

Nowra CBD Revitalisation Strategy Committee

Meeting Date: Tuesday, 05 July, 2022
Location: Email Meeting

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Agenda

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5. **General Business**

Membership

Mr James Caldwell – Chairperson
Clr Serena Copley
Clr Matthew Norris
Clr Tonia Gray
Clr Patricia White (Alternate)
Ms Jo Gash
Mr Scott Baxter
Mr Brendan Goddard
Mr George Parker
Ms Alison Henry
Ms Catherine Shields

Non-voting members

All other Councillors
CEO
Director, City Services or delegate

Quorum – Seven (7) members

Role of the Committee

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.

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

1. Recommend to Council possible refinement of, and improvements to, the ‘Revitalising Nowra Action Plan (2021-2023)’ and the broader Nowra CBD Revitalisation Strategy as the committee considers appropriate.
2. Develop a list of projects (with estimated costings) for Council to consider/prioritise over a rolling three year time frame, that will assist in achieving the ten elements of the Nowra CBD Revitalisation Strategy. The list is to be presented to an Ordinary Meeting of Council in February each year, and thus adopted by the Council.
3. Make a formal submission to Council’s annual capital works budget as it relates to the Nowra CBD, in accordance with Council’s budgeting process.
4. Reallocate at its discretion, Nowra CBD Revitalisation Budget funds to operational projects, e.g. activation events.
5. Monitor the expenditure of the Nowra CBD Revitalisation Budget via a Subcommittee, in particular;
 - 5.1 Approving design plans and specifications at the preliminary concept stage and prior to the detailed drafting and then at final approval stage.
 - 5.2 In cases where the CEO (or delegate) determines that capital works funded by the Nowra CBD Revitalisation Budget will be tendered out, the Subcommittee will endorse the tender documentation before tenders are advertised.
 - 5.3 The Chair and delegate may, at their discretion, participate on tender evaluation panels for capital expenditure funded by the Nowra CBD Revitalisation Budget.

- 5.4 The Chair is to endorse the payment of progress claims and endorse the approval of variations, for capital expenditure funded by the Nowra CBD Revitalisation Budget.
6. Act as a communication conduit between Council and the CBD stakeholders in respect to the ten elements within the Nowra CBD Revitalisation Strategy and approved Capital Works within the Nowra CBD with reasonable support from Council, at Council's expense, as determined by the CEO.
7. Assist Council in advocating to the community the adopted list of projects that seek to deliver on the ten elements of the CBD Revitalisation Strategy.
8. Provide a report to Council (resolved at a Committee meeting) each quarter outlining the year to date expenditure on projects funded by the Nowra CBD Revitalisation Budget and present a report to an Ordinary Meeting of Council in August each year that explains the expenditure and any non-expenditure, for the previous financial year.
9. Consult with relevant stakeholders as needed.

Delegated Authority

1. To oversee the expenditure of the Nowra CBD Revitalisation Budget, as the Committee deems appropriate in accordance with objectives of the Nowra CBD Strategic Plan.
2. 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.
3. Council will provide “in-kind” support to the committee in relation to
 - Project Design and Documentation
 - Facilitation of meetings
 - Preparation of reports for the Committee consideration

Nowra Revitalisation Committee - Sub/Working Groups

	Governance & Communications Sub Committee	Finance & Works Sub Committee	Events & Promotion	Activation Projects
James Caldwell (Chair)	Yes	Yes		
Clr				
Clr				
Clr				
Wesley Hindmarch				
Scott Baxter				
Brendan Goddard				
George Parker				
Alison Henry				
Vacant Community Rep				
Catherine Shields				
Vacant Business Operator				
Gordon Clark				
Paul Keech				
SCC Rep				

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Wednesday, 1 June 2022
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.04pm

The following members were present:

Mr James Caldwell - Chairperson
Clr Serena Copley
Clr Matthew Norris
Clr Tonia Gray (Remotely)
Mr Scott Baxter (Remotely) – left at 5.01pm
Mr Brendan Goddard – left 5.45pm
Mr Wesley Hindmarch (Remotely)
Ms Alison Henry
Ms Catherine Shields – Chairperson 5.32pm – 5.45pm

Others present:
Clr Patricia White
Mr Paul Keech – Director City Services
Mr Micaiah Tipton – Manager Design Services
Ms Sara McMahon – Manager – Business Assurance & Risk (Remotely)
Ms Brooke Aldous – Governance Coordinator

Apologies / Leave of Absence

Apologies were received from Jo Gash and George Parker

Confirmation of the Minutes

RESOLVED (By consent)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 27 April 2022 be confirmed.

CARRIED

Declarations of Interest

James Caldwell – CBD22.16 - Presentation - Overview of the Program - Facade Improvement – pecuniary interest declaration – he is an applicant and has previously received funding – will leave the room and will not take part in discussion or vote relating to the applications.

CBD22.18 Election of Acting Chairperson - 1 June 2022

It was noted that an Acting Chairperson will need to be elected in the event that James Caldwell is required to leave the room for a declaration of pecuniary interest.

RESOLVED (By consent)

That Catherine Shields be elected as Acting Chairperson for the 1 June 2022 meeting in the event that James Caldwell is required to leave the room for a declaration of pecuniary interest.

CARRIED

PRESENTATIONS**CBD22.17 Presentation - Discussion - CBD Maintenance Suggestions** **HPERM Ref: D22/205876**

Unit Manager – District Engineer – Central provided a presentation in relation to proposed CBD Maintenance.

Concerns were raised that at the end of a 12 month trial it would be expected that the funding continue.

The committee discussed different options including the scope (how many workers, equipment required, number of days required, trial periods and a deep clean).

Director City Services advised that following discussions today he will submit a report including options for the Committee to consider.

1. A crew of 2 workers that includes a once a month clean following the Night Food Markets
2. 2-3 days per week for 6 months.

RESOLVED (By consent)

That the Nowra CBD Revitalisation Strategy Committee receive a report including but not limited to, two (2) options for cleaning and maintenance crew options for the CBD being:

1. A crew of 3 workers full time (as presented on 1 June 2022)
2. A crew of 2 workers full time
3. A crew of 2 workers 2-3 days per week for 6 months, including after hours to assist with events .

CARRIED

CBD22.15 Presentation - Discussion - Place Manager Recruitment **HPERM Ref: D22/205868**

Manager Design Services provided a presentation in relation to the progress on the recruitment of the Place Manager.

Note: Scott Baxter left the meeting at 5.01pm.

It was noted that the position has been difficult to recruit, the Director City Services will work with the Chairperson and Kylie Legge offline and submit a report including a way forward.

CBD22.16 Presentation - Overview of the Program - Façade Improvement**HPERM Ref:
D22/205872**

James Caldwell declared a pecuniary interest as he is the applicant for the façade funding, left the room and did not participate in discussion or vote.

Catherine Shields assumed the role of Chairperson.

The Director City Services provided a presentation in relation to the Façade Improvement Program overall and the applications received.

RESOLVED (By consent)

That:

1. The Nowra CBD Revitalisation Committee accept the application for Façade Improvement Funding for the property at 73 North Street, Nowra for half of the cost of the improvement up to a maximum of \$5000.00 as per the Policy.

FOR: Cllr Copley, Cllr Norris, Wesley Hindmarch, Alison Henry and Catherine Shields

AGAINST: Cllr Gray and Brendan Goddard

CARRIED

Note: Brendan Goddard left the meeting at 5.45pm.

The Director City Services advised that the staff would:

1. Write to all property owners within the CBD boundary advertising the Façade Improvement Program, surveying them and seeking their interest and suggestions for improvement of the program.
2. Provide a further report based on the feedback received in part 1 above, with the aim to review the program.

Note: James Caldwell returned to the meeting and resumed the Chair.

There being no further business, the meeting concluded, the time being 5.51pm.

Mr James Caldwell
CHAIRPERSON

CBD22.19 Committee Actions Report for Ongoing / Completed Items

HPERM Ref: D22/237684

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

Attachments: 1. Action Table [↓](#)

Reason for Report

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

Recommendation (Item to be determined under delegated authority)

That the:

1. Outstanding/Ongoing Action Report be received for information.
2. Following completed items in the Action List attached to the report be removed from the listing:
 - a. CBD22.9 - Additional Item - Food Markets - Jelly Bean Park - Junction - Budget

Options

1. As Recommended
2. Adopt an alternate recommendation

Background

The actions listed in the attachment are drawn from resolutions made by the Committee of which an action is required.

Outstanding/Ongoing Action Report (**attached**) is current as at the time of drafting this report (Wednesday 8 June 2022).

Noting there is a number of Items (below) not listed in the Action Report as at the time of drafting this report the Minutes of the 1 June Meeting had not been finalised and Actions not processed:

- CBD22.15 - Presentation - Discussion - Place Manager Recruitment
- CBD22.16 - Presentation - Overview of the Program - Facade Improvement
- CBD22.17 - Presentation - Discussion - CBD Maintenance Suggestions

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

Date From: Date To:	Action Sheets Report
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Ongoing Actions – Not Completed

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 16/02/2022		CBD22.9	City Services	18/03/2022
Title:				Completed:
Additional Item - Nowra CBD Revitalisation Committee - Food Markets - Jelly Bean Park - Junction - Budget				
Resolution:			Notes:	
<p>RESOLVED (James Caldwell / C/r White)</p> <p>That the Nowra CBD Revitalisation Committee endorse:</p> <ol style="list-style-type: none"> 1. The establishment and the evolution of Food Markets in Jelly Bean Park; 2. Funding option of up to \$50,000 from the Nowra CBD Revitalisation Strategy Committee's budget for installation in Jelly Bean Park of: <ol style="list-style-type: none"> a. Commercial Festoon lighting and strip Lighting b. WIFI c. CCTV cameras d. Additional power outlets <p style="margin-left: 40px;"><i>Should the allocation of \$50,000 not cover the above, a report will be brought back to the Committee.</i></p> 3. Preparation of Traffic Management Plans for both Jelly Bean Park & Junction Court closures – budget \$2,000 from the Nowra CBD Revitalisation Strategy Committee's budget, that can be used for the next 5 years, including the closure of the taxi rank and laneway behind Betta Electrical Building. 4. Costs of \$500 per month to hold the markets from the Nowra CBD Revitalisation Strategy Committee's budget. <p>CARRIED</p> <p>Action – The Radio Advertising will be distributed via email and an e-meeting (if required) will be held following the review of the contract.</p>			<ol style="list-style-type: none"> 1. Complete – Established 20 April 2022 2. Covered in the Projects Report in the Agenda. The Budget has been amended to reflect this inclusion. Parts a. and d. complete Part b. and c. have been added to the Standing Projects Update 3. Complete 4. Costs of \$500 per month, itemised in the budget <p>This action is considered completed and to be removed from the Action Table.</p>	

Date From:	Action Sheets Report
Date To:	

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Meeting Name Nowra CBD Revitalisation Strategy Committee 27/04/2022	Minute No:	Item No. CBD22.12	Group: City Services	Target date: 27/05/2022
Title: Standing Report - Budget Update - April 2022 - \$300,000 Additional Operational Works				Completed:
Resolution: RESOLVED (Alison Henry / Clr White) That: 1. The Nowra CBD Revitalisation Strategy Committee notes the following points for information; <ul style="list-style-type: none"> a. \$30,300 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update (noting that \$623,600 of the \$935,000 Junction Court Revitalisation Grant has been spent to date). b. The total year-to-date spend for the 2021/2022 financial year is \$30,300 of the available budget of \$1,326,507. c. A summary of expenditure was provided in the Attachment to this report. 2. \$300,000 from the 2021/2022 Nowra CBD Revitalisation Strategy Committee Budget be allocated to additional operational works, to be undertaken in the Nowra CBD Revitalisation Strategy Area, with those works being proposed by the Director – City Services and subject to approval of the Chairperson and the Finance Sub-Committee. CARRIED			Notes: Part 1. Noted, a report is included in the agenda - Complete Part 2. Noted, a report is included in the agenda	

Meeting Name Ordinary Meeting 14/03/2022	Minute No: MIN22.164	Item No. CBD22.6	Group: City Services	Target date: 13/04/2022
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Date From:	Action Sheets Report
Date To:	

Title: Nowra CBD Revitalisation Strategy Project - Management Services - Contract of Engagement adoption	Completed:
<p>Resolution:</p> <p>RESOLVED* (Clr White / Clr Copley) MIN22.164</p> <p>That the Committee adopt the CONTRACT OF ENGAGEMENT for Project Management Services as presented (attached) noting that;</p> <ol style="list-style-type: none"> 1. The Executive that will act as the Principal's Agent is to be; <ul style="list-style-type: none"> • The CBD Committee Chair – James Caldwell • A Committee Member – Alison Henry • The Director City Services 2. The Contract will be managed and amended as required by the Principal's Representative – Manager of Technical Services, to achieve the Contract objective. 3. The Project Manager will be appointed by the Principle's Representative on the recommendation of the Principal's Agent 4. Project Updates will be provided via the Project Update Report that is received by the Committee at each meeting. <p>FOR: Clr Findley, Clr Kotlash, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Ell, Clr Christen, Clr White, Clr Watson, Clr Kitchener and Clr Gray</p> <p>AGAINST: Nil</p> <p>CARRIED</p>	<p>Notes:</p> <p>Contract of Engagement document covering all these issues is complete and this contract formed part of the advertising for the role.</p>

Actions Completed between 25 April to 7 June 2022

Meeting Name Nowra CBD Revitalisation Strategy Committee 04/08/2021	Minute No:	Item No. CBD21.26	Group: City Services	Target date: 03/09/2021
Title:				Completed:

Date From:	Action Sheets Report
Date To:	

Nowra CBD Lighting - Investigate LED Poles - Morisons Arcade - investigate - meeting	18/05/2022
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<p>Resolution:</p> <p>RESOLVED (Clr Wells / Wesley Hindmarch)</p> <p>That the Nowra CBD Revitalisation Strategy Committee.</p> <p>1. Note for information:</p> <p style="padding-left: 20px;">a. That the sphere lights on the black poles in Junction Street are being replaced by LED lights.</p> <p style="padding-left: 20px;">b. That the private company FM Morison Pty Ltd is responsible for lighting in Morisons Arcade as proprietor of the building constructed in the airspace above the footway.</p> <p>2. Request Council to investigate and enact any compliance or enforcement mechanisms available to Council that will result in improvement in the lighting levels in Morisons Arcade.</p> <p>3. Attend a meeting / demonstration of higher intensity LED lights with Council staff to assess and provide feedback on the possible use of higher intensity LED lights in Junction Street.</p> <p>CARRIED</p>	<p>Notes:</p> <p>30 Aug 2021 9:52am Andriske, Claire</p> <p>Micaiah - Parts 1, 2 and 3</p> <p>18 May 2022 3:44pm Andriske, Claire - Completion</p> <p>Completed by Andriske, Claire on behalf of Tipton, Micaiah (action officer) on 18 May 2022 at 3:44:45 PM - Complete per CBD22.10</p>
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Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 06/10/2021		CBD21.40	City Services	05/11/2021

Title:	Completed:
Discussion - Alcohol Prohibited Areas - Collection of Supporting Information - Distribute - Collate Responses	18/05/2022

<p>Resolution:</p> <p>RESOLVED (Clr White / Catherine Shields)</p> <p>That The Nowra CBD Revitalisation Strategy Committee members (owners and retailers):</p>	<p>Notes:</p> <p>18 May 2022 3:46pm Andriske, Claire - Completion</p> <p>Completed by Andriske, Claire on behalf of Tipton, Micaiah (action officer) on 18 May 2022 at 3:46:07 PM - Complete per CBD22.10</p>
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Date From: Date To:	Action Sheets Report
<p>1. Distribute and seek response from their networks by way of the attached Support Alcohol Free Zone questionnaire (D21/413187)</p> <p>a. Examples of the area being compromised by alcohol consumption will help support any future application. For example</p> <ul style="list-style-type: none"> i. Malicious damage to property ii. Littering iii. Anti-social behaviour iv. Other crimes <p>2. Collate the responses and send to the Manager Design Services prior to the next CBD Revitalisation Strategy Committee on 1 December 2021</p> <p>CARRIED</p>	

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 14/12/2021		CBD21.44	City Futures	13/01/2022
Title: New Mural Opportunity - Nowra CBD Revitalisation Strategy Public Art - 11 Haigh Ave, NOWRA - Krimstone and Scott Nagy - negotiate - allocate - budget - \$55,000				Completed: 16/05/2022
Resolution: RESOLVED (James Caldwell / Wesley Hindmarch) That the Committee: 1. Supports the commissioning of muralists Krimstone and Scott Nagy for a Nowra CBD Mural project in February/March 2022. 2. Supports the subject of the mural proposal being open to creative freedom/expression of the artists with the following broad scope: a. The artist to possibly incorporate local landscape/landmarks, flora/fauna and/or a prominent local identity.			Notes: 22 Dec 2021 9:30am Andriske, Claire Parts 1 - 4 - Dale Richardson 02 Mar 2022 4:31pm Bowley, Kay - Reallocation Action reassigned to Jameson, Ryan by: Bowley, Kay for the reason: Dale Richardson has resigned 08 Mar 2022 12:50pm Jameson, Ryan	

Date From: Date To:	Action Sheets Report
<p>b. First preference for the mural location is the northern brick wall of the former Care South building at 11 Haigh Avenue, Nowra.</p> <p>c. Second preference for the mural location is the southern brick wall of the former Spotlight building at 26 Berry Street, Nowra (western side of Stewart Place car park).</p> <p>3. Request council staff negotiate with landowners of preferred walls listed above, or other buildings if unavailable, to enable the mural to be painted.</p> <p>4. Allocate a budget of \$55,000 (maximum) to cover the commissioning of the artists and associated costs for the mural project.</p> <p>CARRIED</p>	<p>1) Complete, 2) Being progressed. Possible subjects discussed with the artists. Draft designs to be provided in mid-march for review., 3) Being progressed in consultation with the 11 Haigh Ave building owner., 4) Complete</p> <p>11 Apr 2022 10:16am Jameson, Ryan</p> <p>1) Complete, 2) In progress. Artists are working on concept design, drafts will be provided to Council for review in April/May. Mural start date pushed back due to weather., 3) Complete. Agreement reached with 11 Haigh Ave building owner., 4) Complete</p> <p>16 May 2022 4:25pm Jameson, Ryan - Completion</p> <p>Completed by Jameson, Ryan (action officer) on 16 May 2022 at 4:25:40 PM - All parts of resolution complete & mural being progressed</p>

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 27/04/2022		CBD22.10	City Performance	27/05/2022
Title: Committee Actions Report for Ongoing/Completed Items				Completed: 18/05/2022
Resolution: RESOLVED (By consent) That the: 1. Outstanding/Ongoing Action Report be received for information. 2. Following completed items in the Action List attached to the report be removed from the listing: a. CBD21.26 - Nowra CBD Lighting - Investigate LED Poles - Morisons Arcade b. CBD21.40 - Discussion - Alcohol Prohibited Areas - Collection of Supporting Information c. CBD21.44 - New Mural Opportunity - Nowra CBD Revitalisation Strategy Public Art - 11 Haigh Ave, NOWRA – Krimstone			Notes: 18 May 2022 3:47pm Andriske, Claire - Completion Completed by Andriske, Claire (action officer) on 18 May 2022 at 3:47:18 PM - Complete	

Date From: Date To:	Action Sheets Report
d. CBD22.3 - Committee Actions Report for Ongoing/Completed Items CARRIED	

CBD22.25 Acknowledgement of Resignation - Mr Christopher Williamson

HPERM Ref: D22/265813

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

Reason for Report

To notify the Committee of the receipt of resignation from Mr Christopher Williamson.

Recommendation (Item to be determined under delegated authority)

That:

1. The Nowra CBD Revitalisation Strategy Committee acknowledge the resignation received from Mr Christopher Williamson and thank him for his participation and commitment to the Committee.
2. The vacancy of the Community Member position be filled via an EOI.

Options

1. As Recommended

Implications: The membership of the Committee will be reviewed and updated accordingly.

2. Not accept the resignation

Implications: By not accepting the resignation the position will remain vacant.

Background

Mr Christopher Williamson has been the Community Member on the Nowra CBD Revitalisation Strategy Committee since December 2019.

Following consultation with the Chairperson and Mr Christopher Williamson, on Wednesday 22 June 2022, Council received notification from Mr Christopher Williamson that he wishes to resign from the Committee.

It is recommended that this Community Member position be filled via and EOI process.

Community Engagement

Council staff will engage in an EOI to fill the vacancy of the Community Member position, this EOI process be conducted in conjunction with the EOI for the Retail/Business operator (non CBD Property owner) position.

CBD22.20 Standing Report - CBD Planning Controls

HPERM Ref: D22/237848

Department: Strategic Planning

Approver: Carey McIntyre, Director - City Futures

Reason for Report

The reason for the report is to update the Committee on the status of the review of planning controls in Nowra CBD, as resolved by Council at the Development & Environment Committee meeting of 11 May 2021.

The review is to consider the planning controls applicable to the Nowra CBD, including building height, with a particular focus on the commercial core area (B3 zoned land), to identify whether changes are needed in potential key locations (e.g., Egan's Lane and Stewart Place car parks and adjoining land) to help strengthen, activate and support appropriate redevelopment, including residential uses.

Recommendation (Item to be determined under delegated authority)

That the Committee:

1. Receive the update report on the review of planning controls in Nowra CBD / commercial core area for information.
2. Remove the standing report from the Committee meeting agenda and submit reports as and when required.

Options

1. As recommended.

Implications: this report updates the Committee on the status of the review of planning controls in the Nowra CBD / commercial core area. The Committee will not receive further update reports until such time as the review commences again.

2. Alternative recommendation.

Implications: This will depend on the nature of the resolution.

Background

The Committee was updated on the commencement of the review of planning controls in the Nowra CBD / commercial core area at its 6 October 2021 meeting (item CBD21.35).

At the meeting the Committee resolved to:

1. *Receive the update report on the review of planning controls in Nowra CBD / commercial core area for information.*
2. *Receive a further update report on the outcomes of the review at the appropriate point, before Council proceeds with any Planning Proposal to amend relevant controls in Shoalhaven Local Environmental Plan 2014.*

This report provides an update on the review progress for the Committee's information.

Update

- The project is on hold due to recent staff departures and reduced capacity in the Strategic Planning Department.
- Council will consider the status/priority of the review of Nowra CBD Planning Controls as part of the proposed Strategic Planning Works Program (SPWP) for 2022/23. The proposed SPWP 2022/23 was presented to Councillors at the Strategic Planning Working Party meeting on 9 June 2022 for discussion, and a report to Council is anticipated in July 2022.

It is proposed to remove the standing report from the Committee meeting agenda until such time as the review is being progressed again.

Community Engagement

Stakeholder and community consultation will occur as part of the review and any subsequent Planning Proposal seeking to amend Shoalhaven LEP 2014 and / or the DCP.

The Nowra CBD Revitalisation Strategy Committee will continue to be consulted and engaged as a key Nowra CBD stakeholder during the review upon the recommencement of the project.

Financial Implications

The review will be funded from the existing recurrent Strategic Planning budget and no further budget demands are expected.

CBD22.21 Standing Report - Budget Report - June 2022

HPERM Ref: D22/235129

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

Attachments: 1. CBD Budget Update - June 2022 [↓](#)

Reason for Report

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

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee notes the following points for information:

1. That \$9,363 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update (noting that \$683,430 of the \$935,000 Junction Court Revitalisation Grant has been spent to date).
2. The total year-to-date spend for the 2021/2022 financial year is \$39,663 of the available budget of \$1,326,507.
3. A summary of expenditure is provided in the Attachment to this report.

Options

Background

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

Expenditure

Name	Paid to	Amount (Excl GST)
Smart Poles Investigations Payment Claim 3	Complete Urban	\$2,000
North Street Traffic Masterplan	Cardno	\$7,363
	Total	\$9,363

CBD22.9-4 allocates \$500 per month to hold markets in Jellybean Park from the Nowra CBD Revitalisation Strategy Committee's budget. Any future spend related to this resolution will be captured within the Nowra CBD Action Plan Place Making Project line A13 of the budget for *Monthly Fresh Food Markets*.

Income

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

CBD22.22 Standing Report - Project Update - June 2022

HPERM Ref: D22/235137

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

Attachments:

1. Attachment 1 - 10001 SHO Feasibility Investigation into the use of Smart Poles in the Nowra CBD PROPOSAL - FINAL (under separate cover)
2. Attachment 2 - Preliminary Design - Proposed Pedestrian Crossing - Junction St Nowra [↓](#)
3. Attachment 3 - Street Lighting Upgrade Design Plan [↓](#)
4. Attachment 4 - Concept Design & Costing - North St Nowra - Cardno (NSW/ACT) Pty Ltd (under separate cover)

Reason for Report

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

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee:

1. Note the update provided on the nominated projects within the Nowra CBD.
2. Provide feedback on the Feasibility Investigation - Use of Smart Poles in the Nowra CBD Report, Investigation & Design – Pedestrian Crossing – Junction Street, Draft Traffic Masterplan for North St, Nowra to the Manager Design Services by 6 July 2022.

Background

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

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

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

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

The following projects have been added to the projects update list as a result of Nowra CBD Revitalisation Strategy Committee meeting resolutions:

- Morrisons Arcade lease renewal and lighting (CBD21.40)
- CBD Mural Project (CBD21.44)
- Jellybean Park Electrical and Technology Infrastructure Upgrade (CBD22.9)

Project Updates

1. *Feasibility Investigation - Use of Smart Poles in the Nowra CBD*
Budget - \$12,000.
Expected Delivery Date – June 2022.
Complete Urban has been engaged to undertake the feasibility investigation for \$10,190 excl GST. A final report has been received for review (Attachment 1 – D22/239503).
2. *Investigation & Design – Pedestrian Crossing – Junction Street, Nowra*
Budget - \$5,000.
Expected Delivery Date – June 2022.
A preliminary signage and linemarking plan are complete (Attachment 2 – D22/46818). A street lighting upgrade design plan has been received for review (Attachment 3 – D22/239513).
3. *Traffic Masterplan for North St, Nowra*
Budget - \$60,000.
Expected Delivery Date – June 2022.
Cardno consultants have been engaged for concept design and costing. Draft plans have been received for review (Attachment 4 – D22/239539).
4. *Nowra CBD Action Plan*
An update on the Nowra CBD Place Manager recruitment has been provided in a separate report.
5. *Nowra Arts Centre - Roof Renewal Works*
Project has been deferred until 2022/2023 due to variations associated with the works on the Library Airconditioning.
6. *Nowra CBD - All Day Car Parking*
Project deferred to 2022/2023 financial year.
7. *Nowra - O'Keeffe Avenue*
This project is for the signalisation of the existing pedestrian crossing between Coles and the Ex Servos. The Project has a budget of \$289,000. Deferred to next financial year (2022/2023) due to resources being required for disaster recovery and management.
8. *Nowra - Berry/Worrigee Street - Multistorey Car Park - Investigate and Design*
This Project is to design a multi storey carpark at the corner of Berry St and Worrigee St. The Civil and Structural Design has been completed. Facade and electrical design are ongoing and expected to be completed by the end of the 2021/2022 financial year. A grant application to partially fund the construction of this project from the Building Better Regions Fund was submitted in February 2022 and a decision is expected mid-2022.
9. *Nowra - Bridge Rd / Hyam St Int - Safer Roads Project*
This Project is for the design of Traffic Lights at the Intersection of Bridge Rd and Hyam St, Nowra. This project is reliant on grant funding. To date Council has been unsuccessful in obtaining grant funding and the project is on hold.
10. *Design of Traffic Lights at the Intersection of Worrigee St and Berry St, Nowra.*

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

11. *Council Admin Building Works*

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

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

Digital Signage upgrade in public areas & council offices – To improve digital signage and screens within both Public and Staff areas of the Administration Building – Budget \$60,000 – This project will be renominated as part of future years budget process.

Upgrade to Level 3 Accessible Amenities – Provide additional accessible amenities – Budget - \$150,000 – Letter of acceptance was sent on Friday 1 April 2022. Practical completion anticipated early June. Funds to refurbish Level 2 amenities (public area outside the chambers) in next year's budget bid.

Fire Mitigation Upgrade – To improve the administration buildings fire safety measures– Budget \$1,010,000 – Task 1 - Attaining existing fire schedule compliance Certification & Compliance have issued revised Fire Safety Schedule (FSS) for review prior to issuing formally through a Fire Safety Order (FSO). Task 2 - Potential upgrade requirements in accordance with the current standards BCA/NCC compliance report reviewed by Certification & Compliance Department. Fire Engineering Report (FER) required to identify "deemed to satisfy" (DTS) solutions to current building issues. Site works in progress on a combined fire water supply for SEC & Admin Building. These works will provide water for upgrade of ground floor sprinkler and hydrant systems upgrade. Approximately 50% of the budget has been spent.

Reception Service Counter Renewal - To upgrade the front counter area of the Administration Building – Budget \$150,000 – This project was identified when the new customer experience was being formed. Budget \$60,000 – This project will be renominated as part of future years budget process.

12. *Morrison's Arcade lease renewal and lighting*

The lease for the Morrison's Arcade airspace is due for renewal on 14 June 2023. Lease renewal preparation work will commence in January 2023 with the intention of Council taking control and responsibility for the lighting in the public thoroughfare.

13. *CBD Mural Project*

Budget - \$55,000.

A proposed mural on the building at 11 Haigh Avenue, Nowra.

Agreement reached with 11 Haigh Ave building owner. Drafts concepts have been received. Mural start date scheduled for June.

14. *Jellybean Park Electrical and Technology Infrastructure*

Festoon lighting and additional power outlets have been provided. This was funded by the residual of the Your High Street Grant.

CBD22.23 Nowra CBD Place Manager Update & Way Forward

HPERM Ref: D22/235140

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

Attachments: 1. Revised Job Description - Nowra CBD Place Manager (under separate cover)

Reason for Report

To provide the Nowra CBD Revitalisation Strategy Committee with an update on the recruitment of the Nowra CBD Place Manager and a proposed way forward.

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee endorse the revised job description (D22/239049) and readvertise the Nowra CBD Place Manager position. The deliverable actions for the position are:

1. Monthly Food Markets
2. Surprise Saturday Program
3. Annual Christmas Wonderland
4. Monthly Fresh Food Markets
5. Digital Marketing Plan
6. Social Media & Graphics Support
7. Develop and implement a program aimed at installing “wraps” on vacant shop fronts within the Nowra CBD that improve the appearance of the CBD and promote the CBD/Shoalhaven

Background

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

That Council:

1. *Receive the report for information.*
2. *Endorse the ‘Revitalising Nowra Action Plan 2021-23’ (Attachment 1) as the basis for the Nowra CBD Revitalisation Strategy Committee’s activities for the period 2021-2023.*
3. *Maintain the annual budget allocation of \$500,000 to support the implementation of the Action plan over the next three years and the principle that any unspent funds from the yearly allocation is rolled over to the next financial year to enable the Committee to strategically plan, respond flexibly and also undertake other relevant activities.*
4. *Commend the Nowra CBD Revitalisation Committee on the initiative of preparing the Action Plan.*

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

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

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

This work has now been completed with the position being advertised. No complete applications were received.

The way forward was discussed at the extra ordinary of the Nowra CBD Revitalisation Strategy Committee held on 1 June 2022. It was suggested that we may be more successful in recruiting a Place Manager by concentrating on a few key actions with a view to extend the scope at a later date.

A new job description with a reduced scope has been attached (D22/239049) for the Committee's consideration.

Financial Implications

Council has endorsed the Nowra CBD Revitalisation Strategy Committee's 3 Year Action Plan. Reducing the scope of deliverables of the Place Manager is in effect reducing the commitment made in the 3 Year Action Plan. The budget forecast should be updated to reflect any reduction in deliverables.

CBD22.24 CBD Maintenance Strategy

HPERM Ref: D22/248058

Approver: Paul Keech, Director - City Services

Reason for Report

The reason for this report is to allow the Nowra CBD Revitalisation Committee to consider a strategy to fund maintenance activities in the CBD block.

Recommendation

That Council authorise the expenditure of up to \$300,000 (Option 1) from the Nowra CBD Revitalisation Committees Capital Allocation in 2022/2023 to Daily and Weekly maintenance activities aimed at revitalising the CBD via an enhanced and tidy presentation.

Noting that:

1. Expenditure is estimated to be made as follows:
 - a. Crew of three people full-time
9-day fortnight
Monday - Friday 5am-2pm
Monday - Thursday 5am-1:30pm
45 weeks over 12 months (no backfill when on leave)
Overtime to service planned events etc in the CBD will be charged on an as needs basis determined by the committee.
 - b. Ute (not capital purchase)
 - c. Pressure washing unit & Materials (as required)
2. The Committee will undertake bimonthly walk arounds to monitor the impact of the maintenance effort, and may decide (via committee resolution) to terminate this arrangement any time before the end of the financial year.
3. This arrangement does not cover the cost of callouts (ie unplanned overtime), the General Fund will still cover these costs.

Options

Outlined below.

Background

At the Nowra CBD committee meetings on 27 April 2022 and 1 June 2022 the Committee asked the Director City Services to present some options that would see some of the Committee's capital money diverted to maintenance activities in the Nowra CBD. This would in turn free up the existing resources allocated to maintenance activities to participate in the March 2022 Natural Disaster clean up and repair operation which is likely to take more than 12 months.

The following daily and weekly schedules are proposed based on previous practice and discussions with the Committee.

Daily Schedule

- Junction St – blower & spot clean with pressure washer

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- Berry St blower & spot clean with pressure washer
- Kinghorne St – blower & spot clean with pressure washer
- Morrisons Arcade – blower & spot clean with mop
- Rodway Arcade – blower & spot clean with pressure washer
- Junction Court – blower & spot clean with pressure washer
- CBD litter pick up
- Morrisons Arcade Litter
- Rodway Arcade Litter
- Schofields Lane Litter and seats
- Stewart Place Litter, bus shelters and seats
- Stewart Place Carpark Litter
- Junction St – Berry St to Kinghorne St Litter and seats
- Egans Lane Carpark / Jelly Bean Place Litter and seats
- Egans Lane Carpark / Jelly Bean Place Drink Fountain
- Junction Court – Litter, seats, all furniture, and surfaces
- Junction Court – Drink fountain
- Kinghorne St – Plunkett St to North St seats
- Ad Hoc Customer call outs, spills, and litter collection

Weekly Schedule

- Berry St Carpark Litter
- Collins Way Carpark Litter
- Osborne St Carpark Litter
- Berry St – Library to Junction St Litter and seats
- Junctions St – Berry St to 5 Junction St Litter and seats
- Berry St – Junction St to Worrigee St Litter and seats
- Worrigee St – Berry St to Lawrence Av Litter, patrol
- Worrigee St Carpark Litter
- Worrigee St Lawrence Av to Kinghorne St Litter patrol
- Lawrence Av Carpark Litter
- North St – Litter
- O'Keefes Lane Litter
- Junction St – O'Keefe's Ln to East St (Hwy) Litter
- Nowra Lane – Litter
- O'Connell Lane – Litter
- Graham St Litter and seats
- Graham St – blow paths including near the door of #70
- Scrape off chewing gum from paths and furniture
- Remove and thoroughly clean 2-5 bins (location dependent)
- Water Plants
- Weed Garden Beds (rotate locations)

Option 1

- Crew of three people full-time
9-day fortnight
Monday - Friday 5am-2pm
Monday - Thursday 5am-1:30pm
45 weeks over 12 months (no backfill when on leave)
- Ute
- Pressure washing unit & Materials (as required)

Budget for 12-months \$300,000.

Option 2

- Crew of two people full-time
9-day fortnight
Monday - Friday 5am-2pm
- Monday - Thursday 5am-1:30pm
45 weeks over 12 months (no backfill when on leave)
- Ute
- Pressure washing unit & Materials (as required)

Budget for 12-months \$210,000.

Option 3

- Crew of two people part-time and available ad hoc
Monday - Wednesday 5am-2pm
'Deep cleaning' & painting activities
Ad hoc
Clean up straight after CBD functions
- Ute
- Pressure washing unit & Materials (as required)

Budget for 6-month trial \$100,000 based on 4 ad hoc hours per week

Option Summary

	Option 1	Option 2	Option 3
Number of People	3	2	2
Duration	12-months	12-months	6-months
Availability	Full time weekdays x 45 weeks	Full time weekdays x 45 weeks	Part time + 4hrs ad hoc/wk x 24 weeks
Estimated Cost	\$300,000	\$210,000	\$100,000

Community Engagement

Nil.

Policy Implications

Nil.

Financial Implications

Nil.

Risk Implications

Nil.