

Nowra CBD Revitalisation Strategy Committee

Meeting Date: Wednesday, 05 September, 2018
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.00pm

Addendum Agenda

Reports

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CBD18.56 Outstanding Actions Information Report

HPERM Ref: D18/289923

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

Attachments: 1. Outstanding Actions Report [□](#)

Purpose / Summary

Revitalisation Strategy Committee.

Recommendation (Item to be determined under delegated authority)

That the Outstanding Action report be received for information.

Options

1. As Recommended
2. Adopt an alternate recommendation

Background

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

The Action Table (Attached) is current as at the time of drafting this report (Wednesday 22 August 2018).

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

Action Sheets Report			Committee: Nowra CBD Revitalisation Strategy Committee
Meeting Date:	Item No:	Title:	Target date:
11/10/2017	CBD17.47	Council funding of Flags for the "yes" group in the forthcoming postal vote	10/11/2017
EDRMS No:	Minute No:	Officer	Completed:
D17/333722		Rippon, Jessica	21/08/2018
Resolution:		Notes	
RESOLVED (Lynnette Kearney / Annie Aldous)			
That:			
1. The report from the General Manager to the Committee explaining the funding arrangement for the flags for the “yes” group be received for information.		21/08/2018 8:15:26 AM - Jessica Rippon Action completed by: Nolan, Judee Completed in TRIM 3 April 2018 – no notes added	
2. A Protocol be developed in relation to the communication between Council Staff and the CBD Committee (on a regular basis) with respect to promotions and banners.		RECOMMEND REMOVAL FROM REPORT	
CARRIED			

Meeting Date:	Item No:	Title:	Target date:
07/03/2018	CBD18.25	Additional Item - Request for Next Project - Western Side of Berry Street - Report request	06/04/2018
EDRMS No:	Minute No:	Officer	Completed:
D18/78393		Manley, Mary	17/08/2018
Resolution:		Notes	
The Chairperson advised that Brendan Goddard still feels that the next footpath project should be the western side of Berry Street and how does the Committee and/or Council approach the land owners to contribute?			
Staff advised that as stated in the last meeting, that a report or update will come back to the Committee once the more detailed design work is completed.		17/07/2018 3:36:44 PM - Lynda Ho	

Action Sheets Report		Committee: Nowra CBD Revitalisation Strategy Committee	
		<p>Noting that the Committee gave in principle support to the plans entitled Berry Street Nowra (Western side) plan number 4985_59/1&2 at its last meeting (6 June 2018). Stakeholder consultation has commenced with schematic landscape and traffic management plans being mailed out to all business owners, transport companies & community transport agents & Nowra Business Chamber representatives. These documents have also been provided to the Disability Inclusion Action Committee. In addition the plans have been handed to shopkeepers on both sides of Berry Street. Staff are allowing sufficient time for comments to now be returned from these groups.</p> <p>Once the feedback is at hand, staff will commence internal consultation with groups such as Traffic Management Committee. Staff will then seek the Committee's endorsement and financial support.</p> <p>17/08/2018 9:54:11 AM - Mary Manley</p> <p>Comments have been received from all Stakeholders. Staff to commence preparation of the design, taking into consideration all comments from Stakeholders and a report will be prepared and presented to the Committee when complete designs available.</p> <p>17/08/2018 9:56:28 AM - Mary Manley</p> <p>Action completed by: Manley, Mary</p> <p>Note added 17/8/2018, action can now be complete.</p>	
Meeting Date:	Item No:	Title:	Target date:
11/04/2018	CBD18.26	Banners system - Princes Hwy - Endeavour Energy - CBD banner management report request - Policy - Funding - STAG / BEDC	11/05/2018
EDRMS No:	Minute No:	Officer	Completed:
D18/118172		Manley, Mary/ Pullen, Greg/ Clark, Gordon/ Coralie Bell	06/08/2018
Resolution:	Notes		
RESOLVED (By consent)	06/08/2018 11:38:32 AM - Mary Manley/Coralie Bell		
That Council			

Action Sheets Report		Committee: Nowra CBD Revitalisation Strategy Committee
<ol style="list-style-type: none"> 1. Approach Endeavour Energy to obtain necessary approvals for the installation of the Bannerconda® banner system on the Endeavour Energy Poles along the Princes Highway between Bridge Road and Worrige Street, Nowra. 2. Provide the Committee with an overview of how other Banners in the CBD are managed including an overview of the policies in place and a spreadsheet of bookings for the current flags. 3. Create a policy as to how the Banners along the Princes Highway will be managed, should this not be able to be managed under an existing policy of the Council 4. Seek advice as to what funding may be available from the Shoalhaven Tourism Action Group and the Business and Economic Development Committee of the Council towards the installation of Bannerconda® banner system on the Endeavour Energy Poles along the Princes Highway between Bridge Road and North Street, Nowra. 	<p>Item 1 - Endeavour Energy provided approval. Item 2 - Overview provided to the Committee Item 4 - Advice sought as to available funding, none available from BEDC or STAG - committee advised of grant funding opportunities though tourism application form and guidelines for funding https://shoalhaven.nsw.gov.au/My-Community/Community-funding</p> <p>1 August 2018 at 3:42:11 PM Clark, Gordon:" Action completed by: Clark, Gordon Item 3 Follow up report submitted to Committee on 1 Aug 2018</p> <p>RECOMMEND REMOVAL OF ITEMS 1-4 FROM REPORT COMMITTEE TO CONSIDER ACTION IN RESPONSE TO ADVICE FROM TOURISM (4)</p>	
CARRIED		

Meeting Date:	Item No:	Title:	Target date:
11/04/2018	CBD18.27	Permanent Christmas Lighting - Junction & Berry St - Fig trees - Funds voted - Sub committee formation - membership	11/05/2018
EDRMS No:	Minute No:	Officer	Completed:
D18/118172		Manley, Mary	17/08/2018
Resolution:		Notes	
RESOLVED (By consent)		07/05/2018 11:35:15 AM - Mary Manley	
That:		Meeting arranged with the Sub Committee for 8/5/2018 to further discuss. 4 options available and cost estimates are available for all options.	
<ol style="list-style-type: none"> 1. The Committee receive the report for information. 2. The Committee agree to fund fairy lighting of the two (2) fig trees in Berry Street at the front of the Library at a cost of \$10,000. 3. That a Christmas Lights Sub - Committee comprising of Clr White and Lynne Kearney to work with Roslyn Holmes on options for lighting within the 		11/05/2018 3:13:03 PM - Mary Manley Investigative works continuing.	
		02/07/2018 3:49:46 PM - Mary Manley	

Action Sheets Report	Committee: Nowra CBD Revitalisation Strategy Committee
<p>constraints of the current promotions budget, with the view that suppliers be invited to a future meeting to provide options.</p> <p>CARRIED</p>	<p>Three (3) contractors were contacted on 19/6/2018 to provide concepts and budget quotes for static lighting on buildings and for lighting trees. Feedback to be provided by 1/8/2018.</p> <p>02/07/2018 3:51:45 PM - Mary Manley</p> <p>Revised Target Date changed by: Manley, Mary From: 11 May 2018 To: 11 May 2018</p> <p>Reason: See notes for action undertaken.</p> <p>17/07/2018 3:29:19 PM - Lynda Ho</p> <p>Three contractors were contacted on the 19/6/18 requesting lighting concepts and quotes for static lighting on buildings. Staff are currently investigating and obtaining costs to provide colour wash uplighting to the Nowra School of Arts Building using existing power supply and upgrading the existing infrastructure. Staff are also investigating the opportunity for installation of down lights to external brick facade of Nowra's Shoalhaven Regional Art Gallery.</p> <p>Quotes for the colour wash uplighting of the 2 Figtrees outside of the Shoalhaven Library are being sought.</p> <p>It is intended that the Lighting SubCommittee provide all prices to the Committee at its next meeting.</p> <p>24/07/2018 12:12:13 PM - Debbie Williams</p> <p>Investigations and cost estimates are being prepared for permanent lighting to designated buildings and trees within Nowra CBD.</p> <p>The original cost-estimate of \$10K to install fairy lighting to the two fig trees adjacent to Shoalhaven Library in Berry Street has since lapsed.</p> <p>Costs are being sought to install colour wash lights with power drawn from the library.</p> <p>17/08/2018 10:24:28 AM - Mary Manley</p> <p>Quotations have been reviewed, need to reassess the budget. Sub Committee has been established to further discuss options within the constraints of the current promotions budget.</p> <p>17/08/2018 10:37:38 AM - Mary Manley</p>

Action Sheets Report		Committee: Nowra CBD Revitalisation Strategy Committee	
		Action completed by: Manley, Mary Note added 17/8/2018 - Sub Committee working with suppliers & will report back to Committee.	
Meeting Date:	Item No:	Title:	Target date:
11/04/2018	CBD18.30	Next Steps - Possible Annual Winter Event, Nowra CBD	11/05/2018
EDRMS No:	Minute No:	Officer	Completed:
D18/118172		Rippon, Jessica	
Resolution:		Notes	
RESOLVED (By consent)			
1. That the report be received for information.			
2. That a 2018 Winter event be organised by a Sub-Committee comprising of Scott Baxter, Brendan Goddard, Lynne Kearney, and Jessica Volkanovski.			
3. That an Expression of Interest process be run to receive proposals from event organisers for a Winter Festival for 2019 onwards in accordance with the report on "Identifying the potential for a winter event to contribute to Nowra's ongoing revitalisation" as prepared by MyTravelResearch.Com. with a budget of up to \$50,000 per year.		21/08/2018 3:16:21 PM - Judee Nolan Event organised. EOI is expected to be finalised in the next month or two.	
CARRIED			
Meeting Date:	Item No:	Title:	Target date:
06/06/2018	CBD18.36	Budget Update - Winter event - Funds voted - Auditing / Management promotional funds - Information request	06/07/2018
EDRMS No:	Minute No:	Officer	Completed:
D18/189877		Turner, Lauren/ Dunshea, Stephen	
Resolution:		Notes	
Jessica Volkanovski addressed the meeting in relation to the proposed Winter Event and made the following comments:		03/07/2018 2:50:38 PM - Kay Bowley Action winter event – Lauren Turner	

Action Sheets Report	Committee: Nowra CBD Revitalisation Strategy Committee
<ul style="list-style-type: none"> • The Sub Committee met to prepare a Winter Event for this year based around a community Arts Project • The draft concept to engaging a consultant for a Paint by Numbers Arts project in Egans Lane • Will also be coordinating Food/Coffee trucks • It is suggested that the event be held on Thursday 12 July 2018 (between 11am-4pm) • The proposed budget for the Paint by Numbers project including music, entertainment and flyer distribution is estimated at \$4,550 <p>James Caldwell questioned whether the funding is partial or full and stated that he would like to see presence of the Committee assisting in this project on the day.</p> <p>Jessica Volkanovski advised that the flyers will mention the Nowra CBD Revitalisation Strategy Committee and advised that when the Committee is quoted it is always excluding GST.</p> <p>It was raised that in relation to the \$50,000 for the Nowra Business Chamber, who will arrange the Quarterly/Annual Auditing and pay for that.</p> <p>Action: Stephen Dunshea advised that he will come back to the Committee with a response as to the auditing and management of the promotional funds and will also provide the protocols in relation to the roles, responsibilities and risks etc.</p> <p>Note: Brendan Goddard arrived at the meeting at 4.27pm</p> <p>Note: Wesley Hindmarch arrived at the meeting at 4.32pm</p> <p>RESOLVED (Scott Baxter / Lynnette Kearney)</p> <p>That the Nowra CBD Revitalisation Strategy Committee undertake a Winter Event in the CBD on Thursday 12 July 2018 at a cost of \$4550 excl GST to be funded from the Promotions and Activations Budget.</p> <p>CARRIED</p>	<p>Action promotional funds action – Stephen Dunshea</p> <p>23/08/2018 9:12:25 PM - Lauren Turner</p> <p>Action completed by: Turner, Lauren</p> <p>Winter Event held 12 July 2018. Costs to be reimbursed by Promotions budget</p> <p>RECOMMEND REMOVAL OF ITEM RE WINTER EVENT FROM REPORT</p>

Action Sheets Report			Committee: Nowra CBD Revitalisation Strategy Committee
Meeting Date:	Item No:	Title:	Target date:
06/06/2018	CBD18.37	Project Update Report - Wayfinding Directional Maps concept - Planter Boxes - Lighting building facades - Banners - Berry St Footpath Pedestrian separation	06/07/2018
EDRMS No:	Minute No:	Officer	Completed:
D18/189877		Turner, Lauren/Holmes, Ros	
Resolution:		Notes	
Wayfinding Maps			
Roslyn Holmes addressed the meeting regarding an update and progress on the Wayfinding signage and made the following Comments:		03/07/2018 3:16:52 PM - Kay Bowley	
<ul style="list-style-type: none">Each sign will carry identical information or slightly different information (heritage or historic/shopping etc)Will have a standardised map for all 3 signsSuggested areas for signs are Junction Street, Bus Depot/Library and Jelly Bean ParkThe Committee need to provide clear ideas of what map and signage they want		Ros - Wayfinding Maps, Festive Lighting & Berry St Footpath - Lauren Banners	
The signs will have additional information regarding locations of public toilets etc.		23/08/2018 9:13:18 PM - Lauren Turner	
Does the Committee want a "You are here map" or Wayfinding Map?		Action completed by: Turner, Lauren	
Clr Gash suggested that staff come back with designs		Subsequent report prepared by Assets and Works. No further action required.	
Action: Staff will come back with a simple directional map. It was noted that the map will be the same on each sign.		06/07/2018 5:10:11 PM - Roslyn Holmes	
RESOLVED (Wesley Hindmarch / Annie Aldous)		All items are currently under investigation, design and cost estimates. Presentation to the Committee August or September to the C'tee.	
That the Sub-Committee in conjunction with staff develop a concept for the signs and report back to the Committee		17/07/2018 4:05:46 PM - Lynda Ho	
CARRIED		The Sub-Committee consisting of Wes Hindmarsh, Jessica Rippon & Ros Holmes met on 3 July 2018 and resolved that the City Design Unit provide a draft plan of signage information, materials and size for discussion. As a result of this decision, Ros has provided schematic designs to the Committee Chair and the Sub-Committee members on 16 July 2018. Ros Holmes is currently obtaining cost estimates from experienced sign manufacturers and will report back to the sub-committee as soon as possible.	
Planter Boxes		17/08/2018 10:41:30 AM - Mary Manley	
		Design being refined to include Stakeholders comments and will then obtain more accurate cost estimates.	

Action Sheets Report	Committee: Nowra CBD Revitalisation Strategy Committee
<p>Staff would prefer to finalise and purchase prior to the end of financial year.</p> <p>With respect to the individually requested planters Ros will follow up afterwards</p> <p>RESOLVED (Lynnette Kearney / Brendan Goddard)</p> <p>That the Festive Lighting Sub-Committee conduct lighting of the four (4) nominated building facades in Junction Street and present a further report and implementation costs back to the Committee (receive 2 quotes and conduct an e-meeting for the final voting of funds).</p> <p>FOR: Phil Costello, Paul Keech, Annie Aldous, James Caldwell, Scott Baxter, Brendan Goddard, Lynnette Kearney and Wesley Hindmarch</p> <p>AGAINST: Nil</p> <p>CARRIED</p> <p>Banners</p> <p>Staff advised the following in relation to the banners:</p> <ul style="list-style-type: none"> • For the banners on Endeavour Energy poles, they have a process that must be followed • Will nominate a 3 month rotation on Banners • Will secure quotes for banners and poles <p>Action: This is a work in progress and will report back to the Committee</p> <p>RESOLVED (By consent)</p> <p>That the Committee proceed with the plans as presented (D18/186450) which depict a 2.4m pedestrian separation centred between garden beds and café blister and that if in the future funding is allocated for a 3.6m wide pedestrian crossing to be placed in this same location, then modification to the garden beds and café blister will be undertaken to allow for installation of a crossing.</p> <p>Note: The benefit of proceeding with the narrow separation is that it minimises carpark loss of up to 3 spaces in Berry Street.</p> <p>CARRIED</p>	

Action Sheets Report	Committee: Nowra CBD Revitalisation Strategy Committee
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Meeting Date: 06/06/2018	Item No: CBD18.40	Title: Additional Item - Report Request - Capital Works Projects	Target date: 06/07/2018
EDRMS No: D18/189877	Minute No:	Officer Ho, Lynda	Completed:
Resolution: It was requested that a report be submitted to a future meeting with capital works projects.		Notes <i>17/08/2018 2:18:24 PM - Lynda Ho</i> A list of forecast works is being prepared for Nowra, within the CBD, for the 2018/19, 19/20, 20/21 financial years. Work in progress.	

Meeting Date: 01/08/2018	Item No: CBD18.42	Title: Nowra CBD Workshop - Report Received - Recommendations deferred	Target date: 31/08/2018
EDRMS No: D18/262308	Minute No:	Officer Andriske, Claire	Completed:
Resolution: RESOLVED (Scott Baxter / Wesley Hindmarch) That: 1. The attached report regarding overview of the Workshop be received for information. 2. This recommendations from the Workshop be deferred pending further discussions between Scott Baxter and Brendan Goddard with respect to the Actions. CARRIED		Notes <i>20/08/2018 1:20:59 PM - Claire Andriske</i> deferred to next meeting <i>29/08/2018 3:43:03 PM - Claire Andriske</i> Note that original recommendation has the following that will need to be reported back following completion of discussions in part 2 of the Resolution: That 1. The attached report regarding overview of the Workshop be received for information. 2. In accordance with the outcomes of the workshop a. The Nowra CBD Revitalisation Strategy be promoted and reviewed regularly b. The Nowra CBD Revitalisation Strategy Action Plan be formalised, monitored and revisited annually.	

Action Sheets Report		Committee: Nowra CBD Revitalisation Strategy Committee	
		<p>c. The NoGra CBD Revitalisation Committee be consulted in the preparation of the Draft Capital Works Program in relation to works in the Nowra CBD</p> <p>d. The terms of reference and delegations of the Nowra CBD Revitalisation Strategy Committee be clarified and amended to incorporate the outcomes of the workshop</p> <p>e. The frequency of meetings of the Nowra CBD Revitalisation Committee be increased to monthly meetings until September 2018, after which meetings will be held bi-monthly meetings (6 per year).</p>	
Meeting Date:	Item No:	Title:	Target date:
01/08/2018	CBD18.43	Continue Nowra CBD Access Improvement Financial Assistance Program 2018 / 2019 - Increase funding - Proudly Inclusive Business Pilot Program - Funds voted	31/08/2018
EDRMS No:	Minute No:	Officer	Completed:
D18/262308		Andrews, Melissa/Phelan, Vanessa	
Resolution:		Notes	
RESOLVED (By consent)			
That the Committee:			
1. Continue with the Nowra CBD Access Improvement Financial Assistance Program in 2018/19.		23/08/2018 2:36:10 PM - Melissa Andrews	
2. Increase the maximum funding amount for the Nowra CBD Access Improvement Financial Assistance Program to \$5,000 per application with a total of \$15,000 allocated to the program from the 2018/19 Nowra CBD Renewal budget.		Action completed by: Andrews, Melissa	
3. Provide \$3,000 to facilitate the 2018/19 <i>Proudly Inclusive Business</i> recognition pilot program also from the Nowra CBD Renewal budget.		Add a note that actions have been noted. Currently working to review eligibility criteria and application processes for both programs	
CARRIED			

Action Sheets Report		Committee: Nowra CBD Revitalisation Strategy Committee	
Meeting Date:	Item No:	Title:	Target date:
01/08/2018	CBD18.44	Update - Outstanding Actions - Report received - Worrigee Street footpath upgrade - Report request - Wayfinding Signage - Sandstone Plynth	31/08/2018
EDRMS No:	Minute No:	Officer	Completed:
D18/262308		Andriske, Claire / Keech, Paul / Holmes, Ros	
Resolution:		Notes	
RESOLVED (By consent)			
That:			
1. The Report be received for information			
2. It be noted that the following resolutions have been completed and will be removed from the Outstanding Actions List			
a. CBD18.29 – Worrigee Street Footpath Upgrade			
b. CBD18.31 – Wayfinding Signage			
c. CBD18.34 – Berry Street Upgrade		23/08/2018 10:30:46 PM - Lauren Turner	
3. With respect to the Worrigee Street footpath upgrade a further report be provided on:		Action reassigned to Keech, Paul by: Turner, Lauren for the reason: Worrigee St Footpath Upgrades. Paul Keech investigating total project costs and the amount that the committee have funded.	
a. The final cost of the project; and			
b. The percentage of the fixed cost covered by the Committee			
4. The Nowra CBD Committee proceed with the Wayfinding signage (estimated \$35,000 with an additional contingency of 10%)		CBD18.29, CBD18.31. CBD18.34 removed from the list	
a. 5 signs in total (subject to Stocklands agreement of a sign in that location)			
b. The design be a raised sandstone plynth			
c. The design of the rear of the sign be a picture of the location and/or commentary of the location as determined by the sub-committee			
CARRIED			

Action Sheets Report			Committee: Nowra CBD Revitalisation Strategy Committee
Meeting Date:	Item No:	Title:	Target date:
1/08/2018	CBD18.45	Nowra CBD Business Chamber - Change to Annual Promotions Budget conditions - Audit / Annual Financial Report	27/09/2018
EDRMS No:	Minute No:	Officer	Completed:
D18/297088	MIN18.673	Pennisi, Michael	31/08/2018
Resolution:		Notes	
RECOMMENDATION (By Consent)			
That council's resolution that nowra cbd business chamber provide audited quarterly reports to council on promotional activities and expenditure be amended to remove the requirement for audit and instead require the forwarding to council of an annual financial report.		31/08/2018 10:39:26 AM - Michael Pennisi	
CARRIED		Action completed by: Pennisi, Michael	
		New conditions formalises provisions of amended letter of understanding. No further action.	
RESOLVED BY COUNCIL (Clr Pakes / Clr White)		MIN18.673	
That Council's resolution that Nowra CBD Business Chamber provide audited quarterly reports to Council on promotional activities and expenditure be amended to remove the requirement for audit and instead require the forwarding to Council of an annual financial report.		RECOMMENDED THAT THIS ITEM BE REMOVED FROM REPORT	
CARRIED			

Action Sheets Report	Committee: Nowra CBD Revitalisation Strategy Committee
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Meeting Date:	Item No:	Title:	Target date:
1/08/2018	CBD18.46	Advertising Courtesy Seats - Nowra CBD - Retained	27/09/2018
EDRMS No:	Minute No:	Officer	Completed:
D18/297088	MIN18.674	Holmes, Roslyn	31/08/2018
Resolution:	Notes		
RECOMMENDATION (Scott Baxter / Annie Aldous)			
That:			
<div><div>1.</div><div>The 11 advertising courtesy seats in the nowra cbd be removed as soon as possible at an estimated cost of \$52,000 (inc gst)</div></div> <div><div>2.</div><div>The nowra cbd revitalisation strategy committee not contribute to cost of the removal, given that the seats do not comply with the cbd standards,</div></div> <div><div>3.</div><div>It be noted that the nowra cbd revitalisation strategy committee would be prepared to consider funding the replacement of the seats with those that fit within the designs/colours of the cbd upgrade.</div></div>			
RECOMMENDED THAT THIS ITEM BE REMOVED FROM REPORT			
CARRIED			
RESOLVED BY COUNCIL (Clr Pakes / Clr Gartner)		MIN18.674	
That the 11 advertising courtesy seats be retained until the contract ends in year 2026 at which time either the contract can be extended or the seats can be removed at no cost and the Committee be notified of Councils decision.			
CARRIED			

Action Sheets Report			Committee: Nowra CBD Revitalisation Strategy Committee
Meeting Date:	Item No:	Title:	Target date:
01/08/2018	CBD18.47	Nowra CBD Facade Improvement Financial Assistance Program - Application - 88 Junction Street, Nowra (Ingrid Keller) - Support	31/08/2018
EDRMS No:	Minute No:	Officer	Completed:
D18/262308		Porter, Molly	
Resolution:	Notes		
RESOLVED (Brendan Goddard / George Parker)			
That the Committee agree to support the request under the Nowra CBD Façade Improvements Program for 88 Junction Street, Nowra up to a value of \$2,227.00 (being 50% of the total cost of the works).			
CARRIED			

Meeting Date:	Item No:	Title:	Target date:
01/08/2018	CBD18.48	Nowra CBD Revitalisation Strategy - Budget and Project Updates - Mural Placards - Summer Sessions Regional Art Gallery - Funds voted	31/08/2018
EDRMS No:	Minute No:	Officer	Completed:
D18/262308		Turner, Lauren	23/08/2018
Resolution:	Notes		
RESOLVED (By consent)			
That:			
1. The Nowra CBD Revitalisation Strategy Committee allocate funding \$2,700 excl GST for the supply and installation of the Mural Placards from the promotions budget.		23/08/2018 9:26:57 PM - Lauren Turner Action completed by: Turner, Lauren Invoice for mural placards sent to Chairperson 6 August 2018	
2. The Nowra CBD consider any future request for funding for the Summer sessions Regional Art Gallery event from the (\$48,000) promotions budget.		RECOMMEND REMOVAL FROM REPORT	
CARRIED			

Action Sheets Report	Committee: Nowra CBD Revitalisation Strategy Committee
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Meeting Date:	Item No:	Title:	Target date:
01/08/2018	CBD18.49	Additional Item - Historical Society Book Launch - Shoalhaven Regional Art Gallery - promotions budget - funds voted	31/08/2018
EDRMS No:	Minute No:	Officer	Completed:
D18/262308		Turner, Lauren	23/08/2018
Resolution:	Notes		
RESOLVED (Scott Baxter / Brendan Goddard)			
That the Nowra CBD Revitalisation Strategy Committee support the Nowra Historical Society Book Launch at the Shoalhaven Regional Art Gallery by way of \$1,400 to be funded from the Promotions Budget.			
CARRIED			
Note: Following the conclusion of the meeting, members discussed that the amount to be supported be \$2,000 and this was agreed via email.			
It is also noted that given the Promotions Budget now sits outside of Council, there is no requirement for a formal resolution.			
23/08/2018 10:32:12 PM - Lauren Turner			
Action completed by: Turner, Lauren			
No action required. Funds allocated from Nowra CBD Committee's external Promotions budget			
RECOMMEND REMOVAL FROM REPORT			

Meeting Date:	Item No:	Title:	Target date:
01/08/2018	CBD18.51	Additional Item - CBD Capital Works Projects - Footpaths	31/08/2018
EDRMS No:	Minute No:	Officer	Completed:
D18/262308		Keech, Paul / Holmes, Ros	
Resolution:	Notes		
Brendan Goddard suggested that a way forward is for the Committee to look years in advance and to stop looking at footpaths and look at the CBD in a wholistic view in terms of Capital Works projects.			
Ros Holmes will send information to Brendan in relation to Capital Works Projects in the CBD. Brendan will liaise with Ros Holmes and Paul Keech			

CBD18.57 Nowra Bridge Project

HPERM Ref: D18/302316

Submitted by: Scott Baxter

Recommendation (Item to be determined under delegated authority)

That Nowra CBD Revitalisation Strategy Committee Invite RMS to attend to discuss environmental assessment and concept design for the Nowra Bridge Project to discuss the revised bridge plans in greater detail.

Details

The Princes Highway is the main north-south transport corridor linking Sydney and Wollongong to the NSW South Coast and north-eastern Victoria. The highway is an important freight, bus and tourist route for the South Coast, particularly south of Bomaderry where the existing rail service terminates. Key tourist destinations accessed by the highway include Nowra and the South Coast, with peak traffic volumes experienced on weekends and during holiday periods. The network performance is poor, and modelling has suggested that the existing arrangement would reach capacity by 2026. The existing southbound bridge has restrictions for vehicles over 4.6 metres high and for higher mass limit (HML) vehicles. To travel south these vehicles, require a police escort to travel over the existing northbound bridge resulting in traffic delays. Additionally, the southbound bridge is over 130 years old, is in poor condition and has substantial maintenance costs estimated at \$35 million over the next 50 years. Roads and Maritime is proposing to construct an additional bridge crossing over the Shoalhaven River to:

- Remove barriers to freight, particularly over height and HML vehicles
- Address current poor bridge condition and reduce ongoing maintenance and major rehabilitation obligations
- Improve local and regional network connectivity for motor traffic
- Improve journey reliability, particularly during holiday seasons.

Directors A&W Comments

Council has received a briefing from the RMS on the Shoalhaven River Bridge Project and is preparing a submission making comment on the RMS proposal.

RMS staff have been contacted and are unavailable to attend this scheduled committee meeting at such short notice.

A special briefing for the committee is being arranged as soon as possible (perhaps the 6 September).

The RMS are holding local information sessions in Nowra in September, information can be found via the following link:

<http://www.rms.nsw.gov.au/projects/south-coast/nowra-bridges-shoalhaven-river/index.html>

The following has been extracted for the committee's convenience.

Nowra School of Arts
Berry Street, Nowra
Saturday 1 September,
11am – 3pm;
Thursday 6 September,
4 – 8pm

Stocklands Nowra
60 East Street, Nowra
Thursday 13 September,
4 – 8pm

North Nowra Shops
Saturday 8 September,
11am – 3pm;
Wednesday 12 September,
11am – 3pm

CBD18.58 Commercial Property Leasing

HPERM Ref: D18/302320

Submitted by: Scott Baxter

Attachments: 1. Policy - Occupation of Council Owned and managed Land [□](#)

Recommendation (Item to be determined under delegated authority)

Council's policy of leasing commercial properties and having the head of this department attend to explain the Lorna Jane situation.

Details

No details were submitted for this item.

Director Assets and Works Comment

The Council owned property at 43 Kinghorne Street (5 shops) was acquired by Council in 1988 as a strategic investment with a view to providing Council with options when redevelopment of the Stewart Street car park is considered at some future date.

The commercial opportunities and agreements in relation to these shops are managed by Integrity Real Estate, under direction from Council staff.

Four of the five shops are tenanted and the other has been vacant since November last year.

In managing commercial properties Council staff reference the "Occupation of Council Owned or Managed Land" policy (POL16/150 attached) in particular the cost recovery principle which states

"3.8 Cost Recovery – Council is to ensure that agreements do not impose an unreasonable burden on general revenue. Council is to obtain a reasonable dividend and at a minimum, cost neutrality from the use of its property, i.e. the tenancy is to be at no cost to Council."

In cases where a long-term tenant cannot be contracted to a premises Council considers short term options.

Typically speaking Council will let market forces guide the tenancy of properties and does use the tenancy to protect or stimulate a particular market sector. Such targeted action would be a Council decision based on consultation with the local market and stakeholders and usually be undertaken for a set period of time.

In the case of this property some months ago Council agreed to Lorna Jane operating a "Pop Up" store on a daily lease arrangement.

In the case of the second and most recent approach by Lorna Jane to tenant Council's property Integrity Real Estate brokered and promoted a deal based on previous experience without direct discussions with Council staff.

It is understood that the current public controversy arose from a Facebook post by Integrity Real Estate which implied that Council had agreed to make the space available as a "pop up"

shop free of charge. This is not true as a daily fee had been imposed and when Integrity Real Estate realised that a mistake had been made, the post was removed from the Facebook account.

For the committees reference the ToR of this committee are;

“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.”

ELEMENT WITHIN NOWRA CBD REVITLISATION STRATEGY

Activating the Centre

Activation Plan

- Opening and protocol for use of Junction Court
- Renew’ approach to address vacant spaces: “pop-up”
- Program of activities based on community feedback & needs. Eg Free Wifi



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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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For more information contact the Assets and Works Group

Occupation of Council Owned or Managed Land

Policy Number: POL16/150 • **Adopted:** 21/12/2009 • **Amended:** 26/03/2013, 15/09/2015, 20/12/2016 • **Minute Number:** MIN09.1798, MIN13.301, MIN15.597, MIN16.1011 • **File:** 19067E • **Produced By:** Assets and Works • **Review Date:** 1/12/2020

1. PURPOSE

The purpose of this policy is to provide clear guiding principles for the ongoing professional management of occupancies over Council owned or managed land.

2. STATEMENT

Diligent assessment and management is vital to:

- ensuring commercial optimisation;
- equitable community access;
- legislative compliance;
- proper maintenance of the asset; and
- environmentally responsible practices,

across Council's property portfolio.

Council Officials are to submit all proposals relating to this Policy to the Assets and Works Group, Business and Property, Property Unit via the Council Property Enquiry Process.

Supporting documents and procedures have been developed in accordance with this Policy to ensure transparency, equity of process, and accountability in its application.

Management Committees pursuant to Sections 355 and 377 of the Local Government Act 1993 are not covered by this policy, however are offered as an alternative occupational arrangement for a multi-use facility (refer Section 3.12), which are covered by the Management Committee Guidelines booklet. Refer to Section 3.5.2 below for details on processing Section 355 Committee applications as a management option.

The Guiding Principles outlined in this policy provide some detail as to the types of investigations, checks and research required to be undertaken as part of any Occupation of Council Owned Land/Building process when considering a land transaction. The list is not exhaustive however, each land transaction should be investigated on its merits and some of the listed principles may not necessarily apply to every transaction.

2.1. Definitions

- a) **Agreements** means the following, as applicable
- Lease - Suitable when lessee requires exclusive use of Council Land.
 - Licence - Suitable when licensee does not require exclusive use of Council Land or requires use only in a limited way.
 - Temporary Licence – Less than or equal to 12 months in duration. Includes Licences issued under S108 of the Crown Lands (CL) Act 1989 where Council is Reserve Trust Manager.
 - Approvals – relating to S68 Local Government Act or S125 Roads Act. 108 CL Act.
 - Consent - Encroachments & Construction on Road Reserve relating to S68 Local Government Act or S125 Roads Act. 108 CL Act.
 - Permit – Relating to S68 of the Local Government Act 1993 and/or S108 CL Act
 - Memorandum of Understanding (MOU) – Relating to the occupation by Emergency Services Agencies (SES and RFS) of Council Land
 - Deed of Agreement (DoA) – Relates to the policing by Rangers of private car parking areas.
- b) **Community Group** – Organisations which may or may not be incorporated and exist for purposes other than profit or private gain.
- c) **Council Land** - Council owned or managed land, developed or otherwise.
- d) **Proposal Types**
- Application
 - Expression of Interest (EOI)
 - Request for Quotes (RFQ)
 - Request for Tender (RFT)
- e) **Types of Land**
- Community;
 - Operational;
 - Crown Land; and
 - Public Road.

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2.2. Relationship to Other Documents

Conveyancing Act 1919	S23C – Needs for leases to be in writing S23F – Need for current plan S85 – Powers of lessor S86 – Short form of covenants S129 – Restrictions of forfeiture leases S133B – Covenants against assigning leases
Crown Lands Act	Section 34A -Lease or licence granted by Minister Section 102 (1) (d) Consent by Minister Section 102 (2) (b) & (c) Advertising lease longer than 5 years Section 108 - Temporary Licence
Crown Land Regulation 2006	Clause 31
Retail Leases Act 1994	
Liquor Act 1994	
Residential Tenancies Act 2010	
Food Act 2003	
Local Government Act 1993	Sections 35-47F - Use and management of community land Section 68 Sections 355 & 377 – power of Council to appoint Committees and delegate management of the facilities to local residents and/or organisations
Roads Act 1993	Section 107 - Obstructions & Encroachments Section 125 - Footway Dining Use Section 138 - Works & Structures Section 139 - Nature of Consent Section 142 - Maintenance of Works & Structures Section 149 - Above or below the surface of the road Section 153 - 157 Short-term leases of unused public roads Section 223 - roads authority may charge fees
Land Tax Management Act 1956	Sections 21C (1) & 21C (2)
Protection of the Environment Operations Act 1997	
Council Plans of Management	
Other relevant statutory plans and other policies	

3. GUIDING PRINCIPLES

3.1. Shoalhaven City Council's Community Strategic Plan

- 3.1.1. Mission** – To enhance Shoalhaven's Community, Economy and Environment through good government, public involvement and innovative use of our resources.

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3.1.2. Values

- Equal access to services for all people.
- Our Role as custodian for present and future generations.
- Efficiency and effectiveness.
- Demonstrate and achieve Best Value service delivery and efficiency.

3.1.3. Council's Delivery Program/Operational Plan

- 3.2. Council's Code of Conduct** – This policy is to provide clear guiding principles for the ongoing professional management of occupancies over Council owned or managed land.
- 3.3. Probity** - refer to Independent Commission Against Corruption (ICAC) Guidelines – Probity and Probity Advising – November 2005.
- 3.4. Risk** - refer to Department of Local Government Circular – Guidelines on the Procedures & Processes to be followed by Local Government in Public-Private Partnerships 1 September 2005.
- 3.5. Processing Applications** –
 - 3.5.1.** All assessment, negotiations and processing of applications for occupation of Council land/buildings to be undertaken by the Assets and Works Group, Business and Property Section, Property Unit, with referral and consultation with relevant Council Groups and appropriate external professionals.
 - 3.5.2.** Applications for management by way of a Section 355 Committee will be referred to Corporate & Community Services Group, Recreation, Community & Culture Section, Social & Infrastructure Unit.
- 3.6. Agreements** - All occupancies over Council land must be formalised via a written agreement.
- 3.7. Capacity** – That tenants demonstrate their capacity to meet the commitments under agreement terms, prior to the lease being granted.
- 3.8. Cost Recovery** – Council is to ensure that agreements do not impose an unreasonable burden on general revenue. Council is to obtain a reasonable dividend and at a minimum, cost neutrality from the use of its property, i.e. the tenancy is to be at no cost to Council.
- 3.9. Defined Lease Term** – That no community lease is for a term greater than five years unless exceptional circumstances are demonstrated by the community groups for example, a substantial upgrade to the asset is to be undertaken by the occupant.
- 3.10. Legal & Advertising Cost** – That Council's Legal fees in preparing the necessary legal documentation, or making variations to any template documentation in addition to the cost of complying with statutory requirements for advertising are to be met by the tenant.
- 3.11. 'Life of Building' Management** – That agreements for occupancy of Council Community buildings for a term greater than 5 years not be granted unless a 'Life of Building' management plan is prepared indicating cost of structural and minor repairs likely during the term of the agreement (in consultation with Infrastructure Planning Section).

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- 3.12. **Multiple-Use** – That Council encourage multiple and optimum use of its existing community buildings. Preference is to be given to the multiple occupations of buildings over one exclusive occupation. This principle will be applied to complement the Management Committee Guidelines.
- 3.13. **Equality of Access** – When a community lease expires and Council wishes to retain community uses within the building, Council may call for 'expressions of interest' for the use of buildings to ensure that interested community groups are given equal opportunity to obtain occupation.
- 3.14. **Funding** - A portion of the income received from an agreement will be set aside in a sinking fund and applied towards capital upgrades of that facility.
- 3.15. **Sub, Variation, Assignment and Transfer of Agreements** - Any variation, assignment, transfer or sub agreement to an existing agreement must be approved by Council in writing.
- 3.16. **Reporting**
 - 3.16.1. Decisions to grant agreements to occupy Council owned or managed land are made by resolution of Council.
 - 3.16.2. Approval for agreements and temporary licenses (not greater than 5 years) is delegated to the General Manager, providing the terms and conditions are in accordance with Council's policies and procedures.
 - 3.16.3. Approvals for the issue of S138 Consents and Commercial Use of Footpath do not require a report to Council. Council delegates authority to the General Manager who sub-delegates to the Property Unit to execute these approvals.
- 3.17. **Rental and other Fees & Charges** - Assessments and Reviews:
 - 3.17.1. All rents charged in the first instance are to be determined in accordance with market values and subject to market trends thereafter.
 - 3.17.2. **Community Groups** - Rental figure is determined through a rental assessment framework (R.A.F.). Only in exceptional circumstances where the community group can demonstrate that it essentially functions as a volunteer or self-help group (with no funding from State or Federal Government) within the local community, will Council consider a rent of equivalent to the minimum statutory rent.
 - 3.17.3. Approval to waive rent and other charges is delegated to the General Manager or his nominee. A quarterly report is to be submitted to Council on any waivers that have been granted.
 - 3.17.4. **Occupation** - No occupation is to commence until the requirements of this policy have been fulfilled eg. agreements have been executed by both parties and initial rent paid.
 - 3.17.5. Other charges applicable via the fees & charges.
- 3.18. **Relevant Legislation** – Refer to Sub-Paragraph 2.2.
- 4. **IMPLEMENTATION**

This policy is to be implemented by the Assets and Works Group, Business and Property, Property Unit.
- 5. **REVIEW**

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The Business and Property Section is responsible for this policy. It will be reviewed within one year of the election of every new Council, or earlier if required.

6. APPLICATION OF ESD PRINCIPLES

Ecologically Sustainable Development - All agreements for the occupation of Council property are to make provision to ensure occupants operate in an environmentally responsible manner that is consistent with the principles of Council's Ecologically Sustainable Development (ESD) – Guidelines for Integrating the Principles of ESD into Shoalhaven City Council.