

## Nowra CBD Revitalisation Strategy Committee

**Meeting Date:** Monday, 09 January, 2023

**Location:** Email Meeting

**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**

- Nowra CBD Revitalisation Strategy Committee - 13 December 2022 ..... 1

**3. Declarations of Interest**

**4. Reports**

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CBD22.46	Request Update - Riverfront Precinct Project.....	25

**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 Catherine Shields

**Non-voting members**

All other Councillors  
CEO  
Director, City Services or delegate

Quorum – Seven (7) members

Note: Any non-voting Councillor in attendance at the Committee meetings may act as an alternate voting member in circumstances where achievement of a quorum is required.

**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**

	<b>Governance &amp; Communications Sub Committee</b>	<b>Finance &amp; Works Sub Committee</b>	<b>Events &amp; Promotion</b>	<b>Activation Projects</b>
James Caldwell (Chair)	Yes	Yes		
Clr				
Clr				
Clr				
Wesley Hindmarch				
Scott Baxter				
Brendan Goddard				
George Parker				
Jo Gash				
Catherine Shields				
Gordon Clark				
Paul Keech				
SCC Rep				

# MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

**Meeting Date:** Tuesday, 13 December 2022  
**Location:** Jervis Bay Meeting Room, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.04pm

The following members were present:

Mr James Caldwell - Chairperson  
Clr Serena Copley – left meeting at 5:37pm  
Clr Tonia Gray (Remotely)  
Clr Patricia White – left meeting at 4:55pm  
Clr Greg Watson  
Ms Jo Gash – left meeting at 4:55pm  
Mr Scott Baxter (Remotely) – joined meeting at 4:04pm  
Ms Catherine Shields (Remotely)

Others Present:

Mr Paul Keech – Director City Services  
Mr Carey McIntyre - Director City Futures  
Mr Micaiah Tipton - Manager Design Services  
Mr Gordon Clark - Strategic Planning Manager  
Mr Colin Wood – Manager Certification & Compliance – left meeting at 4:22pm  
Ms Alison Henry – Place Manager  
Ms Brooke Aldous – Governance Coordinator

Note: Scott Baxter joined meeting (remotely), the time being 4:04pm. At this time quorum was reached and the meeting was opened.

## **CBD22.48 Additional Item - Accessibility Options for Businesses Located within Nowra CBD**

Colin Wood – Manager Certification & Compliance provided a presentation to the Committee in relation to accessibility issues identified by Council's Inclusion and Access Group at business locations within the Nowra CBD.

The Inclusion and Access Group is seeking support from the Nowra CBD Revitalisation Committee for Council to liaise with Nowra CBD business owners to investigate options for accessibility upgrades and available Grant Funding.

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

That the Nowra CBD Revitalisation Committee supports Council to investigate:

1. Options to improve the accessibility in local Nowra CBD business premises; and
2. Available Grant Funding options.

CARRIED

Note: Mr Colin Wood – Manager Certification & Compliance – left the meeting, the time being 4:22pm.

### Apologies / Leave of Absence

An apology was received from Wes Hindmarsh.

### Confirmation of the Minutes

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

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Tuesday 25 October 2022 be confirmed.

CARRIED

### Declarations of Interest

Nil.

## REPORTS

### CBD22.42 Traffic Masterplan - North Street Nowra - Update

**HPERM Ref:  
D22/510047**

#### Recommendation

That the Nowra CBD Revitalisation Strategy Committee:

1. Encourage the following staging of North St Upgrades.
  - a. Kinghorne St intersection upgrade
  - b. O’Keeffe Ave intersection upgrade
  - c. Graham St – Realigning to traditional 4 way intersection
  - d. Bridge and Berry St intersection upgrade
2. Advocate for TfNSW to update the intersection with the Princes Highway to coincide with the widening of the eastern end of North St.

#### **RECOMMENDATION** (Clr White / Clr Copley)

That the Nowra CBD Revitalisation Strategy Committee:

1. Encourage the following staging of North St Upgrades.
  - a. Kinghorne St intersection upgrade
  - b. O’Keeffe Ave intersection upgrade
  - c. Graham St – Realigning to traditional 4 way intersection
  - d. Bridge and Berry St intersection upgrade
2. Advocate for TfNSW to update the intersection with the Princes Highway to coincide with the widening of the eastern end of North St.

CARRIED

Clr White noted she was advised by Colin Wood - Manager Certification & Compliance that Council's Ranger Services is undertaking a 3-month trial of vehicle mounted licence plate recognition camera aimed to identify illegally parked vehicles. The trial will operate in the areas that have been identified as safety risks - Berry, Nowra, Huskisson, Milton, Ulladulla and Hyams Beach. The trial commences on 17 December 2022 and finishes on 10 March 2023.

Clr White also noted that the Shoalhaven Traffic Committee were advised at its meeting of 13 December 2022 that there will be an extra 12 highway patrol vehicles across the Shoalhaven throughout the holiday period.

Note: Clr White & Jo Gash left the meeting, the time being 4:55pm. At this time quorum was lost.

Mr James Caldwell, Chairperson advised that the following reports could be informally discussed but no Resolutions or Recommendations could occur.

Mr Paul Keech – Director City Services suggested that the Committee hold an email meeting to have Resolutions endorsed by Committee since quorum has been lost.

**CBD22.43 Standing Report - Project Update - December 2022****HPERM Ref:  
D22/510035****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.

Note: This item will be deferred to an email meeting for resolution.

**CBD22.44 Standing Report - Budget Update - December 2022****HPERM Ref:  
D22/510041****Recommendation (Item to be determined under delegated authority)**

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

1. That \$40,987 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update.
2. The total year-to-date spend for the 2022/2023 financial year is \$368,685 of the available budget of \$1,898,594.
3. A summary of expenditure is provided in the Attachment to this report.

Note: This item will be deferred to an email meeting for resolution.

**CBD22.45 Annual Financial Statement - Nowra CBD Promotions  
Budget - 2021-2022****HPERM Ref:  
D22/460722****Recommendation**

That the Annual Financial Statements for the 2021-2022 Financial Year (Attached) provided by the Nowra CBD Business Chamber be received for information.

Note: This item will be deferred to an email meeting for resolution.

**CBD22.46 Request Update - Riverfront Precinct Project****HPERM Ref:  
D22/477920**

Note: Mr James Caldwell, Chairperson will liaise with Brendan Goddard to amend Recommendation to:

That the Nowra CBD Revitalisation Strategy Committee request that the CEO provide quarterly updates on the progress of plans relating the development of the riverfront precinct.

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

That the Nowra CBD Revitalisation Strategy Committee request that the Nowra Riverfront Advisory Taskforce provide quarterly updates on the progress of plans relating the development of the riverfront precinct.

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

That the Nowra CBD Revitalisation Strategy Committee request that the CEO provide quarterly updates on the progress of plans relating the development of the riverfront precinct.

Note: This item will be deferred to an email meeting for resolution.

**ADDENDUM REPORTS****CBD22.47 Committee Actions Report for Ongoing / Completed Items****HPERM Ref:  
D22/505866****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. CBD22.40 Paving - Eastern Side - Kinghorne St - Report Request
  - b. CBD22.35 Little Laneway - Arts Centre - Proposed Collaboration Event - March 2023 - In principle support - Jerrinja LALC Funding proposal - Further report request - e-meeting
  - c. CBD22.28 Community Mural Proposal - Laneway Adjacent to Shoalhaven Regional Gallery (12 Berry St Nowra)- In principle support - Further report request
  - d. CBD22.26 Freedom of Entry Ceremony and Celebration - 21 October 2022 - Funds voted for other activities
  - e. CBD22.17 Presentation - Discussion - CBD Maintenance Suggestions - Report Required - Crew Options
  - f. CBD22.24 Nowra CBD Maintenance Strategy - Daily / Weekly activities - Expenditure authorised - Bi-monthly walk arounds
  - g. CBD22.6 Nowra CBD Revitalisation Strategy Project - Management Services - Contract of Engagement adoption

Note: This item will be deferred to an email meeting for resolution.



## GENERAL BUSINESS

Note: As quorum was lost during the meeting, no Resolutions or Recommendations were made in General Business. However, below is a summary of points discussed at the meeting:

- Mr Carey McIntyre – Director City Futures advised that he has held discussions with Ms Jane Lewis - Director City Lifestyles in regards to the delivery of the mural program in Nowra CBD. The viable options proposed for the delivery of the program are:

1. Program to be managed by a Project Manager who will report to Alison Henry as CBD Place Manager.
2. Alison Henry to manage the program, dependant on the workload.

The challenge will be the ability to fund a Project Manager within existing budgets.

- Mr Gordon Clark - Strategic Planning Manager advised that there is already a mural trail in two forms – Google trail online via Shoalhaven Tourism and a hard copy pamphlet is available at the Tourist Information Centre.
- There is an opportunity for the Committee to have the ability to control and determine what already exists and what is needed.
- Mr Gordon Clark - Strategic Planning Manager also advised that a meeting was held last week with Alex from the Jerrinja exhibition and Bonnie Porter-Greene from Council's Shoalhaven Arts Board. The outcome was that the murals were unable to be run together but can be run separately, and both will submit proposals to the Nowra CBD Revitalisation Committee.
- In relation to the "Live and Local" program, Clr Gray suggested that Alison Henry be invited to attend the Shoalhaven Arts Board meetings and speak with RADO.
- Ms Alison Henry – Place Manager noted that the Christmas Wonderland in Junction Court officially opens Thursday, 15 December and runs through to Monday, 26 December (Christmas and Boxing day included)
- There will be a RFS fire truck onsite and Santa onsite throughout the program with plenty of entertainment over 12 days. Rotary are onboard to assist and manage people on site, with some spots for volunteers available – Alison Henry will advise of available spots.
  1. Power FM will be broadcasting onsite for four hours at the launch on Thursday, 15 December and will interview and talk up businesses in area.
  2. Two Rotary members provide site security from 8am – 6pm at the site Monday - Friday and from 6pm-8am security guards cover security. There is a need for volunteers to fill the gaps on weekends and public holidays if any Committee members are interested, or can help by spreading the word.
- Ms Catherine Shields noted the lack of Electric Vehicle chargers throughout the Shoalhaven. Following discussion it was noted that there are some located under the flyover bridge at Stockland Nowra and Woolworths Bomaderry, however this one requires a special cable for use.
  3. Mr Carey McIntyre – Director City Futures noted an opportunity exists for Council to advocate to businesses on the benefits of EV charging stations.
  4. Mr Gordon Clark – Strategic Planning Manager advised that Council has an EV Charging Stations on Public Land Policy which is aimed at making more land available for this purpose. Announcements of funding are pending an update report which could be provided to a future meeting of the Committee when available.
- Mr James Caldwell – Chairperson noted that he and Alison Henry – Place Manager met with Micaiah Tipton - Manager Design Services and Glen Mitchell – Engineering Officer (Civil) in relation to cleaning up the CBD ready for opening. Issues that were identified were needles being found at Junction Court and Jellybean Park as well as the amount of alcohol that is there.



Note: Cllr Copley left the meeting, the time being 5:37pm.

- There was discussion around the Delegations of Rangers and the legal rights they have in Alcohol Free Zones. Brooke Aldous – Governance Coordinator will investigate Rangers Delegations and provide advice to the Nowra CBD Revitalisation Committee.
- Council could provide a report on the location of retail owners bins in the CBD and investigate having a requirement to have domestic garbage bins off the street by a specified time.

There being no further business, the meeting concluded, the time being 5:48pm.

Mr James Caldwell  
CHAIRPERSON

## CBD22.47 Committee Actions Report for Ongoing / Completed Items

**HPERM Ref:** D22/505866

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

**Attachments:** 1. Ongoing Action List [↓](#)

### Reason for Report

Note: This item was deferred from the Nowra CBD Revitalisation Strategy Committee 13 December 2022 meeting.

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. CBD22.40 Paving - Eastern Side - Kinghorne St - Report Request
  - b. CBD22.35 Little Laneway - Arts Centre - Proposed Collaboration Event - March 2023 - In principle support - Jerrinja LALC Funding proposal - Further report request - e-meeting
  - c. CBD22.28 Community Mural Proposal - Laneway Adjacent to Shoalhaven Regional Gallery (12 Berry St Nowra)- In principle support - Further report request
  - d. CBD22.26 Freedom of Entry Ceremony and Celebration - 21 October 2022 - Funds voted for other activities
  - e. CBD22.17 Presentation - Discussion - CBD Maintenance Suggestions - Report Required - Crew Options
  - f. CBD22.24 Nowra CBD Maintenance Strategy - Daily / Weekly activities - Expenditure authorised - Bi-monthly walk arounds
  - g. CBD22.6 Nowra CBD Revitalisation Strategy Project - Management Services - Contract of Engagement adoption

### 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 (Monday 5 December 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.

<b>Date From:</b> 26 October 2022	<b>Action Sheets Report</b>
<b>Date To:</b> 5 December 2022	

<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 25/10/2022	<b>Minute No:</b>	<b>Item No.</b> CBD22.40	<b>Group:</b> City Services	<b>Target date:</b> 24/11/2022
<b>Title:</b> Paving - Eastern Side - Kinghorne St - Report Request				<b>Completed:</b>
<b>Resolution:</b> <b>RESOLVED</b> (By consent) That: 1. During the upcoming façade walk around the Committee inspect the eastern side of Kinghorne Street between Smiths Lane and Worrigeer Street. 2. Following the walk around a further report be provided to the Committee to facilitate formal consideration of the proposal to fund new paving on the eastern side of Kinghorne Street between Smiths lane and Worrigeer Street.  CARRIED			<b>Notes:</b> The walk around also relates to CBD22.32. A walk around will be scheduled in February 2023. See update on CBD22.32 for further information.  <b>Recommended to be complete</b>	

<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 14/09/2022	<b>Minute No:</b>	<b>Item No.</b> CBD22.35	<b>Group:</b> City Futures	<b>Target date:</b> 14/10/2022
<b>Title:</b> Little Laneway - Arts Centre - Proposed Collaboration Event - March 2023 - In principle support - Jerrinja LALC Funding proposal - Further report request - e-meeting				<b>Completed:</b>
<b>Resolution:</b> <b>RESOLVED</b> (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;			<b>Notes:</b> Meeting to be held between Council staff and proponents on 8th December 2022 to discuss how this proposal can be taken forward, possibly coordinated with the other similar proposal (CBD22.28) and to enable the submission of a specific funding proposal.  <b>Recommended to be complete</b>	

<b>Date From:</b> 26 October 2022 <b>Date To:</b> 5 December 2022	<b>Action Sheets Report</b>
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3. Once the proposal is received, conduct an e-meeting to either support the proposal (potentially funded by the promotions budget).  CARRIED	
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<b>Meeting Name</b>	<b>Minute No:</b>	<b>Item No.</b>	<b>Group:</b>	<b>Target date:</b>
Nowra CBD Revitalisation Strategy Committee 14/09/2022		CBD22.28	City Futures	14/10/2022

<b>Title:</b>	<b>Completed:</b>
Community Mural Proposal - Laneway Adjacent to Shoalhaven Regional Gallery (12 Berry St Nowra)- In principle support - Further report request	

<b>Resolution:</b>  <b>RESOLVED</b> (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	<b>Notes:</b>  Meeting to be held between Council staff and proponents on 8 <sup>th</sup> December 2022 to discuss how this proposal can be taken forward, possibly coordinated with the similar Jerrinja proposal and to enable the submission of a specific funding proposal.  <b>Recommended to be completed</b>
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<b>Date From:</b> 26 October 2022	<b>Action Sheets Report</b>
<b>Date To:</b> 5 December 2022	

<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 14/09/2022	<b>Minute No:</b>	<b>Item No.</b> CBD22.26	<b>Group:</b> City Services	<b>Target date:</b> 14/10/2022
<b>Title:</b> Freedom of Entry Ceremony and Celebration - 21 October 2022 - Funds voted for other activities				<b>Completed:</b>
<b>Resolution:</b> <b>RESOLVED</b> (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			<b>Notes:</b> Complete - Freedom of Entry Ceremony and Celebration was held on 21 October 2022. No further action required.  <b>Recommended to be completed</b>	

<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 01/06/2022	<b>Minute No:</b>	<b>Item No.</b> CBD22.17	<b>Group:</b> City Services	<b>Target date:</b> 01/07/2022
<b>Title:</b> Presentation - Discussion - CBD Maintenance Suggestions - Report Required - Crew Options				<b>Completed:</b>
<b>Resolution:</b> <b>RESOLVED</b> (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)			<b>Notes:</b> Complete – Actions considered and a further report presented. This action has been updated and replaced by CBD22.24  <b>Recommended to be completed</b>	

<b>Date From:</b> 26 October 2022	<b>Action Sheets Report</b>
<b>Date To:</b> 5 December 2022	

<p>2. A crew of 2 workers full time</p> <p>3. A crew of 2 workers 2-3 days per week for 6 months, including after hours to assist with events .</p> <p>CARRIED</p>	
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<b>Meeting Name</b>	<b>Minute No:</b>	<b>Item No.</b>	<b>Group:</b>	<b>Target date:</b>
Ordinary Meeting 25/07/2022	MIN22.468	CBD22.24	City Services	24/08/2022
<b>Title:</b>				<b>Completed:</b>
Nowra CBD Maintenance Strategy - Daily / Weekly activities - Expenditure authorised - Bi-monthly walk arounds				
<b>Resolution:</b>			<b>Notes:</b>	
<p><b>RESOLVED*</b> (Clr Wells / Clr White) MIN22.468</p> <p>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.</p> <p>Noting that:</p> <p>1. Expenditure is estimated to be made as follows:</p> <p style="margin-left: 20px;">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.</p> <p style="margin-left: 20px;">b. Ute (not capital purchase)</p> <p style="margin-left: 20px;">c. Pressure washing unit &amp; materials (as required)</p>			<p>Complete – The Nowra CBD Maintenance crew started on the 28/11/2022.</p> <p>1. The crews work schedule is as follows 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.</p> <p>2. The first of the bi-monthly walkarounds was undertaken on the 8/12/2022 an will continue of a bi monthly schedule.</p>	



<b>Date From:</b> 26 October 2022		<b>Action Sheets Report</b>	
<b>Date To:</b> 5 December 2022			
<p>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.</p> <p>3. This arrangement does not cover the cost of callouts (ie unplanned overtime), the General Fund will still cover these costs.</p> <p>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</p> <p>AGAINST: Nil</p> <p>CARRIED</p>		<p>3. Noted.</p> <p><b>Recommended to be completed</b></p>	

<b>Meeting Name</b>	<b>Minute No:</b>	<b>Item No.</b>	<b>Group:</b>	<b>Target date:</b>
Ordinary Meeting 10/10/2022	MIN22.756	CBD22.32	City Services	09/11/2022
<b>Title:</b>				<b>Completed:</b>
Nowra CBD Façade Improvement Program - Withdraw Guidelines - Walk Around - Property identification - Report request - Way Forward				
<b>Resolution:</b>			<b>Notes:</b>	
<p><b>RESOLVED*</b> (Clr Copley / Clr White) MIN22.756</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Note the feedback received (outlined in report attached) from Nowra CBD Property owners during the month of July 2022.</li> <li>Withdraw the Façade Improvement Financial Assistance Program Guidelines (attachment 2) in its current form</li> <li>Staff meet with the Committee members and conduct a 'walk around' to identify areas/properties in the CBD that may benefit from façade improvements;</li> <li>Write to CBD operators to advise the Façade Improvement Financial Assistance Program Guidelines has been withdrawn, and instead the committee will seek to</li> </ol>			<ol style="list-style-type: none"> <li>Noted</li> <li>The Façade Improvement Financial Assistance Program Guidelines have been withdrawn.</li> <li>Staff have prepared a plan highlighting potential properties for façade assistance that could meet with the objectives of revitalising the CBD. The plan will be distributed to committee members for comment prior to the walk around to be scheduled for February 2023</li> </ol>	

<b>Date From:</b> 26 October 2022 <b>Date To:</b> 5 December 2022	<b>Action Sheets Report</b>
<p>identify properties for façade improvements that would assist with the revitalisation of the CBD.</p> <p>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</p> <p>FOR: Clr Findley, Clr Kotlash, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Ell, Clr Christen, Clr White, Clr Wells, Clr Watson and Clr Gray</p> <p>AGAINST: Nil</p> <p>CARRIED</p>	<p>4. Staff have Written 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.</p> <p>5. Pending the walk around in February.</p>

<b>Meeting Name</b> Ordinary Meeting 14/03/2022	<b>Minute No:</b> MIN22.164	<b>Item No.</b> CBD22.6	<b>Group:</b> City Services	<b>Target date:</b> 13/04/2022
<b>Title:</b> Nowra CBD Revitalisation Strategy Project - Management Services - Contract of Engagement adoption				<b>Completed:</b>
<b>Resolution:</b> <b>RESOLVED*</b> (Clr White / Clr Copley) MIN22.164 That the Committee adopt the CONTRACT OF ENGAGEMENT for Project Management Services as presented (attached) noting that;			<b>Notes:</b> Complete - Alison Henry has been appointed as the Nowra CBD Place Manager starting 27/10/2022	
<ol style="list-style-type: none"> <li>1. The Executive that will act as the Principal's Agent is to be; <ul style="list-style-type: none"> <li>• The CBD Committee Chair – James Caldwell</li> <li>• A Committee Member – Alison Henry</li> <li>• The Director City Services</li> </ul> </li> <li>2. The Contract will be managed and amended as required by the Principal's Representative – Manager of Technical Services, to achieve the Contract objective.</li> <li>3. The Project Manager will be appointed by the Principle's Representative on the recommendation of the Principal's Agent</li> <li>4. Project Updates will be provided via the Project Update Report that is received by the Committee at each meeting.</li> </ol>			<b>Recommended to be complete</b>	

<b>Date From:</b> 26 October 2022 <b>Date To:</b> 5 December 2022	<b>Action Sheets Report</b>
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 AGAINST: Nil CARRIED	

**Completed Actions from 26 October to 5 December 2022**

<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 05/07/2022	<b>Minute No:</b>	<b>Item No.</b> CBD22.23	<b>Group:</b> City Services	<b>Target date:</b> 04/08/2022
<b>Title:</b> Nowra CBD Place Manager Update & Way Forward				<b>Completed:</b> 15/11/2022
<b>Resolution:</b> <b>RESOLVED</b> (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.			<b>Notes:</b> <b>15 Nov 2022 3:28pm Andriske, Claire - Completion</b> Completed by Andriske, Claire on behalf of Tipton, Micaiah (action officer) on 15 November 2022 at 3:28:45 PM - Complete as per CBD22.37	

<b>Date From:</b> 26 October 2022	<b>Action Sheets Report</b>
<b>Date To:</b> 5 December 2022	

CARRIED	
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<b>Meeting Name</b>	<b>Minute No:</b>	<b>Item No.</b>	<b>Group:</b>	<b>Target date:</b>
Nowra CBD Revitalisation Strategy Committee 14/09/2022		CBD22.34	City Services	14/10/2022

<b>Title:</b>	<b>Completed:</b>
Consideration - Place Manager appointment - Tender Evaluation - Alison Peta Henry - Membership Resignation - EOI process	15/11/2022

<p><b>Resolution:</b></p> <p><b>RESOLVED</b> (Clr White / Brendan Goddard)</p> <p>That Council note:</p> <ol style="list-style-type: none"> <li>1. That the Principal's Representative – Manager of Technical Services (in accordance with the CEOs delegation) appoint contractor <u>Henry, Alison Peta (ABN 11663756713)</u> as the Project Manager (Place Manager)</li> <li>2. The Nowra CBD Revitalisation Strategy Committee has recommended that the Principal's Representative – Manager of Technical Services appoint contractor <u>Henry, Alison Peta (ABN 11663756713)</u> as the Project Manager (Place Manager)</li> <li>3. That upon acceptance of the Letter of Offer from contractor <u>Henry, Alison Peta (ABN 11663756713)</u> 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             <ol style="list-style-type: none"> <li>a. Nowra CBD Revitalisation Strategy Committee member (Retail/Business operator - non-CBD Property owner)</li> </ol> </li> </ol> <p>FOR: James Caldwell, Clr Norris, Clr Gray, Clr White, Jo Gash, Scott Baxter, Brendan Goddard, George Parker, Wesley Hindmarch and Catherine Shields</p> <p>AGAINST: Nil</p> <p>CARRIED</p>	<p><b>Notes:</b></p> <p><b>15 Nov 2022 3:29pm Andriske, Claire - Completion</b></p> <p>Completed by Andriske, Claire on behalf of Tipton, Micaiah (action officer) on 15 November 2022 at 3:29:03 PM - Complete as per CBD22.37</p>
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<b>Date From:</b> 26 October 2022	<b>Action Sheets Report</b>
<b>Date To:</b> 5 December 2022	

<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 25/10/2022	<b>Minute No:</b>	<b>Item No.</b> CBD22.42	<b>Group:</b> City Performance	<b>Target date:</b> 24/11/2022
<b>Title:</b> Additional Item - Update Request - Riverfront Precincts				<b>Completed:</b> 03/11/2022
<b>Resolution:</b> Brendan Goddard sought clarification on the plans regarding the Riverfront Precincts and requested an update from staff. Gordon Clark advised to make a recommendation to the Committee.			<b>Notes:</b> <b>03 Nov 2022 12:02pm Fischer, Ben - Completion</b> Completed by Fischer, Ben (action officer) on 03 November 2022 at 12:02:52 PM - Action Completed - Email sent to Brendan with Members Agenda Item Template	

<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 25/10/2022	<b>Minute No:</b>	<b>Item No.</b> CBD22.43	<b>Group:</b> City Performance	<b>Target date:</b> 24/11/2022
<b>Title:</b> Additional Item - Member Resignation - Alison Henry - Advertise Vacant Position				<b>Completed:</b> 15/11/2022
<b>Resolution:</b> <b>RESOLVED</b> (By consent) 1. That the Committee receive and accept the resignation of Alison Henry and thank her for her contribution as a member of the committee. 2. That advertisement of the position of Committee Member - Retail/Business operator (non CBD Property owner) - commence in conjunction with that of other vacant positions.  CARRIED			<b>Notes:</b> <b>15 Nov 2022 12:55pm Andriske, Claire</b> Updated EWOK, Infocouncil and Folder notes <b>15 Nov 2022 3:51pm Andriske, Claire - Completion</b> Completed by Andriske, Claire (action officer) on 15 November 2022 at 3:51:18 PM - , Part 1 - complete, waiting for new email address, Part 2 - advertised D22/435522	

## **CBD22.43 Standing Report - Project Update - December 2022**

**HPERM Ref:** D22/510035

**Department:** Technical Services

**Approver:** Paul Keech, Director - City Services

### **Reason for Report**

Note: This item was deferred from the Nowra CBD Revitalisation Strategy Committee 13 December 2022 meeting.

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'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. 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 report on the 13<sup>th</sup> of December 2022 committee meeting.

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 report on the 13<sup>th</sup> of December 2022 committee meeting.

4. *Nowra CBD Action Plan*  
Alison Henry has been appointed Nowra CBD Place Manager.

5. *Nowra Arts Centre - Roof Renewal Works*  
Project has been deferred 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. Electrical designs are ongoing. The construction is currently unfunded.

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 – Complete

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.

A variation application has been submitted to provide additional power points to service food trucks during events.

## CBD22.44 Standing Report - Budget Update - December 2022

**HPERM Ref:** D22/510041

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

**Attachments:** 1. Attachment CBD Budget Update - December 2022 [↓](#)

### Reason for Report

Note: This item was deferred from the Nowra CBD Revitalisation Strategy Committee 13 December 2022 meeting.

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 \$40,987 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update.
2. The total year-to-date spend for the 2022/2023 financial year is \$368,685 of the available budget of \$1,898,594.
3. 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 (\$54,891) is not included in the available budget amount reported in the recommendation.

Delivery of regular maintenance activities by the Central District office have commenced in the past month (relates to Weekly Maintenance allocation of \$300,000 in attached expenditure summary).

### Expenditure

Name	Paid to	Amount (Excl GST)
North St Masterplan	Cardno now Stantec	\$37,087
CBD Place Manager	Alison Peta Henry	\$3,900
	<b>Total</b>	<b>\$40,987</b>

### Income

Nil

CBD22.44



## **CBD22.45 Annual Financial Statement - Nowra CBD Promotions Budget - 2021-2022**

**HPERM Ref:** D22/460722

**Submitted by:** James Caldwell

**Attachments:** 1. CBD Promotions Budget - Nowra Business Chamber - Financial Statement [↓](#)

Note: This item was deferred from the Nowra CBD Revitalisation Strategy Committee 13 December 2022 meeting.

### **Recommendation**

That the Annual Financial Statements for the 2021-2022 Financial Year (Attached) provided by the Nowra CBD Business Chamber be received for information.

### **Details**

Council considered a report on 28 August 2018 (MIN18.673) with respect to the financial reporting from the Nowra CBD Business Chamber on the expenditure of funds which are provided to the Chamber for the purpose of Nowra CBD Promotions, and resolved:

*That Council's resolution that Nowra CBD Business Chamber provide audited quarterly reports to Council on promotional activities and expenditure be amended to remove the requirement for audit and instead require the forwarding to Council of an annual financial report.*

Mr James Caldwell on behalf of the Nowra CBD Business Chamber provided the attached Annual Financial Statement for the 2021-2022 Nowra CBD Promotions Budget.

CBD22.45



## **CBD22.46 Request Update - Riverfront Precinct Project**

**HPERM Ref:** D22/477920

**Submitted by:** Brendan Goddard

Note: This item was deferred from the Nowra CBD Revitalisation Strategy Committee 13 December 2022 meeting.

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

That the Nowra CBD Revitalisation Strategy Committee request that the CEO provide quarterly updates on the progress of plans relating the development of the riverfront precinct.

### **Details**

The committee agreed that it would be of great benefit to the Nowra CBD Revitalisation Strategy Committee (NCBDRSC) that the Nowra Riverfront Advisory Taskforce (NRAT) kept the Committee informed of the plans associated with the development of the riverfront. The riverfront sits within the NCBDRSC remit and any planning or timeframes of development should be consistent with the NCBDRSC plans.

It is proposed that the CEO provide quarterly updates on where their developments are up to so that the NCBDRSC can be well informed.