Shoalhaven City Council

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Nowra CBD Revitalisation Strategy Committee

Meeting Date:Wednesday, 05 December, 2018Location:Jervis Bay Rooms, City Administrative Centre, Bridge Road, NowraTime:4.00pm

Addendum Agenda

Reports

- CBD18.116 Maintenance Responsibility Raised Planter Boxes Nowra CBD......1



CBD18.116Maintenance Responsibility - Raised Planter Boxes - Nowra CBD

HPERM Ref: D18/410638

Group:Assets & Works GroupSection:Asset Management

Purpose / Summary

CBD.

Recommendation (Item to be determined under delegated authority)

That Council adopt the following responsibilities for raised planter boxes in the Nowra CBD.

Item	Responsibility	
Who determines the style and standard and location of planter boxes in the Nowra CBD?	Council (Asset and Works)	
Who funds the initial supply and installation of planter boxes in the Nowra CBD? (Typically, the supply and installation costs are of the order of approximately \$1300.00 per planter)	The Nowra CBD Revitalisation Committee (Capital Funds)	
If the planter boxes are supplied by private funders who then owns the planter boxes after six months of installation?	Council (Asset and Works)	
When the planter boxes reach the end of their life or the location no longer becomes desirable, who decides to replace/remove the boxes and fund the replacement/removal?	Council (Asset and Works)	
Who places the soils and mulch and plants into the planter boxes? (Typically, this would cost approximately \$776.00 each placement)	Council (Asset and Works)	
Who waters and weeds the plants in the planter boxes? (Typically, this would cost a Council crew \$1800 to water, weed and mulch all 34 in a day)	TheNowraCBDRevitalisationCommittee(Adjacent Shop Owners)	
Who replaces the soils and mulch and plants into the planter boxes as seasons, vandalism and lifetimes dictate? (this is typically the same cost as the placement, with vandalism being very difficult to estimate)	Council (Asset and Works)	

Noting that in adopting these responsibilities an additional budget of approximately \$31,000 will need to be considered in the 2019/2020 budget allocation process.



Options

1. Adopt the recommendation.

Implications:

Background

At the Nowra CBD Revitalisation Strategy Committee meeting on 7 November 2018, it was resolved that:

"That the General Manager (Assets and Works) submit a report to the Committee in relation to the ongoing maintenance of the planter boxes installed in the Nowra CBD."

Council's records indicate that there are the 34 (including 12 recently installed) raised planter boxes in the Nowra CBD.

The background on their installation are varied however the following is consistent;

- 1. They are placed to beautify the streetscape
- 2. They are placed to the satisfaction of adjacent business owners
- 3. They are on Council's property and thus are Council's responsibility.

The annual cost to maintain the 34 raised planter boxes in the Nowra CBD has recently been estimated to be approximately \$31,000 per year and involves watering, fertilising and general maintenance as follows;

- 1 service per week from 1 April to 30 September
- 2 services per week from 1 October to 31 March
- Replacement of stolen plants as required

If a rain event occurs in a week for scheduled maintenance, then there would not be a requirement to water, however if there are high winds then watering is essential.

The annual cost does not cover any periodic refurbishment to the boxes such as painting etc.

The following issues are not so clear and need clarification;

- 1. Who determines the style and standard and location of planter boxes in the Nowra CBD?
- 2. Who funds the initial supply and installation of planter boxes in the Nowra CBD? (Typically, the supply and installation costs are of the order of \$1300 per planter box)
- 3. If the planter boxes are supplied by private funders who then owns the planter boxes after six months of installation?
- 4. When the planter boxes reach the end of their life or the location no longer becomes desirable, who decide to replace/remove the boxes and funds the replacement/removal?
- 5. Who places the soils and mulch and plants into the planter boxes? (Typically, this would cost approximately \$776 each placement)



- 6. Who waters and weeds the plants in the planter boxes? (Typically, this would cost a Council crew \$1800 to water, weed and mulch all 34 in a day)
- 7. Who replaces the soils and mulch and plants into the planter boxes as seasons, vandalism and lifetimes dictate? (this is typically the same cost as the placement, with vandalism being very difficult to estimate)

Consideration

Item	Responsibility	
Who determines the style and standard and location of planter boxes in the Nowra CBD?	Council (Asset and Works)	
Who funds the initial supply and installation of planter boxes in the Nowra CBD? (Typically, the supply and installation costs are of the order of \$1300 per planter box)	The Nowra CBD Revitalisation Committee (Capital Funds)	
If the planter boxes are supplied by private funders who then owns the planter boxes after six months of installation?	Council (Asset and Works)	
When the planter boxes reach the end of their life or the location no longer becomes desirable, who decide to replace/remove the boxes and funds the replacement/removal?		
Who places the soils and mulch and plants into the planter boxes? (Typically, this would cost \$776 each placement)	Council (Asset and Works)	
Who waters and weeds the plants in the planter boxes? (Typically, this would cost a Council crew \$1800 to water, weed and mulch all 34 in a day)	The Nowra CBD Revitalisation Committee (Adjacent Shop Owners)	
Who replaces the soils and mulch and plants into the planter boxes as seasons, vandalism and lifetimes dictate? this is typically the same cost as the placement, with vandalism being very difficult to estimate)		

Financial Implications

Any funding proposed to be covered by the Nowra CBD Revitalisation Committee will need to be drawn from the capital allocation that Council has delegated expenditure responsibility to the committee.

In cases where Council quotes the cost of works to the Nowra CBD Revitalisation Committee that quote will constitute an upper limit to the cost of the works and the Committee will be required to fund the actual costs up to this amount.

Any funding proposed to be covered by Council will need to come from existing operational budgets or future capital budgets as determined by the Council.

No specific budget allocation for Councils responsibilities has been assigned. Funding as per the recommendation would require an additional annual allocation of approximately \$31,000.



This would be specifically funded in the 2019/2020 finical year and funded via quarterly review for the remainder of this financial year.

Risk Implications

If the ongoing maintenance is not agreed and funded the presentation of the raised planter boxes will deteriorate and diminish the appearance of the CBD.

CBD18.117 Bannerconda Banner Systems - Policy and Management Strategy - Southern Side Shoalhaven Bridge to Moss Street

HPERM Ref: D18/423748

Group: Assets & Works Group

Attachments: 1. Nowra CBD Banner Policy

2. Bannerconda Brochure 🗌

Purpose / Summary

7 November 2018.

Recommendation (Item to be determined under delegated authority)

That Council amend the Nowra CBD Banner Policy (POL16/243) to reflect the installation and management of banners (using the Bannerconda ® system) onto the 18 existing Endeavour Energy light poles on the Princes Highway from the southern end of the Shoalhaven River Bridge to Moss Street with specific regard to the following;

	Item	Approved by	Funded by	Actioned by
1	Who will fund the initial	Council	The Nowra CBD	Council (Assets
	purchase and installation of	(Council	Revitalisation	and Works)
	the 18 Bannerconda®	resolution)	Committee	
	systems (\$35,000).			
2	Who will fund the ongoing	Council (Assets	Council (Assets	Council (Assets
	replacement and installation	and Works)	and Works)	and Works)
	of the 18 Bannerconda®			
	systems (\$3,600 per set of			
	18 3 months life).			
3	Who will be responsible for	Council	The Nowra CBD	The Nowra CBD
	arranging the banner	(General	Revitalisation	Revitalisation
	designs and the costs	Manager)	Committee	Committee
	associated with achieving			
	those designs (\$200 per			
	design).			
4	Who will fund the purchase	Council	The Nowra CBD	The Nowra CBD
	of the initial set of 18	(General	Revitalisation	Revitalisation
	banners and any additional	Manager)	Committee	Committee
	"themed" banners (\$3,600).			
5	Who will be responsible for	Council (Assets	Council (Assets	Council (Assets
	the replacement of worn and	and Works)	and Works)	and Works)
	faded banners			
6	Who will responsible for the	Council	The Nowra CBD	Council (Assets
	installation of the banners	(General	Revitalisation	and Works)
	onto the Bannerconda®	Manager)	Committee	
	system (\$1,800)			



Options

1. The Nowra CBD Revitalisation Strategy Committee receives the report for information (recommended).

Implications: The report is noted.

Background

One of the Nowra CBD Revitalisation Committee's initiatives to revitalise the CBD is to install colourful banners along the highway on the exiting light poles.

At the 18 September 2018 Committee meeting staff advised the committee that approval from Endeavour Energy (the pole owners) had been obtained to install the Bannerconda® systems onto (non timber) poles on both sides of the Princes Highway from the Shoalhaven River to the Worrigee Street intersection.

The Bannerconda® system was chosen predominately because the system allows Banners to be installed from the ground using a pulley system. The details of the Bannerconda® system are as per the attached brochure (Attachment 2).

Based on the report to the Committee at the 7 November 2018 meeting, the cost to supply and install 18 Bannerconda®systems is approximately \$35,000.

At the 7 November 2018 meeting the Committee confirmed that it was only interested in installing banners along the "green section" from Shoalhaven River to Moss Street, (a total of 18 poles) and resolved as follows.

1. The Nowra CBD Revitalisation Strategy Committee rescind its resolution with respect to Item CBD18.74 – Update – Report – Banners – Worrigee Street - from the meeting of 10 October 2018; and

2. The General Manager (Assets and Works) provide a report to the Committee regarding the Policy on banners/flags, proposing a Management Strategy and costing and implications for installation of Bannerconda (from the southern side of the Bridge to Moss street)

3. Council seek assurance from RMS regarding the poles that have the Bannerconda® system in place, will they be replaced once works on the Nowra Bridge project are completed.

The custom designed banners are estimated to be \$200 per banner. It has been recommended that banners be replaced on a three-monthly basis due to wear, tear and fading.

The cost to purchase 18 Banners is \$3,600 per installation (approximately \$14,400 per annum, based on four sets of banners per year)

The cost to install the 18 banners is approximately \$1,800 per installation including traffic control.



Consideration

Consideration

In regards to a Management Strategy and costing and implications for installation of Bannerconda (from the southern side of the Bridge to Moss street) the following is proposed;

	Item	Approved by	Funded by	Actioned by
1	Who will fund the initial purchase and installation of the 18 Bannerconda® systems (\$35,000).	Council (Council resolution)	The Nowra CBD Revitalisation Committee	Council (Assets and Works)
2	Who will fund the ongoing replacement and installation of the 18 Bannerconda® systems (\$3,600 per set of 18 3 months life).	Council (Assets and Works)	Council (Assets and Works)	Council (Assets and Works)
3	Who will be responsible for arranging the banner designs and the costs associated with achieving those designs (\$200 per design).	Council (General Manager)	The Nowra CBD Revitalisation Committee	The Nowra CBD Revitalisation Committee
4	Who will fund the purchase of the initial set of 18 banners and any additional "themed" banners (\$3,600).	Council (General Manager)	The Nowra CBD Revitalisation Committee	The Nowra CBD Revitalisation Committee
5	Who will be responsible for the replacement of worn and faded banners	Council (Assets and Works)	Council (Assets and Works)	Council (Assets and Works)
6	Who will responsible for the installation of the banners onto the Bannerconda® system (\$1,800)	Council (General Manager)	The Nowra CBD Revitalisation Committee	Council (Assets and Works)

The RMS is unable to give any assurance regarding the poles that have the Bannerconda® system in place, other than the standard position which is where items are temporality removed they will be replaced to the current standard and where items are relocated they will be relocated to the current standard.

Policy and Management Implications

The existing Nowra CBD Banner Policy (POL16/243 – Attachment 1) sets the protocols and standards for the management of banners within Nowra CBD.

The following is extracted from the policy for the committee's convenience;

Any application under this policy is to be consistent with the following policy outcomes:

- Banner poles are to be used primarily for the promotion and marketing of the Nowra CBD, its events and activities.
- Banner poles will be available for use by commercial and not-for-profit groups at times when they are not being used by Council. Council sponsored events will take precedence.



- Banners should contribute towards the entry statement for the Nowra CBD.
- Banners may be used to celebrate significant public holidays e.g.: Christmas, Australia Day and Easter and may extend to use of the poles for bunting, decoration, lights or festive décor.
- Requests to have a single promotion for a special event or occasion may be considered by Council. The organiser of such will be responsible for all expenses incurred with the production, installing and removing of banners to Council policies.
- Council reserves the right to exclude any events or activities that are not legally, socially or politically in keeping with community values.

The part of the Princes Highway in question falls within the defined Nowra CBD area. The Committee has previously been advised this policy will need to be updated if further banners are to be displayed within the CBD.

Financial Implications

Any funding proposed to be covered by the Nowra CBD Revitalisation Committee will need to be drawn from the capital allocation that Council has delegated expenditure responsibility to the committee.

In cases where Council quotes the cost of works to the Nowra CBD Revitalisation Committee that quote will constitute an upper limit to the cost of the works and the Committee will be required to fund the actual costs up to this amount.

Any funding proposed to be covered by Council will need to come from existing operational budgets or future capital budgets as determined by the Council.

Risk Implications

Traffic and pedestrian management

Once the Bannerconda Systems fixed to Endeavour Energy poles the risk to pedestrians and Council employees who erect the banners is considered low, as the securing of the banner onto the Bannerconda® system is done from the ground.

Whoever installs the Bannerconda® systems will be required to implement a Site Safety Plan specific to the tasks being undertaken prior to commencing any work – it is noted that there is a three metre wide road shoulder on both sides of the highway. The road shoulders provide an opportunity to mitigate risks and avoid complications with pedestrians and highway traffic and should be considered in the creation of a Traffic Management Plan (TMP). No work is to proceed until the TMP is approved and implemented.

Timeline to procure and install

Staff have been advised by the Bannerconda supplier that there is limited stock in Australia of the patented Bannerconda® systems and new stock is not expected to arrive until early 2019.

Commentary

It's worth noting that the location of a Bannerconda® system on light pole does not guarantee the ongoing existence of that light pole and it is the RMS or Endeavour Energy's right to determine the location of poles.



Work along the Princes Highway requires negotiation with RMS and it is advisable to note that this phase of the approval process may affect the timing of the installation phase.





City Administrative Centre Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra Phone: (02) 4429 111 - Fax: (02) 4422 1816 Southern District Office Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

Email: council@shoalhaven.nsw.gov.au

Website: www.shoalhaven.nsw.gov.au

For more information contact the Planning, Environment & Development Group

Nowra CBD Banner Policy

Policy Number: POL16/243 • Adopted: 23/06/2015 • Reaffirmed: 9/05/2017 • Minute Number: MIN15.406, MIN17.378 • File: 39962E • Produced By: Planning, Environment & Development Group • Review Date: 1/12/2020

1. OBJECTIVES

The objectives of the Nowra Central Business District (CBD) Banner Policy are to:

- Promote major community, arts, cultural, recreation and tourism events taking place in the Nowra CBD and Shoalhaven generally.
- Enhance the visual appearance and sense of vitality within the Nowra CBD.
- Create a sense of community and a sense of place within the Nowra CBD.
- Stimulate local economic activity.
- Encourage local organisations and groups to participate in promoting the region through the development of banners.

2. BACKGROUND

Council provides banner poles in a number of strategic locations within the Nowra CBD. The location of the banner poles are shown in the map below and will be updated periodically at Council's discretion.



Shoalhaven City Council – Nowra CBD Banner Policy

The banner poles are used to promote significant Council events and activities. The banner poles are also available for use by commercial and not-for-profit groups to promote major community, arts, cultural, recreation and tourism events consistent with Council's Nowra CBD Banner Policy.

3. POLICY MEASURES

Any application under this policy is to be consistent with the following policy outcomes:

- Banner poles are to be used primarily for the promotion and marketing of the Nowra CBD, its events and activities.
- Banner poles will be available for use by commercial and not-for-profit groups at times when they are not being used by Council. Council sponsored events will take precedence.
- Banners should contribute towards the entry statement for the Nowra CBD.
- Banners may be used to celebrate significant public holidays e.g.: Christmas, Australia Day and Easter and may extend to use of the poles for bunting, decoration, lights or festive décor.
- Requests to have a single promotion for a special event or occasion may be considered by Council. The organiser of such will be responsible for all expenses incurred with the production, installing and removing of banners to Council policies.
- Council reserves the right to exclude any events or activities that are not legally, socially or politically in keeping with community values.

4. CORPORATE SPONSORSHIP

- A commercial/community sponsor supporting the promotion of CBD events and activities may advertise their name only, on no more than 20% of the total area of the banner.
- Commercial advertising, sponsors logos, names or any material not relating to the event being promoted should not exceed 20% of the total visible banner surface area.



Shoalhaven City Council – Nowra CBD Banner Policy

- The period of sponsorship will be reviewed if it exceeds one continual year of commercial advertising.
- Should a business or organisation cease to exist, the banner will be removed from display and another business or organisation will be given the opportunity to purchase the banner space.
- Advertising of tobacco products, alcohol or drugs will not be permitted.
- Banner shall be professional in appearance, aesthetically pleasing and kept in a simple form carrying the event name, venue, date and name/logo of organisation (if forming part of the event title).
- All banner designs, including sponsorship are to be approved by Council.
- Council reserves the right to removal banners if these are unsightly or deteriorate for their original condition.

5. IMPLEMENTATION

For any enquiries in relation to booking the Nowra CBD Banner Poles, or corporate sponsorship, please contact Council's Economic Development Section on (02) 4429 3388.



Bannercondas are designed for all types of poles, walls and pylons that are stable, and in sound condition.









Install Instructions p.2

PRIOR TO COMMENCEMENT

If the poles to which Bannercondas will be fixed are owned by an Energy provider, a Report by a Structural Engineer on the soundness and stability of each pole is to be submitted, and permission to affix must be granted prior to commencement of work.

HOT-LINE ASSISTANCE : Lach 0412 045 518 Dean 0412 446 506

MINIMUM TOOLS REQUIRED

tape measuremarker pen / pencilscrew driver setmulti-grips ; pliers1 x buckled tie-down strap (min. 1200mm)long, T-handle Allen keys 4mm and 5mmRope Stow Box key

box cutter knife hammer 6mm x 15M rope

PLUS

- for fluted or irregular metal poles
 Channel nuts as supplied
- * for smooth metal poles
 - 'Bandit' strap Tensioner -
 - buckles + metal strapping
- * for masonry walls
 - Chemset + dyna-bolts
 - wall anchors + plugs as advised
- * for timber poles
 - Tec screws + Impact driver + 5.5mm drill bit







- * Lay out Bannerconda as per diagram above. Check all parts.
 - Note position and flow of rope.
 - Ensure all weights are in conduit closest to Rope Stow Box.
 - Banner arm should not be connected to weights.
 - Unlock Rope Stow Box.

PREPARE Bandit STRAPS

- * For 6M conduit, prepare eleven straps with a buckle on each. Length = circumference of pole, plus 150mm.
- * NOTE : Use Tensioning tool to secure the system FIRMLY. Do NOT over-tighten.
- * If the buckle snaps, you will have to prepare a new strap.











CBD18.117 - Attachment 2



Addendum Agenda - Nowra CBD Revitalisation Strategy Committee -

Wednesday 05 December 2018

Page 19

D. INSTALL ROPE STOW BOX

hoalhaven

Council

* Unscrew Box from its back-plate.

* Measure down 10mm from base of conduit 1 to allow for the thickness of the Box.

- * Hold the back-plate with the jam cleat to the top. Attach it 10mm below conduit with strapping (or other fixing).
- * Position the Rope Stow Box with the recessed end up. Push Box hard up against the conduit. Apply screws to the two holes provided.



* Test that the banner arm engages into the head by pulling on the halyard. Release tension on rope to disengage.







CBD18.117 - Attachment 2





