

Nowra CBD Revitalisation Strategy Committee

Meeting Date: Wednesday, 14 September, 2022

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

Time: 4.00pm

Please note: Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

Agenda

1. Apologies

2. Confirmation of Minutes

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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
Mr Wesley Hindmarch
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				
Catherine Shields				
Gordon Clark				
Paul Keech				
SCC Rep				

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Tuesday, 5 July 2022
Location: Email Meeting

The following members participated:

Mr James Caldwell - Chairperson
Clr Serena Copley
Clr Tonia Gray
Ms Jo Gash
Mr Brendan Goddard
Ms Alison Henry
Mr Scott Baxter

Apologies / Leave of Absence

Nil

Confirmation of the Minutes

RESOLVED (By consent)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 22 June 2022 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS

CBD22.19 Committee Actions Report for Ongoing / Completed Items

**HPERM Ref:
D22/237684**

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

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. CBD22.9 - Additional Item - Food Markets - Jelly Bean Park - Junction - Budget

CARRIED

CBD22.25 Acknowledgement of Resignation - Mr Christopher Williamson

**HPERM Ref:
D22/265813**

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.

RESOLVED (By consent)

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.

CARRIED

CBD22.20 Standing Report - CBD Planning Controls

**HPERM Ref:
D22/237848**

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.

RESOLVED (By consent)

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.

CARRIED

CBD22.21 Standing Report - Budget Report - June 2022**HPERM Ref:
D22/235129****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.

RESOLVED (By consent)

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.

CARRIED

CBD22.22 Standing Report - Project Update - June 2022**HPERM Ref:
D22/235137****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.

RESOLVED (By consent)

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.

Note: Cllr Gray voted against

CARRIED

CBD22.23 Nowra CBD Place Manager Update & Way Forward**HPERM Ref:
D22/235140****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.

RESOLVED (By consent)

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.

CARRIED

CBD22.24 CBD Maintenance Strategy**HPERM Ref:
D22/248058****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.

RECOMMENDATION (By consent)

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.

Note: Brendan Goddard voted against Option 1.

CARRIED

Mr James Caldwell
CHAIRPERSON

CBD22.26 Freedom of Entry Ceremony and Celebration - 21 October 2022

HPERM Ref: D22/388351

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

Attachments: 1. Mayoral Minute - Ordinary Meeting 22 August 2022 [↓](#)

Reason for Report

To inform the committee of a resolution of Council regarding the Freedom of Entry Ceremony and Celebration 21 October 2022.

Recommendation (Item to be determined under delegated authority)

That the Committee received the report regarding the Freedom of Entry Ceremony and Celebration for information.

Background

A Mayoral Minute regarding the Freedom of Entry Ceremony and Celebration was submitted to the Ordinary Meeting 22 August 2022. A copy of the Mayoral Minute is attached for information.

The following resolution was carried at the meeting (MIN22.538).

That:

- 1. Council support a Freedom of Entry Ceremony and Celebration on Friday 21 October 2022, noting the significance of the 75th Fleet Air Arm Anniversary and the fleet's continuing connection to the Shoalhaven.*
- 2. Council approve Budget requirements for the ceremony and celebration be dealt with through a quarterly review.*
- 3. This resolution be reported to the Nowra CBD Revitalisation Strategy Committee for information.*

Community Engagement

N/A

Policy Implications

N/A

Financial Implications

N/A

Risk Implications

N/A

CBD22.26

MM22.16 Mayoral Minute - 75th Anniversary for the Fleet Air Arm Freedom of Entry, Nowra 2022

HPERM Ref: D22/345531

Recommendation

That Council:

1. Support a Freedom of Entry Ceremony and Celebration on Friday 21 October 2022, noting the significance of the 75th Fleet Air Arm Anniversary and the fleet's continuing connection to the Shoalhaven.
2. Approve Budget requirements for the ceremony and celebration be dealt with through a quarterly review.

Details

The Australian Defence Force (ADF) has long had its home here in the Shoalhaven with two bases within our region at Albatross and Creswell. Council has a long and proud tradition of valuing our relationship with the ADF.

Tradition in the Shoalhaven has been to extend to ADF a Freedom of Entry Parade and Ceremony, which has its roots in medieval times when cities were fortified. Freedom of Entry is a formal ceremony where the ADF receive a ceremonial scroll that signifies the bestowing of freedom of the City. A Freedom of Entry is the highest accolade that can be bestowed on an individual or group of citizens and signifies a high level of trust with the recipients.

This year is a significant one for the Fleet Air Arm and in discussions with the Commanding Officer it was clear that this milestone should be commemorated with a significant Freedom of Entry Ceremony, which will be part of a number of events that aim to include as many of Navy and Civilians as possible.

The ceremony itself is unique to Navy and will create memories for many personnel who have never experienced this event. The event is also a great opportunity for our community to show their appreciation for our defence forces and their families posted locally.

I recommend that all Councillors prioritise this event on Friday 21 October 2022 for their calendars and bring family and friends to celebrate the 75th Anniversary of the Fleet Air Arm.

Should you wish to read more about this tradition.

[Freedom of Entry | Royal Australian Navy](#)

Defence News

[Fleet Air Arm celebrates 75th anniversary | Defence News](#)

CBD22.27 Policy Review - Road Closure (Events) Junction Court Policy and Nowra CBD Banner Policy

HPERM Ref: D22/301564

Department: Strategic Planning
Approver: Paul Keech, Director - City Services

Reason for Report

The reason for this report is to enable the Nowra CBD Revitalisation Strategy Committee to consider the following two policies:

- Road Closure (Events) Junction Court (POL16/249).
- Nowra CBD Banner Policy (POL19/13).

(Note: Public policies need to be considered by Council within 12 months of its election.)

Recommendation

That Council reaffirm of the following policies without amendment;

*Road Closure (Events) Junction Court Policy (POL16/249) and the
Nowra CBD Banner Policy (POL19/13)*

Noting that the City Services Directorate will be the Corporate Owners of the Policies from here on.

Options

1. As recommended.

Implications: This will reaffirm the two policies; the preferred option as the content of the policies is contemporary. The reaffirmation process also provides an opportunity to transfer the corporate ownership of the policies from City Futures to City Services to reflect the operational nature of the policies.

2. Review the Policies.

Implications: This will depend on the extent of any changes/approaches.

That the Nowra CBD Revitalisation Committee conduct a workshop, facilitated by staff, to review the following policies;

*Road Closure (Events) Junction Court Policy (POL16/249) and the
Nowra CBD Banner Policy (POL19/13)*

Background

Council adopted the [Road Closure \(Events\) Junction Court Policy](#) in 2014 and reaffirmed it in 2017. The Policy facilitates the use of Junction Court, Nowra as a civic space for significant community events while managing vehicle and pedestrian movements in a road environment. The Policy is contemporary, and its adjustment is not necessary at this time.

Council adopted the [Nowra CBD Banner Policy](#) in 2015 and amended it in 2019. The Policy sets directions for the theming, use, and corporate sponsorship of banner poles in the CBD. The Policy is contemporary, and its adjustment is not necessary at this time

The alignment of the need to reaffirm the two policies with the recent completion of an organisational restructure provides the opportunity to consider the corporate ownership of the documents. Due to the largely operational nature of the policies, the CEO has decided to transfer corporate ownership from the City Futures Directorate to the City Services Directorate.

Community Engagement

Community engagement is not required by the standard policy reaffirmation process. Should the Committee wish to suggest changes to the policies, the nature and extent of those changes may require a formal exhibition of the proposed amendments.

CBD22.28 Community Mural Proposal - Laneway Adjacent to Shoalhaven Regional Gallery (12 Berry St, Nowra)

HPERM Ref: D22/335556

Department: Strategic Planning
Approver: Carey McIntyre, Director - City Futures

Attachments: 1. Community Mural Proposal - Collator (under separate cover) ➔

Reason for Report

The reason for this report is to enable consideration of an unsolicited proposal received from local creative arts firm *Collator* for a possible community mural event in the existing laneway adjacent to the Shoalhaven Regional Gallery (12 Berry Street, Nowra).

Recommendation (Item to be determined under delegated authority)

That:

1. The Nowra CBD Revitalisation Strategy Committee decide whether to provide 'in-principle' support to the proposed community mural event.
2. Subject to the Committee's 'in-principle' support, receive a further report at the appropriate point to consider the detail (budget request, resourcing, community engagement etc).

Options

1. As recommended.

Implications: The Committee will decide whether to provide 'in-principle' support to the proposed community mural event in the pedestrian laneway adjoining the Shoalhaven Regional Gallery or possibly another CBD location if required .

Should the Committee provide 'in-principle' support, Council staff will look further at the required planning, logistics etc for the community mural event in consultation with *Collator* and will report back to the Committee to consider the detail (budget request, resourcing, community engagement etc).

The proposal generally aligns with relevant aims and objectives of the Revitalising Nowra Action Plan 2021-23 relating to public art, community events and activation.

2. An alternate recommendation.

Implications: Will depend on its nature.

Background

Council has received a proposal from a local creative arts and community engagement firm *Collator* to facilitate a community mural and event in the pedestrian laneway adjacent to the Shoalhaven Regional Gallery (runs between Berry Street and Egan's Lane car park).

The proposal aims to activate the space and engage with local youth. A summary of the proposal, the facilitators and their recent projects is contained in **Attachment 1**.

The laneway has various existing murals that have been create at different points in recent years. Most recently the Committee provided funding during 2018 for a Winter Art Event ('paint by numbers') in the laneway involving the local community. Verb Syndicate assisted with this event and it resulted in the 'blue' images on the wall for the former Betta Electrical Building (Egan's Lane Car Park end)

If supported, *Collator* proposes to engage local pre-school age children to reinvigorate the laneway with new murals.

The proposed event would include activities targeted at other age groups including mural workshops run by street artist *Bohie* and a live podcast performance by clients of Beyond Empathy Shoalhaven. The event is proposed to be hosted with Hoorah Events, who would assist with the creation of a fun and vibrant event for the youth of Nowra.

The proposal is being reported to the Committee to consider whether it is wishes to provide its 'in-principle' support.

CBD22.29 Standing Report - Budget Update - August 2022

HPERM Ref: D22/327978

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

Attachments: 1. Attachment Report - CBD Budget Update - August 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 the 2020/2021 financial year ended with a carryover of \$776,507 and that this financial year will now be removed from the Budget update reports.
2. That the 2021/2022 financial year ended with a carryover of \$759,507 (primarily due to effort being directed to expenditure on the unplanned Junction Court Revitalisation grant) and that this financial year will now be removed from the Budget update reports.
3. That \$27,698 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update.
4. The total year-to-date spend for the 2022/2023 financial year is \$27,698 of the available budget of \$1,898,594.
5. A summary of expenditure is provided in the Attachment to this report

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 (\$52,622) is not included in the available budget amount reported in the recommendation.

Expenditure

Name	Paid to	Amount (Excl GST)
11 Haigh St Mural (Artist)	Verb Syndicate	\$23,200
11 Haigh St Mural (Paint)	Nowra Paint Place	\$2,727
11 Haigh St Mural (Pressure Wash)	Shoalhaven Plumbing Specialists	\$1,173
11 Haigh St (Reimbursement of 50% of Pressure Wash Fees)	SCC - From Property Owner	-\$550
Anti-Graffiti coating	SCC	\$1,148
Total		\$27,698

CBD22.29

Income

With a new financial year, the following has been added to the Nowra CBD Revitalisation Budget .

Name	Amount (Excl GST)
Nowra CBD Revitalisation Strategy Committee Council Allocation	\$559,350
CBD Activations & Promotions	\$52,662
	\$612,012

Nowra CBD Revitalisation Strategy Committee 3 Year Spending Plan

August 2022 Update

	Expenditure 2020/2021	Budget 2020/2021	Actual Expenditure 2021-2022	Budget 2021-2022	Actual Expenditure 2022-2023	Budget 2022-2023	Proposed Budget 2023-2024*	Proposed Budget 2023-2024*
Incoming Funds								
Carry Fwd		\$ 75,479		\$ 776,507		\$ 1,339,244	\$ 987,857	\$ 517,207
CBD Levy Allocation		\$ 1,474,038		\$ 550,000		\$ 559,350	\$ 559,350	\$ 559,350
CBD Promotions and Activation				\$ 52,400		\$ 52,662	\$ 52,400	\$ 52,400
Total Incoming Funds		\$ 1,549,517		\$ 1,378,907		\$ 1,898,594	\$ 1,599,607	\$ 1,128,957
^ Junction Court Revitalisation				\$ 935,000				
Outgoing Funds								
Finance ID								
102948 Nowra CBD Renewal	\$ -	\$ 395,624						
103898 Berry Street Footpath Upgrade	\$ 644,597	\$ 1,022,407						
102949 Nowra CBD City Walks	\$ -	\$ 3,073						
102947 Shopfront Façade	\$ 4,545	\$ 4,545		\$ 5,000		\$ 5,000	\$ 5,000	\$ 5,000
102512 CBD Promotions	\$ 52,882	\$ 52,882		\$ 52,400		\$ 52,400	\$ 52,400	\$ 52,400
Disabled Access				\$ 10,000		\$ 10,000	\$ 10,000	\$ 10,000
106232 Place Making Project	\$ 70,986	\$ 70,986		\$ 420,000		\$ 320,000	\$ 765,000	\$ 480,000
A1 Endorse the Action Plan								
A2 2020-21 Preparation Work	\$ 50,000	\$ 50,000						
Contingency				\$ 20,000		\$ 20,000	\$ 20,000	\$ 20,000
A3 Place Manager for Nowra CBD				\$ 100,000		\$ 100,000	\$ 100,000	\$ 100,000
A4 Surprise Saturday Program				\$ 75,000		\$ 75,000	\$ 75,000	\$ 75,000
A5 Social Media and Graphics Support				\$ 20,000		\$ 20,000	\$ 20,000	\$ 20,000
A6 Junction Court Revitalisation Project (via DPIE grant)				\$ 15,000		\$ 15,000		
A7 Branding and Marketing Strategy				\$ 40,000		\$ 40,000		
A8 Monthly Cleaning and Maintenance Program				\$ 25,000		\$ 50,000	\$ 25,000	\$ 25,000
A9 Annual Christmas Wonderland				\$ 50,000		\$ 50,000	\$ 50,000	\$ 50,000
A10 Action Plan Impact Review				\$ 20,000		\$ 40,000	\$ 20,000	\$ 20,000
A11 Parklet Program				\$ 5,000		\$ 85,000	\$ 15,000	\$ 15,000
A12 "Try Local" Campaign						\$ 20,000	\$ 15,000	\$ 15,000
A13 Monthly Fresh Food Markets				\$ 15,000		\$ 15,000	\$ 35,000	\$ 20,000
A14 Major Activation Feasibility Study + Project Implementation						\$ 40,000	\$ 100,000	\$ 100,000
A15 Art and Light Project				\$ 15,000		\$ 175,000		
A16 Greening Nowra				\$ 20,000		\$ 40,000	\$ 20,000	\$ 20,000
Other Place Making Projects						\$ 31,000		
Shop Front Wraps						\$ 25,000		
Monthly Fresh Food Markets						\$ 6,000		
Shovel Ready Designs			\$ 16,463	\$ 77,000		\$ 160,537	\$ 250,000	\$ 250,000
Smart Poles Investigations			\$ 9,100	\$ 12,000		\$ 2,900		
Smart Pole Design						\$ 75,000		
Smart Pole Installation							\$ 250,000	\$ 250,000
North St Strategic Masterplan			\$ 7,363	\$ 60,000		\$ 52,637		
Design and Costing - Pedestrian Crossing - Junction Street				\$ 5,000		\$ 5,000		
Construction Pedestrian Crossing - Junction Street						\$ 25,000		
CBD Mural Project			\$ 23,200	\$ 55,000	\$ 27,698	\$ 31,800		
Weekly Maintenance						\$ 300,000		
Total Outgoing Funds	\$ 773,010	\$ 1,549,517	\$ 39,663	\$ 619,400	\$ 27,698	\$ 910,737	\$ 1,082,400	\$ 797,400
Carry forward to Next Financial Year	\$ 776,507	\$ 1,339,244	\$ 759,507	\$ 987,857	\$ 517,207	\$ 331,557		

^ Junction Court Revitalisation

*Assuming a continuation of the current funding agreement with Council

^ The Junction Court Project is grant funded and outside of the normal CBD Committee budget and has not been included in totals and carry forward calculations. It has been shown for information purposes

CBD22.30 Standing Report - Project Update - August 2022

HPERM Ref: D22/327991

Department: Technical Services

Approver: Paul Keech, Director - City Services

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 note the update provided on the nominated projects within the Nowra CBD.

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'Keeffe Avenue
- Nowra - Berry / Worrigee Street – Multi Storey Car Park - Investigate and Design
- Nowra - Bridge Rd / Hyam St Intersection - Safer Roads Project
- Nowra - Berry St / Worrigee 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. The work has been completed and a way forward will be the subject of a future report to the Nowra CBD Revitalisation Strategy Committee.
2. *Investigation & Design – Pedestrian Crossing – Junction Street, Nowra*
Budget - \$5,000.
Expected Delivery Date – June 2022.
A preliminary signage and linemarking plan is complete. A way forward will be the subject of a future report to the Nowra CBD Revitalisation Strategy Committee.
 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. The work has been completed and a way forward will be the subject of a future report to the Nowra CBD Revitalisation Strategy Committee.
 4. *Nowra CBD Action Plan*
The Nowra CBD Place Manager position has been readvertised. Applications close on the 31/08/2022
 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. Construction expected to start Q2.
 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. Electrical designs are ongoing. 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. Representatives of Berry Court (adjacent building) have recently agreed to a mural design.
 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*
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 September 2022.

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.

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 mural on the building at 11 Haigh Avenue, Nowra has been completed

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.

CBD22.31 Projects for Reporting - DPOP - 2022 / 2023

HPERM Ref: D22/328012

Department: Technical Services

Approver: Paul Keech, Director - City Services

Attachments: 1. Shoalhaven City Council Capitol Projects within the Nowra CBD - 2022 / 2023 [↓](#)

Reason for Report

To allow the Nowra CBD Revitalisation Strategy Committee to nominate reporting on projects within the Nowra CBD in Councils 2022 / 2023 DPOP.

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee request that the following projects from Shoalhaven City Council's Delivery Plan Operation Plan and Budget 2022/23 be added to the Projects Update Report presented to the Committee at each meeting.

1. Project 1 (to be completed)
2. Project 2 (to be completed)

Background

Section 1.iii of the Nowra CBD Revitalisation Strategy Committee Term of Reference states the requirements of Council to keep the Committee informed of upcoming projects.

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

To meet this requirement a Project Update Report is presented to the Committee at each meeting. To allow the Committee to consider projects from Shoalhaven City Council's Delivery Plan Operation Plan and Budget 2022/23 to include in the Project Update Report a presentation (D22/328012) is attached.



Shoalhaven City Council Capitol Projects within the Nowra CBD – 22/23

A presentation to the Nowra CBD
Revitalisation Strategy Committee



shoalhaven.nsw.gov.au f @ y t



Overview



- How the Projects are Identified
- Summary
- Future Reporting Options
- Projects



How the Projects are Identified

Each year Council prepares the Delivery Plan and Operational Plan (DPOP)

<https://doc.shoalhaven.nsw.gov.au/Displaydoc.aspx?Record=D22/273096>

Any project listed in the DPOP that is within the CBD Nowra CBD Revitalisation Strategy Area Map has been shown in this presentation with the budget, and aerial image and the proposed design and construction years if known.



Summary

- 4 Projects
- Total Value - \$ 748,000
- Total value excluding Council Admin \$ 448,000
- Construction this financial year \$ 748,000

16 Berry Street - Roof Restoration



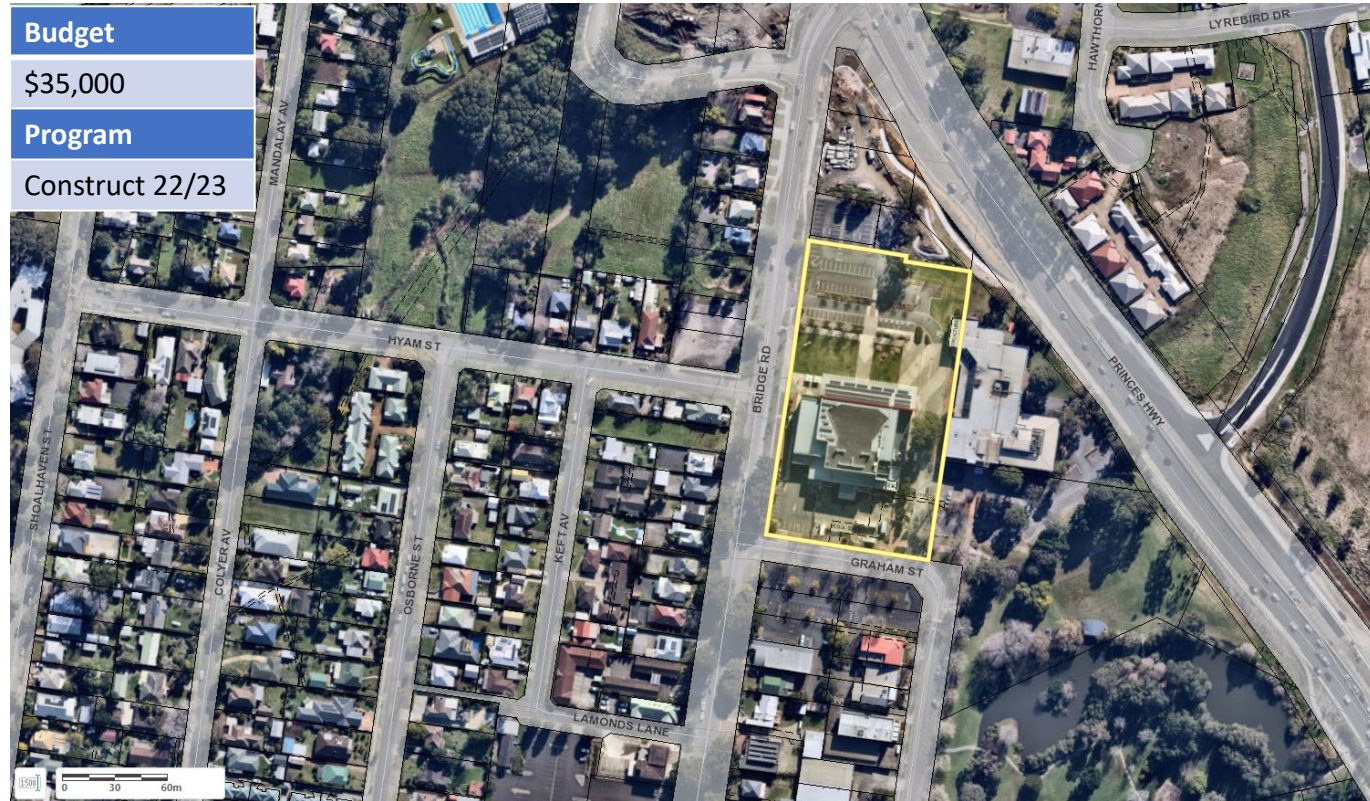
shoalhaven.nsw.gov.au f i y t



Council Admin Building – Fire Compliance



SEC Generator Connection Point



Marriott Park – Marriot Park



CBD22.32 Nowra CBD Facade Improvement Program

HPERM Ref: D22/331711

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

Attachments: 1. 2017/18 Guidelines - Nowra CBD Facade Improvement Financial Assistance Guidelines [↓](#)

Reason for Report

To advise the Nowra CBD Revitalisation Strategy Committee of feedback received about the Nowra CBD Façade Improvement Program.

Recommendation

That Council:

1. Note the feedback received from Nowra CBD Property owners during the month of July 2022.
2. Make no changes to the current Nowra CBD Façade Improvement Program.

Options

1. No Change (Adopt as recommended)

Implications: No change to existing program scope and thus wont address any of the feedback.

That Council;

1. Note the feedback received from Nowra CBD Property owners during the month of July 2022.
2. Make no changes to the current Nowra CBD Façade Improvement Program.

2. Expand the Façade Improvement Program's area of eligibility in line with figure 2.

Implications: Potential increase in applications for the program by CBD Property Owners.

That Council;

1. Note the feedback received from Nowra CBD Property owners during the month of July 2022.
2. Expand the Façade Improvement Program's area of eligibility in line with the map D22/355175 (figure 2 in the report).

3. Discontinue the program and instead adopt a targeted approach to Façade improvements.

Implications: The program would no longer be available for application.

That Council;

1. Note the feedback received from Nowra CBD Property owners during the month of July 2022.
2. Discontinue the Façade improvement program and instead adopt a targeted approach to Façade improvements with any premises within the CBD rateable area being eligible.

4. The Nowra CBD Revitalisation Committee conduct a comprehensive review of the Façade Improvements Program.

Implications: Staff and Committee to review the program considering uptake, equitability, impact on CBD to date, scope, and funding. Findings to be reported to the CBD Revitalisation Strategy Committee for consideration.

That the Nowra CBD Revitalisation Committee;

1. Note the feedback received from Nowra CBD Property owners during the month of July 2022.
2. Conduct a workshop (facilitated by Council staff) to Comprehensively Review the Façade Improvements Program.

Background

History

The current Façade Improvement Program commenced after a resolution of Council on June 24, 2014 (MIN14.433). The program was initially run as an annual program and then opened to applications on an 'on-demand' basis throughout the year.

Current Program

The program aims to positively influence the perception of place and encourage overall improvement in Nowra's CBD by offering financial assistance to eligible façade upgrades. For full details see attachment 1.

- Purpose: to encourage building owners and business operators within the program area to enhance the appearance of their façades through the provision of financial assistance for labour and materials.
- Eligible applicants: Building owners and business operators of a property within the program area.
 - Buildings with façades directly adjacent to and fronting the program area may also be eligible.
 - The program applies to commercial premises only. Government owned properties are excluded
- Financial assistance: 50% of the total cost of works (labour and materials) to a maximum dollar value of \$5,000 (excl. GST), per property.
- Funding: The program is currently funded from within the Nowra CBD Revitalisation Strategy Committee's annual budget.



Figure 1. Current Area of eligibility endorsed by Council 19/08/2014

Program Expenditure

The following table summarises the expenditure of grants awarded under this program in previous financial years.

Financial Year	Grant Expenditure
2016/17	\$9,930.00
2017/18	\$5,000.00
2018/19	\$7,227.00
2019/20	\$4,100.00
2020/21	\$5,000.00
2021/22	\$1,345.00
Total	\$32,602.00

Consultation

At the request of the Nowra CBD Revitalisation Committee, on the 01/06/2022 Council staff wrote to all property owners within the CBD boundary advertising the Façade Improvement Program, seeking their interest and suggestions for improvement of the program.

Submissions for feedback on the program closed on 01/08/2022 and are tabled below:

TRIM Number	Property Address	Owner Comments
D22/320610	59 Kinghorne Street	<ul style="list-style-type: none"> - Outside the program envelope. - Owner pays commercial rates - Kinghorne street has been developed – many new businesses established in this area - -DCP Chapter G18 Streetscape design guidelines covers this area of Kinghorne street, yet is excluded from the façade program - Request the façade improvement program include whole of Nowra CBD - Suggests grants be given to business operators or jointly to operators/building owners for greater uptake of the program.
D22/286245	89 Plunkett Street	<ul style="list-style-type: none"> - Wishes to know if Plunkett Street is excluded
Phone call only	59A Kinghorne Street	<ul style="list-style-type: none"> - Outside the program envelope. - Notes many properties within the envelope are government buildings or large enterprises unlikely to take up the Façade program (banks, car parks, grocery chains). - Extending the scope would improve outcomes as more small businesses would have the opportunity to access the program.
D22/282530	83 Bridge Road Nowra	<ul style="list-style-type: none"> - Outside the program envelope. - SCC required planting of two trees on nature strip now encroaching on property - affecting façade. - Request assistance.
D22/325948	70 Graham Street	<ul style="list-style-type: none"> - Outside the program envelope - Wishes to upgrade their street front. - Notes Graham Street has tourism value, due to traffic movements off the bridge and Harry Sawkins Park. - Notes it is within the Nowra CBD map in the DCP, but not for the facades program. Confusing messaging. - Requests the envelope be increased to include Graham Street. - Requests SCC increase the funding limit.
Phone call only	43 Worrigea Street	<ul style="list-style-type: none"> - Outside the program envelope. - Want to improve access ramps. - Would apply if eligible.
Phone call only	40 Junction Street	<ul style="list-style-type: none"> - Outside the program envelope. - Want to improve their fence line. - Would apply if eligible.

The majority of submissions received requested the eligibility area be increased, and one request that the funding allowance be increased by an unspecified amount.

The following locality plan indicates a potentially revised area of eligibility based off the feedback received for the Committees consideration of expansion of eligibility.



Figure 2. Proposed Area of eligibility for consideration

Other Considerations

CBD22.32

To improve the program and increase uptake, a comprehensive review could be taking into consideration:

- Overall aim/purpose
- Timing of applications
- Assessment criteria
- Scope of eligible works
- Budget and available assistance clarification
- Governance of the program
- Promotion

Nowra CBD Façade Improvement Financial Assistance Program Guidelines

1. PURPOSE

To encourage building owners and business operators within the program area to enhance the appearance of their façades through the provision of financial assistance for labour and materials.

2. STATEMENT

Improving façades can positively influence the perception of a place and encourage overall improvement in a CBD's economy, social and cultural environment, and safety. These guidelines recognise the program area as highly utilised for pedestrian movement and allows building owners and business operators to apply to receive financial assistance for labour and materials to improve their façades.

3. ELIGIBLE APPLICANTS

Building owners and business operators of a property within the program area, and who wish to undertake works to façades, are eligible to apply for financial assistance under the Nowra CBD Façade Improvement Financial Assistance Program. Eligible applicants are required to submit all relevant documentation and information with a completed application form. Government-owned properties are excluded from applying for financial assistance.



Figure 1 – Program Area

An assessment panel will evaluate applications against the ranked assessment criterion as outlined in these guidelines.

4. ELIGIBLE WORKS

All applications for financial assistance must be for physical works on façades within the program area, as shown at Figure 1. Buildings with façades directly adjacent to and fronting the program area may also be eligible for financial assistance if the initial funding allocation by Council is still available by the application closure date. However to be eligible, these works must complement works within the program area.

The Program only applies to commercial premises.

Building owners and business operators are able to apply for the following eligible works:

- Restoration of exterior finishes;
- Repainting of building façade and windows;
- Removal of opaque roller shutters or security grilles; and
- Upgrade/repair or replacement of awning structure.

Only works which are able to be completed within the time frame set by the assessment criteria (Part 6 of these guidelines) will be considered. Where works require planning approval (i.e. Development Consent or Complying Development Certificates), the relevant approval must be obtained prior to making an application for financial assistance.

5. INELIGIBLE WORKS

The following works are considered to be outside of the scope of the program and will be not considered for financial assistance:

- Removal of non-compliant / unauthorised signage;
- Installation of roller shutters or security grilles;
- Internal alterations and additions to a building; and
- Repair and modifications to roof structures (excluding awnings).

The following will also result in an application being ineligible:

- Where the use of the building has not received the appropriate planning approval;
- Where the building has overdue rates payable to Council;
- For the purchase of a building, site or movable item;
- Relocation of a building; and
- Work that has already been completed.

6. ASSESSMENT CRITERIA

To facilitate a consistent approach in reviewing and prioritising applications for financial assistance for this program, the following assessment criterion has been established:

- a) Is the project consistent with the relevant planning controls?
- b) Will the project contribute to a greater visual improvement to the façade and the overall streetscape and public domain (i.e. is it close to properties that are also committing to undertake improvement projects)?
- c) Can the project be completed by the end of the Financial Year? In some circumstances, Council reserves the right to consider an increase to the allocated time frame.

*Shoalhaven City Council – Nowra CBD Façade Improvement Financial Assistance Program***Notes:**

1) Please note that your application does not have to meet all of the assessment criteria; however, applications are being assessed on their merit against each of the criteria.

2) If an applicant has applied for previous financial assistance or grant money, but were unsuccessful, the applicant will be eligible to apply for financial assistance under these guidelines.

Council reserves the right to approve or refuse an application for financial assistance in terms of the colour, material or method of execution as it considers appropriate.

7. FUNDING

A total sum of \$15,000 has been allocated to the Nowra CBD Façade Improvement Financial Assistance Program in the 2017/18 financial year.

The maximum level of financial assistance per property will be limited to 50% of the total cost of works (labour and materials) to a maximum dollar value of \$5,000 (excl. GST) per property. Council reserves the right to offer assistance of less than 50% of the cost of works if the financial assistance needs to be applied across more than 3 applications. The GST component of a project is excluded from the financial assistance.

Financial assistance will be provided at completion of the project and when Council has agreed that all work has been carried out satisfactorily and within the specified time frame.

If the amount of financial assistance applied for exceeds the budget for the financial year, Council may need to prioritise applications based on the assessment criteria. If the full budget is not used in its initial offer, funds will be considered for distribution to properties outside the program area or additional funds may be allocated to projects already funded.

8. PROCEDURE

- Applications may be lodged throughout the Financial Year.
- Applications must be lodged with appropriate detail and owners consent (if the applicant is not the landowner).
- All applications will be reviewed by Council staff in accordance with the assessment criteria of this program.
- Council staff will recommend suitable applications for financial assistance to the Nowra CBD Revitalisation Strategy Committee under their delegation.
- Successful applicants will be advised of Council's financial assistance and must accept the financial assistance in writing.
- Unsuccessful applicants will be notified of the outcome of their application.
- Successful applicants must complete the project by the end of the Financial Year or as indicated (unless agreed with Council). Once the works have been completed and paid for, the applicant must claim their eligible financial assistance in writing with the following information:
 - Tax Invoice to Council (including applicants ABN number) detailing the works completed for the approved financial assistance as agreed. The Tax Invoice must be exclusive of GST.
 - All receipts from contractors including contractors ABN evidencing full payment of the materials / works of paid receipts from contractors.
 - Statutory Declaration to declare true invoices and paid receipts.

CBD22.33 Committee Actions Report for Ongoing / Completed Items

HPERM Ref: D22/352219

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

Attachments: 1. Action List [↓](#)

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. CBD22.22 - Standing Report - Project Update - June 2022 - Feedback - Feasibility Investigation - Smart Poles
 - b. CBD22.21 - Standing Report - Budget Report - June 2022
 - c. CBD22.16 - Presentation - Overview of the Program - Facade Improvement - Approve North Street - advertise - survey - Report Required - Seek feedback
 - d. CBD22.12 - Standing Report - Budget Update - April 2022 - \$300,000 Additional Operational Works
 - e. CBD22.6 - Nowra CBD Revitalisation Strategy Project - Management Services - Contract of Engagement adoption
 - f. CBD22.24 - Nowra CBD Maintenance Strategy - Daily / Weekly activities - Expenditure authorised - Bi-monthly walk arounds

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 (Friday 19 August 2022).

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: 27 April 2022	Action Sheets Report
Date To: 5 July 2022	

Ongoing Actions – not completed

Meeting Name Nowra CBD Revitalisation Strategy Committee 05/07/2022	Minute No:	Item No. CBD22.23	Group: City Services	Target date: 04/08/2022
Title: Nowra CBD Place Manager Update & Way Forward				Completed:
Resolution: RESOLVED (By consent) 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: <ol style="list-style-type: none"> 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. CARRIED			Notes: Nowra CBD Place Manager Readvertised – Closing 31/8/22	

Date From: 27 April 2022 Date To: 5 July 2022				Action Sheets Report
Meeting Name Nowra CBD Revitalisation Strategy Committee 05/07/2022	Minute No:	Item No. CBD22.22	Group: City Services	Target date: 04/08/2022
Title: Standing Report - Project Update - June 2022 - Feedback - Feasibility Investigation - Smart Poles				Completed:
Resolution: RESOLVED (By consent) 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. Note: Clr Gray voted against CARRIED			Notes: Part 1 – Complete Part 2 – No feedback received – no further action required Recommended to be removed from action table	
Meeting Name Nowra CBD Revitalisation Strategy Committee 05/07/2022	Minute No:	Item No. CBD22.21	Group: City Services	Target date: 04/08/2022
Title: Standing Report - Budget Report - June 2022				Completed:
Resolution: RESOLVED (By consent) 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).			Notes: Standing Report – no action required. CBD22.21 - Recommended to be removed from action table	

Date From: 27 April 2022	Action Sheets Report
Date To: 5 July 2022	

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.	
CARRIED	

Meeting Name Nowra CBD Revitalisation Strategy Committee 01/06/2022	Minute No:	Item No. CBD22.17	Group: City Services	Target date: 01/07/2022
Title: Presentation - Discussion - CBD Maintenance Suggestions - Report Required - Crew Options				Completed:
Resolution: 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			Notes:	

Meeting Name Nowra CBD Revitalisation Strategy Committee 01/06/2022	Minute No:	Item No. CBD22.16	Group: City Services	Target date: 01/07/2022
Title: Presentation - Overview of the Program - Facade Improvement - Approve North Street - advertise - survey - Report Required - Seek feedback				Completed:
Resolution:			Notes:	

Date From: 27 April 2022 Date To: 5 July 2022				Action Sheets Report
<p>RESOLVED (By consent)</p> <p>That:</p> <ol style="list-style-type: none"> 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. <p>FOR: Cllr Copley, Cllr Norris, Wesley Hindmarch, Alison Henry and Catherine Shields</p> <p>AGAINST: Cllr Gray and Brendan Goddard</p> <p>CARRIED</p> <p>The Director City Services advised that the staff would:</p> <ol style="list-style-type: none"> 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. Provide a further report based on the feedback received in part 1 above, with the aim to review the program. 				<p>Letter Issued 30/06/2022 to owners of 73 North Street</p> <p>Feedback Closed 1/08/2022 – Part 1 complete</p> <p>Aiming for report to be presented to 29th of August or following meeting – part 2 complete</p> <p>Recommended to be removed from action table</p>
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:
<p>Resolution:</p> <p>RESOLVED (Alison Henry / Cllr White)</p> <p>That:</p> <ol style="list-style-type: none"> The Nowra CBD Revitalisation Strategy Committee notes the following points for information; 			<p>Notes:</p> <p>Standing report – no action required.</p> <p>CBD22.12 – Recommended to be removed from Action Table.</p>	

Date From: 27 April 2022 Date To: 5 July 2022	Action Sheets Report
<p>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).</p> <p>b. The total year-to-date spend for the 2021/2022 financial year is \$30,300 of the available budget of \$1,326,507.</p> <p>c. A summary of expenditure was provided in the Attachment to this report.</p> <p>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.</p> <p>CARRIED</p>	

FROM ORD

Meeting Name Ordinary Meeting 14/03/2022	Minute No: MIN22.164	Item No. CBD22.6	Group: City Services	Target date: 13/04/2022
Title: Nowra CBD Revitalisation Strategy Project - Management Services - Contract of Engagement adoption				Completed:
Resolution: RESOLVED* (Clr White / Clr Copley) MIN22.164 That the Committee adopt the CONTRACT OF ENGAGEMENT for Project Management Services as presented (attached) noting that; 1. The Executive that will act as the Principal's Agent is to be; • 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.			Notes: 11 May 2022 2:54pm Goodsell, Kiralee - Reallocation Action reassigned to Tipton, Micaiah by Goodsell, Kiralee - Director allocation Recommended to be removed from action table	

Date From: 27 April 2022 Date To: 5 July 2022	Action Sheets Report
<p>3. The Project Manager will be appointed by the Principle's Representative on the recommendation of the Principal's Agent</p> <p>4. Project Updates will be provided via the Project Update Report that is received by the Committee at each meeting.</p> <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>	

Meeting Name Ordinary Meeting 25/07/2022	Minute No: MIN22.468	Item No. CBD22.24	Group: City Services	Target date: 24/08/2022
Title: Nowra CBD Maintenance Strategy - Daily / Weekly activities - Expenditure authorised - Bi-monthly walk arounds				Completed:
Resolution: RESOLVED* (Clr Wells / Clr White) MIN22.468 That Council authorise the expenditure of <u>up to</u> \$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)			Notes: This action has been superseded by CBD22.17 Recommended to be removed from action table	

Date From: 27 April 2022 Date To: 5 July 2022		Action Sheets Report
c. Pressure washing unit & materials (as required) 2. The Committee will undertake bi-monthly 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. FOR: Clr Findley, Clr Kotlash, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Ell, Clr Christen, Clr White, Clr Wells, Clr Watson, Clr Kitchener and Clr Gray AGAINST: Nil CARRIED		

ACTION COMPLETED FROM 1 JULY 2022

Meeting Name Nowra CBD Revitalisation Strategy Committee 05/07/2022	Minute No:	Item No. CBD22.19	Group: City Performance	Target date: 04/08/2022
Title: Committee Actions Report for Ongoing / Completed Items				Completed: 10/08/2022
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. CBD22.9 - Additional Item - Food Markets - Jelly Bean Park - Junction - Budget CARRIED			Notes: 10 Aug 2022 11:38am Andriske, Claire - Completion	

Meeting Name	Minute No:	Item No.	Group:	Target date:
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Date From: 27 April 2022 Date To: 5 July 2022				Action Sheets Report
Nowra CBD Revitalisation Strategy Committee 05/07/2022		CBD22.20	City Futures	04/08/2022
Title: Standing Report - CBD Planning Controls				Completed: 19/07/2022
Resolution: RESOLVED (By consent) That the Committee: <ol style="list-style-type: none"> Receive the update report on the review of planning controls in Nowra CBD / commercial core area for information. Remove the standing report from the Committee meeting agenda and submit reports as and when required. CARRIED			Notes: 19 Jul 2022 10:02am Jameson, Ryan - Completion Completed by Jameson, Ryan (action officer) on 19 July 2022 at 10:02:13 AM - Complete. Standing report removed from meetings agenda	
Meeting Name Nowra CBD Revitalisation Strategy Committee 05/07/2022	Minute No:	Item No. CBD22.25	Group: City Performance	Target date: 04/08/2022
Title: Acknowledgement of Resignation - Mr Christopher Williamson - EOI - Vacancy - Membership - Community				Completed: 10/08/2022
Resolution: RESOLVED (By consent) That: <ol style="list-style-type: none"> 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. The vacancy of the Community Member position be filled via an EOI. CARRIED			Notes: 10 Aug 2022 12:25pm Andriske, Claire - Completion	
Meeting Name	Minute No:	Item No.	Group:	Target date:

Date From: 27 April 2022 Date To: 5 July 2022				Action Sheets Report
Nowra CBD Revitalisation Strategy Committee 16/02/2022		CBD22.9	City Services	18/03/2022
Title: Additional Item - Nowra CBD Revitalisation Committee - Food Markets - Jelly Bean Park - Junction - Budget				Completed: 10/08/2022
Resolution: RESOLVED (James Caldwell / Clr White) That the Nowra CBD Revitalisation Committee endorse: 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: a. Commercial Festoon lighting and strip Lighting b. WIFI c. CCTV cameras d. Additional power outlets <i>Should the allocation of \$50,000 not cover the above, a report will be brought back to the Committee.</i> 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. CARRIED Action – The Radio Advertising will be distributed via email and an e-meeting (if required) will be held following the review of the contract.			Notes: 10 Aug 2022 11:38am Andriske, Claire - Completion Completed by Andriske, Claire on behalf of Goodsell, Kiralee (action officer) on 10 August 2022 at 11:38:22 AM - As per CBD 22.19	

CBD22.34 Consideration - Place Manager - Tender Evaluation Selection Criteria

HPERM Ref: D22/377310

Department: Technical Services

Approver: Paul Keech, Director - City Services

Reason for Report

To allow the Nowra CBD Revitalisation Strategy Committee to consider the tenders received for the Nowra CBD Place Manager Contract.

Recommendation (Item to be determined under delegated authority)

1. That the Principal's Representative – Manager of Technical Services appoint contractor Henry, Alison Peta (ABN 11663756713) as the Project Manager (Place Manager)
2. That Council Note that the Nowra CBD Revitalisation Strategy Committee has recommended that the Principal's Representative – Manager of Technical Services appoint contractor Henry, Alison Peta (ABN 11663756713) as the Project Manager (Place Manager)
3. That upon acceptance of the Letter of Offer from contractor Henry, Alison Peta (ABN 11663756713) for the Project Manager (Place Manager), Alison Henry's resignation from the Nowra CBD Revitalisation Strategy Committee be accepted and the Director City Services commence the process to replace the following vacant committee positions
 - a. Nowra CBD Revitalisation Strategy Committee member (Retail/Business operator - non-CBD Property owner) and
 - b. Nowra CBD Revitalisation Strategy Committee - Executive Committee member

Options

1. Appoint the one tender which met all of the selection criteria – Henry, Alison Peta (ABN 11663756713)

Implications: Henry, Alison Peta is across the position and needs of the Nowra CBD and can hit the ground running. Alison Henry will need to be replaced on the Committee and the Executive Committee.

2. Reject the tender from Henry, Alison Peta (ABN 11663756713) and recall tenders

A suitable recommendation for this option would be;

That the Nowra CBD Revitalisation Strategy Committee reject all tenders for the Project Manager (Place Manager) service and that the Director City Services call for tenders again.

Implications – the Place Making initiatives implementation will be further delayed.

Background

The second round of advertisement of the Nowra CBD Place Manager Contract has closed.

The Tender Evaluation Team has met and evaluated the 3 submissions received. The 3 tenders were assessed against:

- Compliance with the Tender Documents (Did they submit all the required information?)
- Experience – Community Consultation/Projects
- Experience – Project Management
- Experience – Event Organisation
- Negotiation Skills
- Budget – Submission within the allocated budget

One tender met all of the above criteria – Henry, Alison Peta (ABN 11663756713). The Tender Evaluation Panel will present its confidential findings at the meeting.

It is noted that Alison Henry from Henry, Alison Peta (ABN 11663756713) is a Committee member in the capacity of Retail/Business operator (non-CBD Property owner). Ms Henry will need to declare a conflict of interest, remove herself from the meeting and not take part in discussion or vote on this item.

Council at its meeting of 14 March 2022 resolved as follows (see MIN 22.164):

That the Committee adopt the CONTRACT OF ENGAGEMENT for Project Management Services as presented (attached) noting that;

1. *The Executive that will act as the Principal's Agent is to be;*
 - *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.*

Ms Henry from Henry, Alison Peta (ABN 11663756713) is a Tenderer, she is not permitted to take part in the selection process or act as the Principal's Agent. So, the following way forward is proposed:

Given there is only one suitable tender and the makeup of the Executive Committee must change, the responsibility of making a recommendation to the Principals Representative can reasonably sit with the full Nowra CBD Committee (and not the executive of this committee).

The Nowra CBD Committee will consider the suitability of contractor Henry, Alison Peta (ABN 11663756713) based on a **confidential presentation** from the Tender Evaluation Team, and recommend to the Principal's Representative one of two options:

1. Appoint contractor Henry, Alison Peta (ABN 11663756713) as the Project Manager (Place Manager) and call for nominations to replace Ms Henry on the Nowra CBD Committee (Retail/Business operator - non-CBD Property owner) and the Executive Committee.
2. Reject the tender from Henry, Alison Peta (ABN 11663756713) and recall tenders

Should contractor Henry, Alison Peta (ABN 11663756713) be selected as the preferred candidate and appointed the position of Place Manager, a letter of offer will need to contain conditions to address conflict of interests, including the following:

- You can only access and use council information for Council business.
- You must not use council information for private purposes and
- You must not seek to privately benefit from any council information you have obtained in your role as a Committee/Board member.
- You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position.
- You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

Policy Implications

Nil

CBD22.35 Little Laneway - Arts Centre - Proposed Collaboration Event - March 2023

HPERM Ref: D22/377619

Submitted by: Mayor Amanda Findley

Recommendation (Item to be determined under delegated authority)

That Nowra CBD Revitalisation Strategy Committee and the Place Manager work with Alec McNeilly and Jerrinja Lands Council to fund an exhibition and event for the little laneway to coincide with the Regional Arts Centre Exhibit.

Details

The Committee members may recall the very successful 2016 Jerrinja exhibition that was held in the little laneway next to the Arts Centre – over 300,000 people walked through that space during the exhibition and there was a great event that packed out the laneway for the opening.

Next year in March, Jerrinja photographic artists will be having an exhibition at the Arts Centre. It would be a great opportunity to do something with them again in the laneway to coincide with the exhibition.