into supplying festoon and fairy lighting in the Nowra CBD. The two designated streets for investigation are Junction Street (refer to plan, attachment A) and Berry Street.

Two lighting specialist companies have supplied cost estimates for the supply and installation for the works, which is detailed below. Further to this, a fee has been obtained from a local engineering consultant for design and certification of the extension poles, fittings and catenary wire for Junction Street specifically. In addition a cost estimate for a local electrician to complete the 240v connection between LED lights and existing SCC supply has also been included.

The Junction Street costings are based on a road width of 15m, product meterage of approx. 195m, pole height at centreline of road 5.5m. Requested was a lighting system capable of multiple colour scenes and chase patterns enabling SCC to operate a several preset events (colours) at the push of a button.

## **1. Option 1 Junction St Festoon lighting (between Kinghorne St and Berry St)**

1.1 Limelight Sound and Light Entertainment – Supply & install = \$79,930 (inc GST)

Includes the following;

- 13 sets x LED Festoon cable loom with 750mm lamp spacing
- 260 x LED luminaire 65mm sphere
- 200watt/24v LED driver x13
- Wireless transceivers x 14
- 3.5mm stainless steel catenary wire
- Touch screen controller / colour controlled from ground level
- Traffic management & equipment to work at heights in **day time**
- 240v power to existing pole & power supply x 13

Excludes the following; Existing light pole modification & extension (metal manufacturer).  
Repairs & modifications to existing 240v supply.

1.2 Deco Lighting & Display Pty Ltd – supply & install = \$30,945 (incl GST)

Includes the following;

- 13 sets x LED festoon cable @ 750mm spacing
- 13 x sets of LED cable with 750mm lamp spacing
- 221 x LED 60mm RGBWW luminaire @ 750mm spacing
- 240-24V 150watt power supply
- Stainless steel guide catenary wire (designed by structural engineer)
- Remote control / colour controlled from ground level
- Power supply & extension leads
- Traffic management, boom lift & **working at night**

Excludes the following; 240v electrical service connections into existing power supply, SCC road permits, site establishment

1.3 Structural Engineering design and certification – allow approximately \$ 7,150 (incl GST)

There is a requirement to obtain detailed structural engineering design and certification of design for the extension pole which will be located at specified points to either an existing lamp post or bannerette pole. The above estimate includes testing the structural adequacy of the existing poles and provision of NER certification of the construction and design.

1.4 Manufacturing – allow an estimate of \$15K to manufacture, powdercoat and install extension poles. A firm fee will be sought once detail drawings have been provided.

1.5 Refer to Decorative Lighting Company RGBWW Festoon Globes colour examples (attachment B)

## **2. Option 2 Fairy Lights (Berry Street 2 x fig trees in front of library)**

2.1 Deco Lighting & Display Pty Ltd – Supply & install = \$13,954 (inc GST)

Includes the following \*;

- \*24v LED warm white light strings (fairy lights), connectors, extension lead
- \*240v – 24v power supply
- \*Boom lifter

\*Excludes the following; 240v electrical service connections into existing power supply, SCC road permits, site establishment.

## **3. Option 3 Fairy Lights (5 x London Plane Trees, Berry Street (west side in front of SCC carpark)**

Deco Lighting & Display Pty Ltd – Supply & install = \$12,017 (inc GST) includes; all items noted above and marked with \*.

**4. Option 4 Fairy Lights (4 x trees to Post Office cnr. Junction St)**

Deco Lighting & Display Pty Ltd – Supply & install = \$9306 (inc GST) includes; all items noted above and marked with \*.

**5. Option 5 Fairy Lights (3 x trees to United Church cnr. Junction St)**

Deco Lighting & Display Pty Ltd – Supply & install = \$6285 (inc GST) includes; all items noted above and marked with \*.

**Consideration**

The Committee discuss the various costings options listed above, noting however that SCC have previously dealt with Deco Lighting. This company was responsible for the installation of fairy lights to both Jelly Bean Park and Junction Street trees. Deco's cost estimates are significantly lower than Limelight's.

The current available budget is \$34K.

Regarding Junction St the potential outlay in excess of \$51K (and poses significant delays due to structural engineer design work, metal fabrication and powder coating). Full cost estimates can be supplied to the committee once a recommendation to proceed has been given. At this point a project plan including installation timing can be provided.

Whereas for Berry Street the outlay is significantly lower and a fairy lights could be installed if the committee selects to go with any combination of Option 5, 4 and 3 (Berry St Post Office cnr northward to the SCC carpark and still fall within the available budget.

The option to place fairy lights to the western side of Berry Street was also investigated however with no access to existing power supply it is recommended not to proceed at this stage and incorporate street tree lighting into future footpath upgrade works.

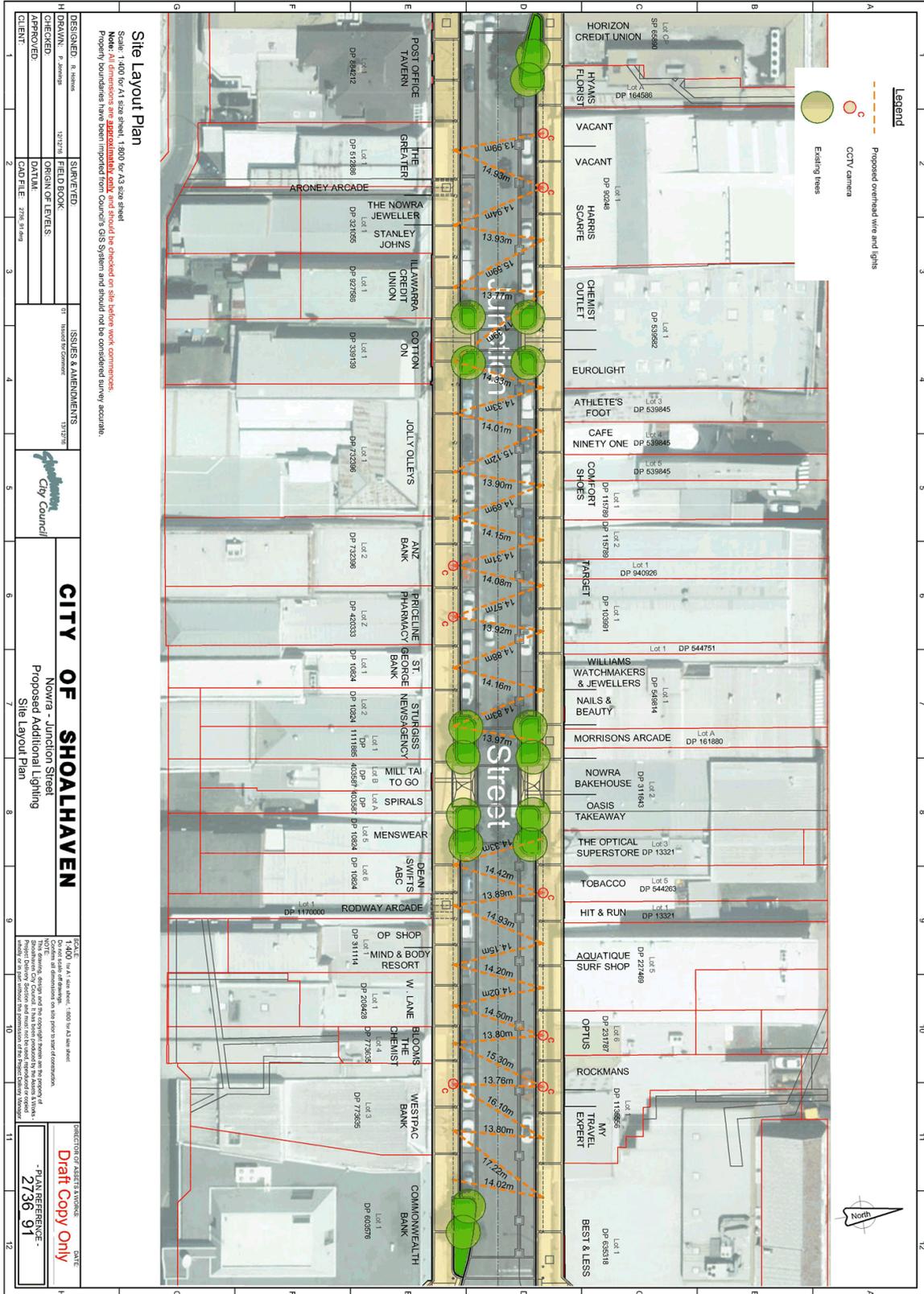
It is important to note that the fairy lighting in Jelly Bean Park has been almost destroyed due to recent activity of Corellas and Cockatoos. Shoalhaven City Council engineering and maintenance staff have requested that the installation of fairy lights be placed on hold until a solution to the destructive activity of the birds can be resolved.

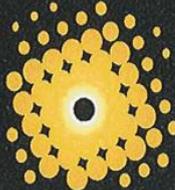
**Recommendation**

It is recommended that the committee place on hold the installation of additional fairy lights in the Nowra CBD until a solution to the destructive bird activity can be found.

In the future the Committee consider proceeding with a combination of Berry Street Fairy Lighting – Options 3,4,5 = \$27,608.

The remaining options 1 and 2 be funded in financial years 17/18 when the full cost and implications are understood.





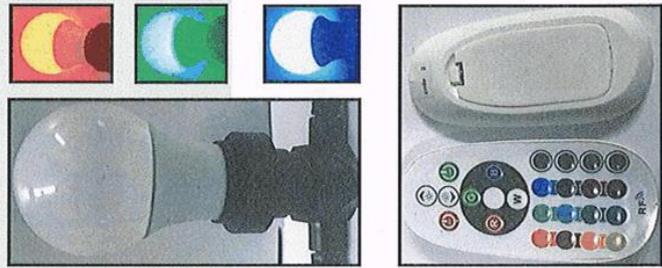
**DECORATIVE LIGHTING COMPANY**  
www.decolight.com.au

# Festoon

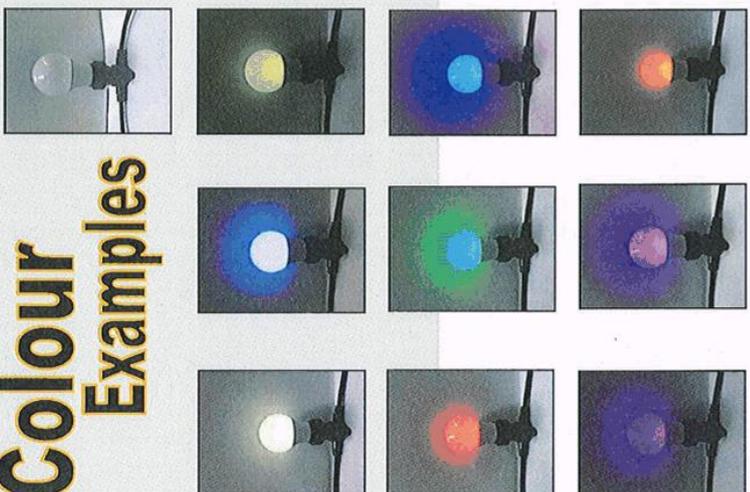
# RGB Globes

RGB colour controllable festoon globes. These festoon globes are equipped with an E27 fitting and is compatible with our festoon lighting systems. Capable of achieving red, green, blue and mixed colour ways with adjustable brightness by remote. The globes can also be set to animated feature such as; static, step, fade, flash, and random with adjustable speed settings.

- Memory function
- Low voltage
- Shatterproof
- Outdoor quality
- Standardised E27 fitting
- UV stabilised coating
- RF Remote controllable
- Adjustable brightness
- Adjustable speed controls



## Colour Examples



**PRODUCT SPECIFICATION**

Power requirement	24 Volt	Globe Fitting	E27
Globe Diameter	60mm	Remote Type	Radio frequency 5 metre range
Watt requirement	8 Watts per globe	Waterproofing	IP44

## **CBD17.30 Council Policy (POL 14/48) - Events Road Closure - Junction Court, Nowra**

**HPERM Ref:** D17/123197

**Group:** Planning Environment & Development Group

**Section:** Strategic Planning

**Attachments:** 1. Policy - Event Road Closure - Junction Court - Nowra [↓](#)

### **Purpose / Summary**

To obtain support to rescind Council Policy: POL14/48 – Road Closure – Events – Junction Court.

### **Recommendation**

That the Committee support rescinding POL 14/48 – Road Closure – Events – Junction Court.

### **Options**

1. Support the rescinding of POL 14/48 – Road Closure – Events – Junction Court

Implications: There would be minimal implications as a result of rescinding this policy, as there are other mechanisms to enable Junction Court to be closed for the purpose of 'one off' future events.

2. Provide further direction and propose an alternative, this could include retaining or refining the existing policy.

Implications: The implications of any alternate option would need to be considered and reviewed.

### **Background**

Following the reopening of the road to traffic, Council adopted a Policy in late 2014 which allowed the closure of Junction Court, Nowra to traffic to enable large community events to take place within the CBD.

The Policy (POL 14/48 – Road Closure – Events – Junction Court) was written after Junction Court was re-opened to traffic in June 2014 and there was minimal replacement public open space within the Nowra CBD to host events. Since then the Jelly Bean Park upgrade (Egans Lane) has been completed and the new laneway (adjacent to the Arts Centre) completed. These now provide two new attractive civic spaces within the CBD which have the ability to host regular events.

Where necessary, Junction Court is still able to be utilised for temporary events and, if necessary, closed to traffic on a one off basis. As such it is no longer considered that a dedicated and enduring policy is required in this regard.

Should a potential event, requiring road closure, be proposed for Junction Court, a traffic management plan will be required to be submitted along with a temporary event application.

This will be referred to Council's traffic unit, who will advise of necessary traffic measures for the event. This is the process for all other temporary events requiring road closure across the city. On this basis, it is not considered necessary to maintain this standalone specific Policy and it is recommended that it be rescinded.

Relevant Sections within Council (Traffic and Economic Development) have been consulted in this regard and they have no concerns with the policy being rescinded.

### **Community Engagement**

This report seeks the Committee's view on rescinding this policy. The rescinding of this policy, if supported by the Committee, will also need to be reported to Council for formal resolution.

There is no requirement to undertake community engagement should this policy be rescinded given that it is essentially an operational policy of the Council.



**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**  
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Website: [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

For more information contact the Planning & Development Services Group

## Event Road Closure - Junction Court - Nowra

**Policy Number:** POL14/48 • **Adopted:** 28/10/2014 • **Minute Number:** MIN14.776 • **File:** 1637E, 42111E •  
**Produced By:** Planning & Development Services Group • **Review Date:** Thursday, 1 December 2016

### 1. PURPOSE

To facilitate the use of Junction Court, Nowra as a civic space for significant community events while managing vehicle and pedestrian movements in a road environment.

### 2. STATEMENT

Junction Court forms part of a road between Kinghorne Street and O'Connell Lane while providing a popular civic space in the Nowra CBD that hosts community events. This policy recognises that Junction Court is primarily a road used for vehicular movements that may also be closed on occasions and used for significant community events.

### 3. PROVISIONS

To facilitate a consistent approach to vehicle and pedestrian management, the following provisions apply to the temporary closure of Junction Court to traffic:

- a) Junction Court is predominantly for vehicular traffic, therefore community events are encouraged to operate in Junction Court without having to always activate a traffic closure.
- b) Closure of Junction Court is permissible for significant community events only (e.g. River Festival). Significant events will be determined on a case by case basis and in consideration of Council's *Guidelines to Booking Junction Court*.
- c) The temporary closure of Junction Court to traffic for significant events will be controlled by a standard traffic management plan which Council will provide to an event applicant.
- d) In the circumstance where multiple booking applications are made for a significant event on the same day, and one or more application seeks exclusive use of Junction Court, a priority will be given to those with a greater community benefit.

### 4. IMPLEMENTATION

This policy will continue to operate in association with Council's Guidelines to Booking Junction Court which is administered by Council's Economic Development Office.

*Shoalhaven City Council - Event Road Closure - Junction Court - Nowra*

**5. REVIEW**

The application of this policy will be monitored and where appropriate reviewed to ensure that it adequately facilitates a consistent approach to vehicle and pedestrian management in Junction Court.

**6. APPLICATION OF ESD PRINCIPLES**

The policy encourages the hosting of significant community events in Junction Court and the immediate surrounding area.

DRAFT

## CBD17.31 Possible CBD Activation - Event Example - Lismore Eat the Street Food Festival

HPERM Ref: D17/133728

**Group:** Planning Environment & Development Group  
**Section:** Strategic Planning

### Purpose / Summary

To report back on the investigations into the Lismore 'Eat the Street' Festival and seek a decision from the Committee with respect to a similar annual event in Nowra CBD.

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

That the Committee:

1. Support a future out of season event/festival to be held in Nowra CBD, potentially similar to the Lismore "Eat the Street" festival.
2. Allocate funding in 2017/18 year to provide for consultation with relevant stakeholders (including food businesses in Nowra CBD) to advance planning for an event of this nature.
3. Request a further report be provided following this consultation with an aim to set a date and funding for an initial event.

### Options

1. Support a future out of season event/festival to be held in Nowra CBD, potentially similar to the Lismore "Eat the Street" festival and allocate a budget in the 2017/18 Financial Year to commence work with relevant stakeholders to advance the planning for an event of this nature.

Implications: Holding an event similar to Lismore's 'Eat the Street' could have positive benefits for the Nowra CBD through increased patronage and subsequent visitor expenditure. It could also provide any opportunity for a significant activation event outside normal peak seasons (e.g. winter).

2. Receive this report for information only.

Implications: This would mean that no further action would be taken at this stage to arrange a possible annual, out of season event in Nowra CBD. The Committee could however determine at a later date whether a budget should be allocated towards an annual event/festival within Nowra CBD.

## Background

On 15 March 2017 the Committee received an initial information report on the Lismore 'Eat the Street' Festival and it was resolved that staff investigate further and report back to the Committee in relation to the cost to run an annual activation event/festival in the Nowra CBD, potentially outside normal peak periods.

Council staff contacted Lismore City Council in relation to the successful Lismore 'Eat the Street' Festival and a summary of how the event is funded, resourced and the role played by Lismore City Council is provided below.

### *Funding*

The event is funded through the Lismore Business Promotion Program (similar to the Nowra CBD Revitalisation budget). The budget for the program is funded through a special business rate variation levy and as such provides the seed capital for 'Eat the Street' and other events and marketing initiatives.

The annual operational budget for the 'Eat the Street' festival is approximately \$70,000 with an additional \$10,000-15,000 in kind contributions and the like. Additional revenue is raised through sponsorship, stall holder revenue, exclusive alcohol sales and a \$10,000 event grant from Lismore City Council's Tourism and Events Department.

### *Patronage`*

In 2015, the festival's first year, approximately 10,000 patrons attended the 'Eat the Street' festival. In 2017 approximately 22,000 patrons visited Lismore for the duration of the festival. Stallholders have increased the number of plates sold from 550 to 1,200 plus per festival, in this time.

It was estimated by Lismore City Council that the total visitor spending at 'Eat the Street' and within the CBD as approximately \$630,000 per annum.

Due to the popularity and success of the festival, a number of businesses and residents have called for the event to be held on a more frequent basis. Due to the potential of the festival losing its impact and patronage through an increase in frequency, Lismore City Council is investigating a regular smaller scale food event with limited number of food trucks.

### *Marketing*

An extensive marketing campaign is utilised for 'Eat the Street' which involves print, television, web and social media advertising. Campaigns are generally run for a period of four weeks with several publications produced around the Northern Rivers region from Tweed to Grafton.

### *Resources*

Lismore City Council engaged the organisers of another festival held in Bangalow, Sample Food Festival, to coordinate the first 'Eat the Street' Festival. The festival is now managed in-house through Lismore City Council's City Centre Manager. The organisation of the event has proved demanding due to limited resources, if the event were to increase in scale or frequency there would be a need for outsourcing event coordination which would result in an increase in operational costs.

## **CBD17.32 Nowra CBD Revitalisation Strategy Projects - Budget and Projects Update**

**HPERM Ref:** D17/176783

**Group:** Planning Environment & Development Group  
**Section:** Strategic Planning

**Attachments:** 1. Budget - June 2017 [↓](#)

### **Purpose / Summary**

To provide the Committee with a budget and projects update.

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

That the Committee receive the report for information.

### **Budget Update**

A copy of the indicative budget, as at June 2017, is provided as an attachment to this report.

The budget spent in association with the Pedestrian Counters for 2016/17 is italicized as the final expenditure has not yet been confirmed. This can only be confirmed once the locations for the counters have been finalised.

### **Projects Update**

Council staff will provide a verbal update at the meeting on relevant projects.

Apr	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan	Feb	Mar	Apr	May	Jun
North Street	Egans Lane Stage 2					Kinghorne Street						
	Sign Policy/Implementation							Junction/Kinghorne				
	Junction St Lights							Mural				
	Mural							Mural				
Ongoing												
Promotion \$50k												
Shop Façade \$21k												
Street Trees ?												
	<b>2015/16 Budget</b>						<b>Committed</b>		<b>Spent</b>			
	Sign Policy / Implementation						\$50,000		\$50,000			
	Kinghorne Street Design						\$20,000		\$20,000			
	Kinghorne Street (stage 1)						\$300,000		\$300,000			
	Promotions/Activation						\$20,000		\$16,824			
	Activation						\$10,000		\$10,000			
	Junction Street Lights						\$20,000		\$20,000			
	Façade Improvement Program						\$21,000		\$8,346			
	Counters						\$4,400		\$4,400			
	Market DA Assistance						\$3,000		\$467			
	Resource								\$15,500			
	Total						\$463,900		\$442,112			
	Remaining								\$57,889			
	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan	Feb	Mar	Apr	May	Jun
	<b>2016/17 Budget</b>						<b>Budget</b>					
							<b>Committed</b>		<b>Spent</b>			
13008	Promotions						\$38,500		\$38,500			
	Radio Promotions						\$1,500		\$1,500			
13008	Activation						\$10,000		\$10,000			
74805	Façade Improvement Program						\$15,000		\$6,455			
	Kinghorne Street						\$213,000		\$213,000			
74801	Counters						\$25,000		\$19,789			
74801	Mural						\$10,000		\$10,000			
13008	Lions Club Banners						\$2,415		\$2,415			
	Planter Boxes						\$22,991		\$22,991			
	Egans Lane Façade Improvement						\$18,000		\$0			
	Worrigeer Street						\$200,000		\$200,000			
	Heritage Plaques						\$6,000		\$0			
	Total						\$562,406		\$524,650			
	Remaining						-\$4,518		\$33,239			
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan	Feb	Mar	Apr	May	Jun
	<b>2017/18 Budget</b>						<b>Budget</b>					
	Promotions/Activation (Annual Activation Event/Festival)								\$50,000			
	Façade Improvement Program								\$15,000			
	Access Improvement Program								\$15,000			
	Parklet Program								\$20,000			
	Total								\$100,000			
	Remaining								\$400,000			

## **CBD17.33 Progress Report - Nowra CBD Revitalisation Committee - Strategy Implementation - Report from Council Ordinary Meeting**

**HPERM Ref:** D17/182651

**Group:** Planning Environment & Development Group  
**Section:** Strategic Planning

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

### **Purpose / Summary**

To refer for the Committees consideration a report CL17.143 entitled '*Progress Report - Nowra CBD Revitalisation Committee- Strategy Implementation*', which was provided to the Council Ordinary Meeting on Tuesday 23 May 2017, about which it was resolved (MIN17.411) that the report be referred to the Nowra CBD Revitalisation Strategy Committee for further comment.

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

1. That the report – Progress Report – Nowra CBD Revitalisation Committee – Strategy Implementation be received for information.
2. That the report be provided to the Council for formal consideration

### **Options**

1. As recommended

Implications: nil

2. An alternate recommendation

### **Background**

The report attached was submitted to the Ordinary Council Meeting on Tuesday 23 May 2017.

Mr Scott Baxter provided a deputation to the meeting and requested that the report be submitted to the Nowra CBD Revitalisation Strategy Committee prior to formal consideration of the Council.

Accordingly, Council resolved in MIN17.411:

*“That*

1. *Council receive Progress Report - Nowra CBD Revitalisation Committee - Strategy implementation for information*

2. *A briefing with Councillors, staff and the Nowra CBD Revitalisation Strategy Committee be held with respect to the contents of the report*
3. *The report be referred to the Nowra CBD Revitalisation Strategy Committee for further comment”*

A briefing will be arranged for Councillors and Committee Members.

## CL17.143 Progress Report - Nowra CBD Revitalisation Committee - Strategy Implementation

HPERM Ref: D17/67465

Group: Planning Environment & Development Group  
Section: Strategic Planning

Attachments: 1. Terms of Reference

### Purpose / Summary

To report back to Council in response to the resolution of 22 November 2016 on the progress being made by the Nowra CBD Revitalisation Committee on the Nowra CBD Revitalisation Strategy.

### Recommendation

That the Council:

1. Receive the progress report on the Nowra CBD Revitalisation Committee and the implementation of the Nowra CBD Revitalisation Strategy for information; and
2. Consider which of the options outlined in the report to continue with to ensure that the overall Nowra CBD Revitalisation Strategy is implemented.

### Options`

1. Increase the community or user representation on the committee to ensure a more balanced membership and resulting approach.

Implications: At present the committee membership is weighted toward CBD landowners and/or business owners. Of the ten (10) positions on the committee, six (6) are landowner/business positions, two (2) are community positions and two (2) are Council staff positions.

As such this option would potentially see the membership of the committee change to a landowner/business and community member model. This may provide an opportunity to more clearly outline the community's expectations and priorities moving forward in relation to the ongoing revitalisation of the Nowra CBD.

2. Restructure the Revitalisation Committee and split it into two separate groups, with one group focused on hard infrastructure (i.e. footpaths and streetscape improvements) and the other group focused on soft infrastructure (i.e. events, activation and promotion). Alternatively, the Council could maintain a single Committee, but allocate set budgets for both hard and soft infrastructure in the CBD.

Implications: This option would ensure that each of the elements of the Revitalisation Strategy are funded appropriately, and would allow Committee members to contribute to their areas of interest / expertise.

3. Receive the report for information and continue with the current Revitalisation Strategy Committee model, however reinforce the Council expectation that the Committee

implement the totality of those elements of the Revitalisation Strategy that are within the Committee's area of responsibility.

Implications: While the current Revitalisation Strategy Committee model has been effective in allocating funding towards a number of the revitalisation projects, the current expenditure is heavily weighted towards hard infrastructure. This option does not provide any certainty in relation to the funding of the activation and promotion aspects of the Strategy.

### Background

Council adopted the Nowra CBD Revitalisation Strategy in 2014 to set a range of achievable, short term actions that could kick start the revitalisation of the Nowra CBD.

In 2015, Council formed the Nowra CBD Revitalisation Strategy Committee to lead the implementation of the Revitalisation Strategy for the Nowra CBD and oversee the associated budget, which is currently set at \$500,000 per financial year.

Council resolved on 22 November 2016 that:

*Council staff report on the progress being made by the Nowra CBD Committee on the Nowra CBD Revitalisation Strategy.*

This report provides an overview of the Revitalisation Strategy and responds to the request from Council to provide an update on the progress being made by the Nowra CBD Revitalisation Committee toward the implementation of the Strategy.

### Nowra CBD Masterplan and Revitalisation Strategy

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

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

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

To achieve the full vision and level of revitalisation, the Master Plan identified various approaches and a wide range of actions to be undertaken by Council, businesses and the community together to promote a lively, vibrant and viable CBD which provides a quality urban environment where people can live, feel safe, where businesses can prosper and opportunities exist for new stimulating activities.

The Master Plan document and supporting information can be viewed on Council's website at:

[http://shoalhaven.nsw.gov.au/LepRegisterDocuments/Msc/251/UrbanDesign\\_A\\_Draft\\_Nowra\\_CBD\\_Master\\_Plan\\_Strategic\\_Direction.pdf](http://shoalhaven.nsw.gov.au/LepRegisterDocuments/Msc/251/UrbanDesign_A_Draft_Nowra_CBD_Master_Plan_Strategic_Direction.pdf).

The Nowra CBD Masterplan has a 25 year horizon and is a very comprehensive multi-layered plan for the future. The Revitalisation Strategy however provides the framework to implement key parts (not all) of the Masterplan, while recognising that future amendments and modifications will be required as the town centre evolves and changes. In addition, as some circumstances or physical features of the centre grow, some aspects of the Masterplan may need to be reconsidered.

The Nowra CBD Revitalisation Strategy consists of ten (10) elements that aim to contribute to the shorter term revitalisation of the CBD as shown in Figure 1 below.

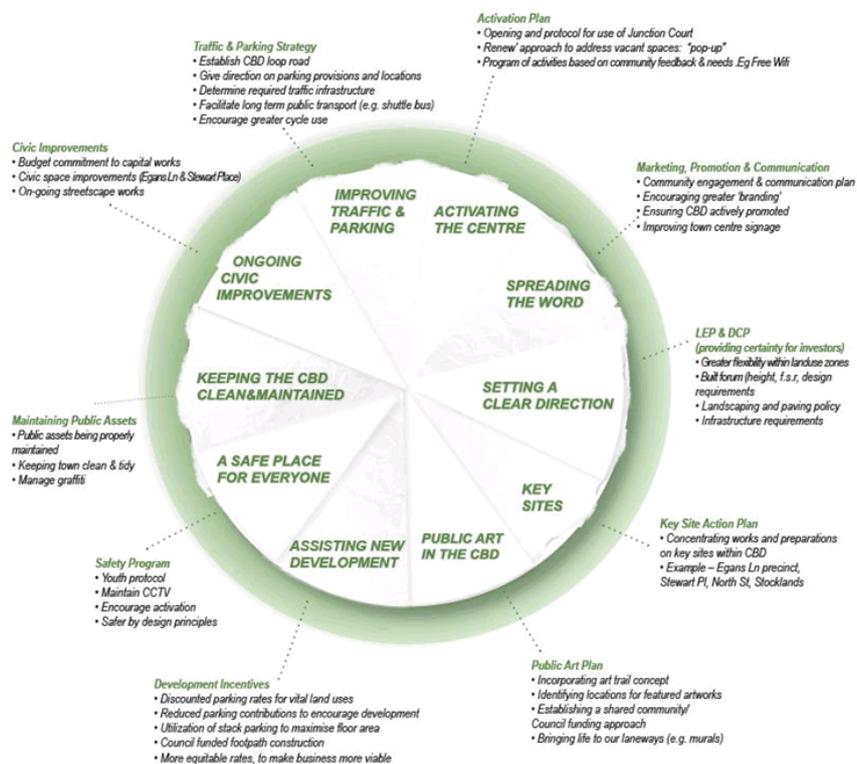


Figure 1 – Nowra CBD Revitalisation Strategy

The Revitalisation Strategy recognises that there is not one single solution to revitalisation of the Nowra CBD. The various elements show that a range of approaches are needed and that a number of actions with varying focus need to be implemented simultaneously. Each element is equally important and each needs to be undertaken to improve the overall function and viability of the Nowra CBD. While elements can be developed independently and are at varying stages of development, they work together, creating a strong synergy to create greater impact and outcome.

A key principle of the Revitalisation Strategy is recognising that revitalising the Nowra CBD requires a collaborative effort between Council and the broader community. The strategy identifies projects that can be led by Council, and other projects that need to be driven by the community to contribute to the revitalisation of the CBD.

### Revitalisation Strategy Implementation

Key elements within the Revitalisation Strategy are either completed, nearing completion, or are substantially commenced. For example, Council has developed a clear planning framework for the Nowra CBD, including new building heights and urban design development

controls, as well as a new parking strategy for the CBD. Council has also introduced a number of development and maintenance incentives to encourage new and existing development to contribute positively to the appearance of the CBD.

There has been a number of significant civic upgrades since the adoption of the Revitalisation Strategy including the upgraded Jellybean Park and the Berry and Kinghorne Street streetscape upgrade works.

Activation and events have been used to encourage people into the CBD, and public art has increasingly been used, not just for its aesthetic value, but to tell the story of Nowra and to create or reinforce the human connection to Nowra's history. The CBD now has three significant murals by internationally recognised artists, with more to come.

**Progress of the Revitalisation Committee**

In February 2015, Council formed the Nowra CBD Revitalisation Strategy Committee made up of three (3) property and three (3) business owners in the Nowra CBD, a community representative as well as the General Manager, the Director of Planning & Development Services and the Director of Assets & Works. The Committee were given a budget of \$500,000 a year, for three (3) consecutive financial years to direct the development and implementation of the Revitalisation Strategy for the Nowra CBD. A copy of the Committee's Terms of Reference are provided as Attachment 1 to this report.

It should be noted that all of the members of the Committee (except for Council staff) are volunteers and contribute their own time and efforts to be on the Committee. It is recommended that Council take this opportunity to formally thank the current and past Committee members for their contribution toward the ongoing revitalisation of the Nowra CBD.

Table 1 below provides an overview of the projects (and costs) undertaken or funded by the Revitalisation Committee in the first two (2) financial years. The table also shows which of the ten (10) elements of the Revitalisation Strategy each of the projects sits under. It should be noted that many of the projects cross over a number of elements within the Revitalisation Strategy.

**Table 1 – Revitalisation Project Expenditure**

Project	Cost	Completed or Committed	Revitalisation Element
Nowra southern 'entrance sign' and way finding signage	\$50,000	Completed	Traffic and Parking
Kinghorne Street streetscape – design and construction	\$533,000	Completed	Civic Improvements
Promotions (including radio advertisement)	\$56,824	\$18,324 Completed \$38,500 Committed	Spreading the Word
Activation Events	\$20,000	\$10,000 Completed \$10,000 Committed	Activating the Centre
Junction Street Fairly Lights	\$20,000	Completed	Activating the Centre / A Safe Place for Everyone
Façade Improvement Program	\$23,346	\$8,346 Completed \$15,000 Committed	Keeping the CBD Clean & Maintained / Assisting New Development
Pedestrian Counters	\$29,400	Committed and	Assisting New

		partially completed	Development
Town Centre Markets – Development Application Costs	\$467	Completed	Activating the Centre
Nowra CBD Management Resource (fixed term)	\$12,075	Completed	All elements
Nowra CBD Mural	\$10,000	Committed	Public Art in the CBD
Nowra CBD Banners	\$2,415	Completed	Spreading the Word
Planter Boxes	\$22,991	Committed	Civic Improvements
Egans Lane Façade Improvement Project	\$18,000	Committed	Keeping the CBD Clean and Maintained
Worrigeer Street streetscape upgrades	\$200,000	Committed	Civic Improvements

As outlined in Table 2 below, approximately 76% of all the expenditure has gone towards civic improvements, primarily for the upgrade of the Kinghorne and Worrigeer Street streetscapes. While it is acknowledged that hard infrastructure (such as streetscape upgrades) is significantly more expensive than soft infrastructure (such as public art and events/activation etc.), it is important that all elements of the revitalisation strategy are appropriately funded.

The total expenditure against each of the Revitalisation Elements is shown in Table 2 and Figure 2 below - the highlights the potentially disproportionate expenditure on hard infrastructure (over 80%).

Given this it is clear that Council needs to consider what changes are required to ensure greater emphasis is also given to other elements such as activation and public art.

**Table 2 – Revitalisation Elements Share of Expenditure**

Revitalisation Element	Total expenditure	% of total expenditure
Civic Improvements	\$755,991	76%
Spreading the word	\$59,239	6%
Traffic and Parking	\$50,000	5%
Assisting new development	\$41,073	4%
Activating the centre	\$30,467	3%
Keeping the CBD Clean and maintained (*)	\$29,673	3%
All elements (resource)	\$12,075	1%
A safe place for everyone	\$10,000	1%
Public art in the CBD	\$10,000	1%
Setting a Clear Direction	Undertaken by Council	
Key Sites	Undertaken by Council	
Total	\$998,518	100.0%

\*Note – there is also a separate budget allocation for street cleaning and CBD maintenance.

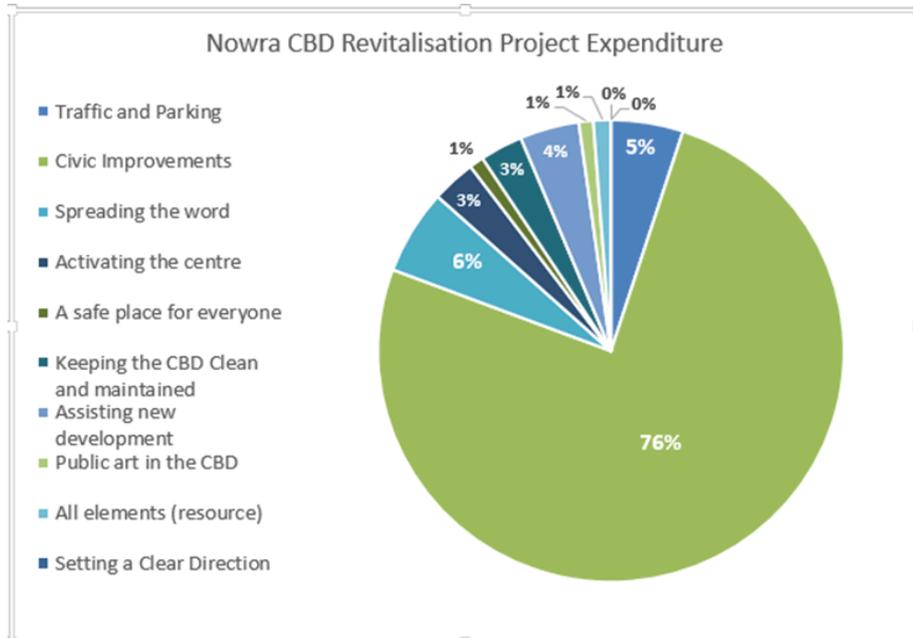


Figure 2 – Expenditure

**Additional Maintenance/Construction Activities**

Outside the Nowra CBD Revitalisation Strategy Committee budget, Council has undertaken a range of other activities and upgrades in the CBD area. The following is a summary of these;

*CBD Maintenance*

Ongoing monthly inspections have been undertaken in the CBD. Street furniture works has included bike rack replacement (library), painting of bollards and furniture, repairs and ongoing maintenance to fairy lights (both Jelly Bean Park and Junction Street), misting system, lighting generally around CBD, planter boxes repaired down junction street.

Footpath repairs including concrete panel replacements and paver repairs have been undertaken using local road maintenance funds and has been supplemented by Capital works in order to complete repairs in the CBD. There has been some 100 merits completed year to date pertaining to Footpath repairs and the like.

There is a continuing program of painting furniture that is largely completed.

*Graffiti Management*

During the recent Graffiti Blitz (March/April 2017) in the CBD, twenty eight (28) tags were located, with twenty one (21) removed and seven (7) to be removed shortly (staff have had to wait for the 'Permit to Enters' as they are one private property)

There are a further six (6) that Council is still waiting on returned and signed 'Permit to Enters'.

During the 2016/2017 year three (3) approached were made to Endeavour Energy to request they remove graffiti off their property and these were completed by them. One (1) request was sent to Telstra and this also was subsequently removed by them.

Six (6) Requests were sent to other Utility Service Providers after a site visit prior to the Duck Dash and Shoalhaven River Festival. These were all subsequently removed by the various Utility Service Providers.

#### *CBD cleaning*

Three (3) cleaners start work at 5am and work till around 7.00-7.30am. Their daily duties are:

- Clean bins, clean seats and blow footpaths (Mondays they use a gurney)
- Take turns cleaning the two toilet blocks at Jelly Bean Park and Stewart Place.
- Pick up litter
- Spot clean bird poo

One (1) cleaner then starts work at 7.30am and works until 3.30pm. His daily duties are:

- Clean the two toilet blocks at lunch time and in the afternoon
- Pick up litter
- Clean ash trays
- Wipe bins
- Remove posters, sticky tape etc.
- Weeding in islands if needed
- Blow spent flowers from under trees at various times of year
- Pick up dog poo (which is quite abundant)

Road sweeper also starts in the CBD at 5.30am until about 7.30am or 8am. Chewing gum is removed weekly and rubbish bins are emptied daily

#### *Capital Works*

The following capital works (or preparation for them) have either been completed in recent years or are underway completed intersection upgrades in Junction Street are over \$300,000 and footpath works in North Street, additional car parking in Graham Street and Moss Street. Stewart Place bus interchange is underway, Worrige Street multi-storey carpark development application continues. McGrath Avenue parking is now being planned.

#### **Committee Member Feedback**

In preparing this report, the Committee members were invited to provide feedback on the effectiveness of the Committee in implementing the Revitalisation Strategy. Two (2) members provided feedback and the key issues raised in their responses are as follows:

Both responses highlighted the need to focus on all aspects of revitalisation including the cultural and social aspects of revitalisation. Both responses raised concerns about the focus of the Committee being primarily on infrastructure, with not enough emphasis being given to activation, promotion, people, place and culture.

The responses recommended that the Committee reassess its priorities and provide a greater focus on the social and cultural revitalisation of the CBD and activating the centre through events and promotions. Copies of the submission are provided in the Councillors Information Folder.

### **Way forward**

The Nowra CBD Revitalisation Strategy sets out a range of achievable, short term actions that could kick start the revitalisation of the Nowra CBD. The Revitalisation Strategy was a deliberate move away from the 'Big Plan' approach to the CBD and it was always acknowledged that future amendments and modifications would be required to it as the town centre evolves and changes.

As outlined earlier in the report, each element of the Revisitation Strategy is equally important and each needs to be facilitated/undertaken to improve the overall function and viability of the Nowra CBD.

While the current Committee structure has achieved much, in overseeing the upgrading and improvement of hard infrastructure within the CBD, it must also be accepted that a number of other crucial elements (e.g. activation, public art etc.) have received low levels of funding.

To maximise the implementation of the adopted strategy and thereby realise the full potential of the CBD a more balanced and proportionate approach is required.



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Website: [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

For more information contact the Corporate & Community Services Group

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## Nowra CBD Revitalisation Strategy Committee – Terms of Reference

*Policy Number: POL17/34 • Adopted: 28/10/2014 • Amended: 21/02/2017 • Minute Number: MIN14.765, MIN17.96 • File: 50242E • Produced By: Corporate & Community Services • Review Date: 1/12/2020*

### 1. ROLE

- 1.1. To direct the development and implementation of the Revitalisation Strategy for the Nowra CBD and review as appropriate.
- 1.2. To determine overall capital works programs established by the Nowra CBD Revitalisation Strategy, as amended from time to time.
- 1.3. To agree an annual capital works budget with council
- 1.4. To identify and approve all expenditure of funds identified in the Nowra CBD Revitalisation Strategy, additional funds allocated by council for capital expenditure in the Nowra CBD including any loans, grants or from funds from any other source.
- 1.5. To act as a communication conduit between Council and the CBD stakeholders in respect to the Nowra CBD Revitalisation Strategy with appropriate support from council as required.
- 1.6. Assist council in advocating the adopted CBD Revitalisation Strategy to the community.
- 1.7. Provide a report to council each year outlining progress towards achieving the goals set out in the CBD Revitalisation Strategy together with any recommendations for updating the Revitalisation Strategy.
- 1.8. Consult with relevant stakeholders as needed.

### 2. DELEGATED AUTHORITIES

- 2.1. To expend funds allocated to the CBD Nowra Revitalisation Strategy Committee by Council within the approved budget. 2015/16 Budget adopted is \$500,000
- 2.2. To establish sub Committees as deemed appropriate.
- 2.3. To promote the advantages of the CBD inside and outside the area, including making press releases and promoting the Nowra CBD Revitalisation Strategy project.
- 2.4. To raise funds other than rates and loans to fund the objectives of the Committee.
- 2.5. To expend funds raised outside of Council as the Committee deems appropriate, e.g. promotions, entertainment etc.

**3. COMMITTEE MEMBERSHIP**

3.1. Voting Members

- Director of Assets and Works or delegate
- Director of Planning and Development Services or delegate
- Two (2) Community member (non-business operator or landowner)
- Two (2) CBD landowners
- Three (3) CBD Business owner/operators (not property owners)
- One (1) CBD Business retailer

3.2. Non-voting Members

- All Councillors can attend and speak but are non-voting members

3.3. The Committee will appoint the position of chairperson annually

3.4. The role of the chairperson shall be:

- Chairperson of meetings of the Nowra CBD Revitalisation Strategy Committee
- Representative on sub-committees as appropriate
- Oversight of activities of a co-ordinator (if applicable)
- Attend Council/Committee meetings as appropriate

**4. MEETINGS**

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

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

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

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

4.5. Council to supply a minute secretary.

**5. QUORUM**

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

**6. VOTING AND RECOMMENDATIONS**

6.1. Voting on recommendations is made by consensus and all decisions regarding the allocation of funding for works must be stated precisely for the inclusion of the minutes.

6.2. Where a consensus cannot be reached at two consecutive meetings, then a majority of 60% of those present can adopt a recommendation. The alternate views are to be minuted.

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

**7. COMMUNICATION**

- 7.1. Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by the chairperson.
- 7.2. 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.
- 7.3. When endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.

**8. PARENT COMMITTEE**

- 8.1. Ordinary Council Meeting.

**9. CODE OF CONDUCT**

- 9.1. 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.

**10. REVIEW**

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

Council, in recognition of the need to ensure that the Nowra CBD remains a viable and attractive retail hub of our City undertakes to use its best endeavors at all times to update the CBD Revitalisation Strategy as appropriate, and to ensure that sufficient funds are made available to the Committee to undertake the capital works programs identified in the Revitalisation Strategy on a timely basis.

Council will also use its best endeavors to seek external funding to accelerate the capital works programs contained in the Revitalisation Strategy wherever possible and to work with the Committee on major projects and major capital works program which will have an impact on the operations of the CBD.