

# Nowra CBD Revitalisation Strategy Committee

**Meeting Date:** Wednesday, 09 June, 2021

**Location:** Council Chambers, City Administrative Centre, Bridge Road, Nowra

## Attachments (Under Separate Cover)

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

#### FROM COMMITTEE

<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 07/04/2021	<b>Minute No:</b>	<b>Item No.</b> CBD21.6	<b>Group:</b> City Futures	<b>Target date:</b> 07/05/2021
<b>Title:</b> Additional Item - Nowra By Night - Promotions Budget				<b>Completed:</b>
<b>Resolution:</b>  <b>RESOLVED</b> (Clr White / Clr Wells)  That the Nowra CBD Revitalisation Strategy Committee recommend the funding of promotional activities up to \$8700 from the Promotions Budget.  CARRIED			<b>Notes:</b>  <b>Event took place on Friday 16<sup>th</sup> April 2021. Recommend to be completed</b>	

<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 07/04/2021	<b>Minute No:</b>	<b>Item No.</b> CBD21.7	<b>Group:</b> City Services	<b>Target date:</b> 07/05/2021
<b>Title:</b> Additional Item - Berry Street Pavers - Investigate - Cost - Staff - Contractor - Report Required				<b>Completed:</b>
<b>Resolution:</b>  <b>RESOLVED</b> (By consent)  That staff investigate the cost of the pavers on Berry Street (i.e. Council Staff vs Contractor costs) and aim to report back in June 2021.  CARRIED			<b>Notes:</b>  Aim to submit report to June 2021	

<b>Meeting Name</b>	<b>Minute No:</b>	<b>Item No.</b>	<b>Group:</b>	<b>Target date:</b>
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Date From: Date To:				Action Sheets Report
Nowra CBD Revitalisation Strategy Committee 07/04/2021		CBD21.9	City Services	07/05/2021
<b>Title:</b> Additional Item - CBD Lighting - Investigate - LED - Poles - Morisons Arcade - Report Required				<b>Completed:</b>
<b>Resolution:</b> <b>RESOLVED</b> (By consent) That staff: 1. Investigate the possibility of retrofitting LED lighting to the existing black poles; and 2. Investigate the dim lighting in Morisons Arcade, given that this Arcade is a public thoroughfare. 3. Aim to report back in June 2021. CARRIED			<b>Notes:</b>  Aim to submit a report in August 2021.	

  

Meeting Name Nowra CBD Revitalisation Strategy Committee 07/04/2021	Minute No:	Item No. CBD21.10	Group: City Services	Target date: 07/05/2021
<b>Title:</b> Additional Item - CBD Walkaround				<b>Completed:</b>
<b>Resolution:</b> Paul Keech recommended that another walkaround of the CBD be arranged. The list of items resulting from the walkarounds in 2019 has been mostly addressed and will be circulated during May 2021.			<b>Notes:</b>  Aim to schedule a Walkaround before the end of June 2021. <b>Recommend to remove.</b>	

FROM STRATEGY & ASSETS COMMITTEE

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

<b>Meeting Name</b> Strategy & Assets Committee 08/12/2020	<b>Minute No:</b> MIN20.902	<b>Item No.</b> CBD20.24	<b>Group:</b> City Services	<b>Target date:</b> 07/01/2021
<b>Title:</b> Additional Item - Alcohol Prohibited / Free Area - Laneways off Egans Lane & Stewart PI Car Park - Investigation - Nowra CBD Revitalisation Strategy Comm				<b>Completed:</b>
<b>Resolution:</b>  <b>RESOLVED</b> (Clr Findley / Clr Digiglio) That the CEO investigate the appropriate actions that can be taken by Council to prohibit the consumption of alcohol in the Laneways off Egans Lane and Stewart Place Car Parks, near the Library, Arts Centre and commercial areas. CARRIED			<b>Notes:</b>  Comment: Report included on the Agenda. <b>Recommended to complete and remove this action.</b>	

#### ACTIONS COMPLETED FROM 1 APRIL 2021

<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 03/02/2021	<b>Minute No:</b>	<b>Item No.</b> CBD21.3	<b>Group:</b> City Futures	<b>Target date:</b> 05/03/2021
<b>Title:</b> Support - Artisan Food & Drink Industry - Possible Local Environmental Plan Amendment - LEP - B2 - B3 - B4 - Mixed Use - Report Required				<b>Completed:</b> 15/04/2021
<b>Resolution:</b>  <b>RESOLVED</b> (Clr White / Clr Wells) That the Committee:			<b>Notes:</b>	

Date From: Date To:	Action Sheets Report
<ol style="list-style-type: none"> <li>1. Support the preparation and progression of a Planning Proposal to add 'Artisan Food &amp; Drink Industry' as a permissible use in the B2 Local Centre, B3 Commercial Core and B4 Mixed Use zones in the Shoalhaven Local Environmental Plan 2014.</li> <li>2. Acknowledge the opportunities created by enabling such industry to develop the B2, B3 and B4 zones to local lifestyle, tourism and associated commercial opportunities.</li> <li>3. Receive future updates on the progress of the Planning Proposal as needed.</li> </ol> <p>CARRIED</p> <p>Note: This item is not to be added to the action report.</p>	<p>Being implemented via the 2020/2021 LEP Housekeeping Planning Proposal – Council resolved in May 2021 to submit this overall PP to the NSW Government for the required Gateway determination before proceeding to public exhibition. This initial determination is currently pending and the Committee will be kept updated.</p>









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

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

Email: [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)

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

For more information contact the Finance, Corporate & Community Services Group

## Nowra CBD Revitalisation Strategy Committee – Terms of Reference

**Policy Number:** POL19/61 • **Adopted:** 28/10/2014 • **Amended:** 21/02/2017, 16/05/2017, 27/3/2018, 25/09/2018, 18/12/2018, 26/03/2019, 20/09/19 • **Minute Number:** MIN14.765, MIN17.96, MIN17.390, MIN18.228, MIN18.764, MIN18.1012, MIN19.171, MIN19.658 • **File:** 50242E • **Produced By:** Finance, Corporate & Community Services • **Review Date:** 1/12/2020

### 1. ROLE

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

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

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

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

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

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

**2. DELEGATED AUTHORITIES**

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

**3. COMMITTEE MEMBERSHIP**

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

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



**3.2. Non-voting Members**

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

**3.3. Annually, following September Ordinary Council Meeting (where committees are reviewed) the Committee will appoint a Chairperson (to be ratified by Council) and Council reserves the right to appoint a Chairperson at any time.****3.4. The role of the chairperson is to:**

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

**4. WORKING GROUPS**

- 4.1. The Working Groups are established to investigate suitable projects for funding by the CBD Revitalisation Strategy Committee following a suitable project and to meet with relevant Council staff/contractors (if not Council) at all stages of the project,
- 4.2. Team leaders are nominated as a point of contact between staff and committee for general day to day updates, not as the sole representative from the Nowra CBD Revitalisation Strategy Committee to attend meetings outside those held by the CBD Revitalisation Strategy Committee including progress meetings,
- 4.3. As project principal/client the Nowra CBD Revitalisation Strategy Committee reserve the right for all Working Groups members of the relevant Working Groups to attend and speak on matters addressed at such meetings,
- 4.4. The Nowra CBD Revitalisation Strategy Committee Working Groups members are to be notified in respect to any meeting(s) pertaining to CBD Revitalisation Strategy Committee projects and invited to attend.

**5. APPOINTMENT OF MEMBERS**

- 5.1. That appointments to the Nowra CBD Revitalisation Strategy Committee be made by the Council following recommendation from the Committee.
- 5.2. Recommendations for appointment of members will be made to the Nowra CBD Revitalisation Strategy Committee by a Membership Appointment Panel comprising of:
  - Chairperson or Nominee of the Chairperson
  - Council staff Committee member
  - Governance Unit Manager

Selection Criteria for new members.

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

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

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

**6. MEETINGS**

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

**7. QUORUM**

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

**8. VOTING AND RECOMMENDATIONS**

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

**9. COMMUNICATION**

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

**10. PROMOTIONS BUDGET**

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

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

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

**11. PARENT COMMITTEE**

- 11.1. Ordinary Council Meeting.

**12. CODE OF CONDUCT**

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

**13. REVIEW**

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



