

## MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

**Meeting Date:** Wednesday, 14 September 2022  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.00pm

The following members were present:

Mr James Caldwell - Chairperson  
Clr Serena Copley – left 5.30pm  
Clr Matthew Norris  
Clr Tonia Gray (Remotely)  
Clr Patricia White - Alternate  
Ms Jo Gash  
Mr Scott Baxter  
Mr Brendan Goddard  
Mr George Parker – arrived at 4.21pm  
Mr Wesley Hindmarch – arrived at 4.41pm (Remotely)  
Ms Alison Henry  
Ms Catherine Shields

Others present:

Mayor Findley (Remotely)  
Mr Simon Holt – Engineering Officer (Remotely)  
Ms Sara McMahon – Business Assurance and Risk Manager  
Mr Gordon Clark – Strategic Planning Manager

### Apologies / Leave of Absence

Nil

### Confirmation of the Minutes

**RESOLVED** (Clr Copley / Brendan Goddard)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Tuesday 05 July 2022 be confirmed.

CARRIED

## Declarations of Interest

Alison Henry – CBD22.34 - Consideration - Place Manager - Tender Evaluation Selection Criteria – Pecuniary interest declaration – she is one of the Tenderers and may receive benefit – will leave the room and will not take part in discussion or vote.

## REPORTS

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

**HPERM Ref:  
D22/388351**

Note: Mayor Findley joined remotely at 4.05pm

Note: Catherine Shields arrived at 4.06pm

It was suggested that the Committee contribute to the cost of the event, by matching the Navy's contribution of \$10,500 or match half of the Council's contribution of \$20,000.

Mayor Findley provided a background on the event and advised that she would forward the run sheet when she has access to it.

It was suggested that the 'Monthly Wednesday Night Food Market' coincide with this event and be held on the Friday or Saturday Night.

The Committee confirmed that the funding will come from the Promotions Budget.

### **Recommendation (Item to be determined under delegated authority)**

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

### **RESOLVED** (Alison Henry / Clr Norris)

That the Nowra CBD Revitalisation Strategy Committee:

1. Receive the report regarding the Freedom of Entry Ceremony and Celebration for information.
2. Allocate approximately \$15,000 (from the Promotions Budget) for other activities during the event, to be determined by the Committee with the assistance of the Promotions Committee.

CARRIED

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

**HPERM Ref:  
D22/301564**

### **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.

### **RECOMMENDATION** (Jo Gash / Clr Copley)

That Council reaffirm of the following policies without amendment;

1. Road Closure (Events) Junction Court Policy (POL16/249) and the

## 2. Nowra CBD Banner Policy (POL19/13)

Noting that the City Services Directorate will be the corporate owners of the Policies from here on.

CARRIED

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

**HPERM Ref:  
D22/335556**

Note: George Parker arrived at 4.21pm

#### **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).

#### **RESOLVED** (Clr Copley / Brendan Goddard)

That the Nowra CBD Revitalisation Strategy Committee:

1. Provides 'in-principle' support to the proposed community mural event in the Laneway Adjacent to Shoalhaven Regional Gallery (12 Berry St, Nowra).
2. Receives a further report at the appropriate point to consider the detail (budget request, resourcing, community engagement etc).

CARRIED

### **CBD22.29 Standing Report - Budget Update - August 2022**

**HPERM Ref:  
D22/327978**

Mr Paul Keech – Director City Services addressed the Committee in relation to the Budget and recommendation.

It was noted that the Budget is shown as a 3 Year period.

#### **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

**RESOLVED** (Jo Gash / Scott Baxter)

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

CARRIED

**CBD22.30 Standing Report - Project Update - August 2022****HPERM Ref:**  
**D22/327991****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.

**RESOLVED** (Jo Gash / Brendan Goddard)

That the Nowra CBD Revitalisation Strategy Committee note the update provided on the nominated projects within the Nowra CBD.

CARRIED

**CBD22.31 Projects for Reporting - DPOP - 2022 / 2023****HPERM Ref:**  
**D22/328012****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)

**RESOLVED** (James Caldwell / George Parker)

That the Nowra CBD Revitalisation Strategy Committee:

1. Receive the report on the Projects for Reporting – DPOP – 2022/2023 for information; and
2. Note that no projects were identified at the meeting of 14 September 2022.

CARRIED

**CBD22.32 Nowra CBD Facade Improvement Program****HPERM Ref:  
D22/331711**

Note: Wesley Hindmarch joined the meeting at 4.41pm

**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.

**RECOMMENDATION** (Brendan Goddard / Catherine Shields)

That Council:

1. Note the feedback received from Nowra CBD Property owners during the month of July 2022.
2. Withdraw the Façade Improvement Financial Assistance Program Guidelines in its current form
3. Staff meet with the Committee members and conduct a 'walk around' to identify areas/properties in the CBD that may benefit from façade improvements;
4. Write to CBD operators to advise the Façade Improvement Financial Assistance Program Guidelines has been withdrawn and instead the committee will seek to identify properties for façade improvements that would assist with the revitalisation of the CBD.
5. Following the 'walk around' (in Part 3 above) staff report back to the Committee with a way forward for a new Façade improvement Program and consider approaching properties

CARRIED

**CBD22.33 Committee Actions Report for Ongoing / Completed Items****HPERM Ref:  
D22/352219****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

**RESOLVED** (Jo Gash / Clr Copley)

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

CARRIED

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

**HPERM Ref:  
D22/377619**

**Recommendation (Item to be determined under delegated authority)**

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

**RESOLVED** (Scott Baxter / Alison Henry)

That Nowra CBD Revitalisation Strategy Committee:

1. Give in principal support for the use of the laneway during the exhibition;
2. Invite Jerrinja Local Aboriginal Land Council to put forward a funding proposal for Little Laneway, Arts Centre - Event - March 2023;
3. Once the proposal is received, conduct an e-meeting to either support the proposal (potentially funded by the promotions budget).

CARRIED

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

**HPERM Ref:  
D22/377310**

Alison Henry – pecuniary interest declaration – she is one of the Tenderers and may receive benefit – left the room and did not take part in discussion or vote.

Note: Cllr Copley left the meeting at 5.30pm

Mr Paul Keech – Director City Services and Mr Micaiah Tipton – Manager Design Services addressed the Meeting and provided a background on the progress of the EOI for the Place Manager Position.

**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

**RESOLVED** (Clr White / Brendan Goddard)

That Council note:

1. That the Principal's Representative – Manager of Technical Services (in accordance with the CEOs delegation) appoint contractor Henry, Alison Peta (ABN 11663756713) as the Project Manager (Place Manager)
2. 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 position
  - a. Nowra CBD Revitalisation Strategy Committee member (Retail/Business operator - non-CBD Property owner)

FOR: James Caldwell, Clr Norris, Clr Gray, Clr White, Jo Gash, Scott Baxter, Brendan Goddard, George Parker, Wesley Hindmarch and Catherine Shields

AGAINST: Nil

CARRIED

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

**HPERM REF:  
D22/377619**

Item dealt with earlier in the meeting.

There being no further business, the meeting concluded, the time being 5.55pm.

Mr James Caldwell  
CHAIRPERSON