

Nowra CBD Revitalisation Strategy Committee

Meeting Date: Tuesday, 31 January, 2023
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**
 - Nowra CBD Revitalisation Strategy Committee - 9 January 2023 1
3. **Declarations of Interest**
4. **Reports**

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| CBD23.1 | Appointment of Members - Business Operator's & Community Member..... | 5 |
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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 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

| | 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 | | | | |
| Jo Gash | | | | |
| Catherine Shields | | | | |
| Gordon Clark | | | | |
| Paul Keech | | | | |
| SCC Rep | | | | |

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Monday, 9 January 2023

Location: Email Meeting

The following members participated in the Email Meeting:

Mr James Caldwell - Chairperson
Clr Serena Copley
Clr Tonia Gray
Clr Patricia White
Mr Scott Baxter
Mr Brendan Goddard
Mr George Parker

Apologies / Leave of Absence

Nil

Confirmation of the Minutes

RESOLVED (By consent)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Tuesday 13 December 2022 be confirmed.

CARRIED

Declarations of Interest

Nil

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

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. CBD22.40 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

CARRIED

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.

RESOLVED (By consent)

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

CARRIED

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

RESOLVED (By consent)

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.

CARRIED

**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 to the report) provided by the Nowra CBD Business Chamber be received for information.

RECOMMENDATION (By consent)

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

CARRIED

CBD22.46 Request Update - Riverfront Precinct Project

**HPERM Ref:
D22/477920**

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.

RESOLVED (By consent)

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.

CARRIED

Mr James Caldwell
CHAIRPERSON

CBD23.1 Appointment of Members - Business Operator's & Community Member

HPERM Ref: D23/614

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

Reason for Report

To appoint new members to the Nowra CBD Revitalisation Strategy Committee following the recent EOI.

Recommendation

That the Nowra CBD Revitalisation Strategy Committee recommend to Council that the following applicants be appointed for a period of 12 months:

1. Retail/Business operator (non CBD Property owner) – Jessica Bromley
2. Retail/Business operator (non CBD Property owner) – Jason Cox
3. Community Member – Carlo Di Giulio

Options

1. As recommended

Implications: This will ensure vacant positions on the Committee are filled.

2. Adopt an alternate recommendation

Implications: Adopting an alternate recommendation would result in positions remaining vacant and therefore the possibility of not reaching quorum for future meetings.

Background

Following the recent EOI calling for two (2) Retail/Business Operator (non CBD Property Owner) and one (1) Community Member, Council received three (3) applications.

The three (3) applications received were for the Retail/Business Operator (non CBD Property Owner) and Community Member positions.

The Interview Panel convened and the applicants were recommended by the Panel to become members of the Committee for a period of 12 months.

Prior to the conclusion of the 12 month period, Council will conduct an EOI process and invite the current applicants to re-apply.

Jessica Bromley has a strong passion to create a community who can come together and share. Jessica operates a business in the CBD (Bomo Bulk) and has previous experience in Architectural Engineering.

Jason Cox has been involved in a community organisation and is keen to see positive improvements to the CBD. Jason manages a business in the CBD and has a background in Finance, Banking & Real Estate.

Carlo Di Giulio has a background in Urban Design and Town Planning. From previous experience he has an understanding of how town centres are perceived from stakeholders. Carlo is keen to see increased potential of investment and involvement in the CBD.

Community Engagement

The EOI calling for applications was advertised throughout Council's networks, advertised in local paper two (2) times on 16 November and 30 November 2022. The EOI also appears on Council's Website - Latest News Feed and on Council's Facebook Page on 11 November 2022.

CBD23.2 Committee Actions Report for Ongoing / Completed Items

HPERM Ref: D23/10439

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

Attachments: 1. Ongoing 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 item in the Action List attached to the report be removed from the listing:
 - a. Item CBD22..46 - Request Update - Riverfront Precinct Project – Quarterly

Options

1. As Recommended
2. Adopt an alternate recommendation

Background

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

Outstanding/Ongoing Action Report (**attached**) is current as at the time of drafting this report (Wednesday 11 January 2023).

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.

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|-----------------------------------|-----------------------------|
| Date From: 5 December 2022 | Action Sheets Report |
| Date To: 17 January 2023 | |

ONGOING/OPEN ACTIONS

| Meeting Name | Minute No: | Item No. | Group: | Target date: |
|---|------------|----------|--|-------------------|
| Ordinary Meeting 10/10/2022 | MIN22.756 | CBD22.32 | City Services | 09/11/2022 |
| Title: Nowra CBD Façade Improvement Program - Withdraw Guidelines - Walk Around - Property identification - Report request - Way Forward | | | | Completed: |
| Resolution: RESOLVED* (Clr Copley / Clr White) MIN22.756 That Council: 1. Note the feedback received (outlined in report attached) from Nowra CBD Property owners during the month of July 2022. 2. Withdraw the Façade Improvement Financial Assistance Program Guidelines (attachment 2) 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 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 AGAINST: Nil | | | Notes: 1. Noted, 2. The Façade Improvement Financial Assistance Program Guidelines have been withdrawn. , 3. 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, 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. 5. Pending Walkaround prior to the next Eats & Beats TBC 15 February 2023. | |

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| Date From: 5 December 2022 | Action Sheets Report |
| Date To: 17 January 2023 | |

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| Meeting Name Nowra CBD Revitalisation Strategy Committee 09/01/2023 | Minute No: | Item No. CBD22.46 | Group: City Futures | Target date: 08/02/2023 |
| Title: Request Update - Riverfront Precinct Project - Quarterly | | | | Completed: |
| Resolution: RESOLVED (By consent) 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. CARRIED | | | Notes: Communication Plan related to Nowra Riverfront Advisory Taskforce has been prepared and quarterly update reports will be provided to this Committee. Recommended to be completed | |

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| Meeting Name Nowra CBD Revitalisation Strategy Committee 13/12/2022 | Minute No: | Item No. CBD22.48 | Group: City Development | Target date: 12/01/2023 |
| Title: Additional Item - Investigate Options - Accessibility - Nowra CBD Businesses & Available Grant Funding | | | | Completed: |
| Resolution: 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 | | | Notes: Certification and Compliance Manager has discussed with Council's Grants Officer to seek out any funding opportunities. | |

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| Date From: 5 December 2022 | Action Sheets Report |
| Date To: 17 January 2023 | |
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ACTIONS COMPLETED – 5 December 2022 to 17 January 2023

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| 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: 17/01/2023 |
| 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: <ol style="list-style-type: none">1. A crew of 3 workers full time (as presented on 1 June 2022)2. A crew of 2 workers full time3. A crew of 2 workers 2-3 days per week for 6 months, including after hours to assist with events . CARRIED | | | Notes: 19 Jul 2022 12:16pm Bowley, Kay - Reallocation Action reassigned to Holt, Simon by Bowley, Kay - Reassigned in TRIM 17 Jan 2023 9:59am Andriske, Claire - Completion Completed by Andriske, Claire on behalf of Holt, Simon (action officer) on 17 January 2023 at 9:59:45 AM - Complete as per CBD22.47 | |

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| Meeting Name Nowra CBD Revitalisation Strategy Committee 14/09/2022 | Minute No: | Item No. CBD22.26 | Group: City Services | Target date: 14/10/2022 |
| Title: Freedom of Entry Ceremony and Celebration - 21 October 2022 - Funds voted for other activities | | | | Completed: 12/12/2022 |
| Resolution: RESOLVED (Alison Henry / Clr Norris) | | | Notes: 12 Dec 2022 2:35pm Lehdey, Ellann - Completion | |

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| Date From: 5 December 2022 | Action Sheets Report |
| Date To: 17 January 2023 | |

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| <p>That the Nowra CBD Revitalisation Strategy Committee:</p> <ol style="list-style-type: none"> 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. <p>CARRIED</p> | <p>Completed by Lehdey, Ellann on behalf of Tipton, Micaiah (action officer) on 12 December 2022 at 2:35:19 PM - Complete - Freedom of Entry Ceremony and Celebration was held on 21 October 2022. No further action required.</p> |
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| Meeting Name | Minute No: | Item No. | Group: | Target date: |
| Nowra CBD Revitalisation Strategy Committee 14/09/2022 | | CBD22.28 | City Futures | 14/10/2022 |
| Title: | | | | Completed: |
| Community Mural Proposal - Laneway Adjacent to Shoalhaven Regional Gallery (12 Berry St Nowra)- In principle support - Further report request | | | | 17/01/2023 |
| Resolution: | | | Notes: | |
| <p>RESOLVED (Clr Copley / Brendan Goddard)</p> <p>That the Nowra CBD Revitalisation Strategy Committee:</p> <ol style="list-style-type: none"> 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). <p>CARRIED</p> | | | <p>13 Dec 2022 9:19am Bowley, Kay</p> <p>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 similar Jerrinja proposal and to enable the submission of a specific funding proposal. Action Complete.</p> <p>17 Jan 2023 10:00am Andriske, Claire - Completion</p> <p>Complete as per CBD22.47</p> | |

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| Meeting Name | Minute No: | Item No. | Group: | Target date: |
| Nowra CBD Revitalisation Strategy Committee 14/09/2022 | | CBD22.35 | City Futures | 14/10/2022 |
| Title: | | | | Completed: |
| Little Laneway - Arts Centre - Proposed Collaboration Event - March 2023 - In principle support - Jerrinja LALC Funding proposal - Further report request - e-meeting | | | | 17/01/2023 |

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|-----------------------------------|-----------------------------|
| Date From: 5 December 2022 | Action Sheets Report |
| Date To: 17 January 2023 | |

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| <p>Resolution:</p> <p>RESOLVED (Scott Baxter / Alison Henry)</p> <p>That Nowra CBD Revitalisation Strategy Committee:</p> <ol style="list-style-type: none"> 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). <p>CARRIED</p> | <p>Notes:</p> <p>12 Oct 2022 2:48pm Andriske, Claire - Reallocation Action reassigned to Clark, Gordon by Andriske, Claire - Hi Gordon, apologies, as discussed on the phone.</p> <p>13 Dec 2022 9:18am Bowley, Kay 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. Action Complete.</p> <p>17 Jan 2023 10:00am Andriske, Claire - Completion Complete as per CBD22.47</p> |
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| Meeting Name Nowra CBD Revitalisation Strategy Committee 25/10/2022 | Minute No: | Item No. CBD22.40 | Group: City Services | Target date: 24/11/2022 |
| Title: Paving - Eastern Side - Kinghorne St - Report Request | | | | Completed: 12/12/2022 |
| <p>Resolution:</p> <p>RESOLVED (By consent)</p> <p>That:</p> <ol style="list-style-type: none"> 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. <p>CARRIED</p> | | | <p>Notes:</p> <p>12 Dec 2022 2:36pm Lehdey, Ellann - Completion Completed by Lehdey, Ellann on behalf of Tipton, Micaiah (action officer) on 12 December 2022 at 2:36:35 PM - 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.</p> | |

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| Date From: 5 December 2022 | Action Sheets Report |
| Date To: 17 January 2023 | |

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| Meeting Name Nowra CBD Revitalisation Strategy Committee 09/01/2023 | Minute No: | Item No. CBD22.47 | Group: City Performance | Target date: 08/02/2023 |
| Title: Committee Actions Report for Ongoing / Completed Items | | | | Completed: 17/01/2023 |
| 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. CBD22.40 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 CARRIED | | | Notes: 17 Jan 2023 10:01am Andriske, Claire - Completion Completed by Andriske, Claire (action officer) on 17 January 2023 at 10:01:32 AM - Complete as per CBD22.47 | |

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|-----------------------------------|-----------------------------|
| Date From: 5 December 2022 | Action Sheets Report |
| Date To: 17 January 2023 | |

| Meeting Name | Minute No: | Item No. | Group: | Target date: |
|--|------------|----------|--|---------------------------------|
| Ordinary Meeting 25/07/2022 | MIN22.468 | CBD22.24 | City Services | 24/08/2022 |
| Title: Nowra CBD Maintenance Strategy - Daily / Weekly activities - Expenditure authorised - Bi-monthly walk arounds | | | | Completed: 17/01/2023 |
| 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) 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 | | | Notes: 28 Jul 2022 12:14pm Bowley, Kay Please reassign to the appropriate officer. 17 Jan 2023 10:04am Andriske, Claire - Completion Complete as per CBD22.47 | |

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|-----------------------------------|-----------------------------|
| Date From: 5 December 2022 | Action Sheets Report |
| Date To: 17 January 2023 | |

CARRIED

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|---|--------------------------------|----------------------------|--|-----------------------------------|
| 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: 12/12/2022 |
| 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; <ul style="list-style-type: none"> • The CBD Committee Chair – James Caldwell • A Committee Member – Alison Henry • The Director City Services 2. The Contract will be managed and amended as required by the Principal's Representative – Manager of Technical Services, to achieve the Contract objective. 3. The Project Manager will be appointed by the Principle's Representative on the recommendation of the Principal's Agent 4. Project Updates will be provided via the Project Update Report that is received by the Committee at each meeting. FOR: Clr Findley, Clr Kotlash, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Eil, Clr Christen, Clr White, Clr Watson, Clr Kitchener and Clr Gray AGAINST: Nil CARRIED | | | Notes: 11 May 2022 2:54pm Goodsell, Kiralee - Reallocation Action reassigned to Tipton, Micaiah by Goodsell, Kiralee - Director allocation 12 Dec 2022 2:27pm Lehdey, Ellann - Completion Completed by Lehdey, Ellann on behalf of Tipton, Micaiah (action officer) on 12 December 2022 at 2:27:02 PM - Complete - alison Henry has been appointed as the Nowra CBD Place Manager starting 27/10/2022. No further action. | |

CBD23.3 Standing Report - Project Update - January 2023

HPERM Ref: D23/21516

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'Keefe Avenue
- Nowra - Berry / Worrige Street – Multi Storey Car Park - Investigate and Design
- Nowra - Bridge Rd / Hyam St Intersection - Safer Roads Project
- Nowra - Berry St / Worrige 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 design is complete and grant funding has been secured for construction.
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 initial work is complete with additional scope being considered.
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*
This project is split into 2 sub projects
Berry St, Nowra-Carpark Extension – Construction is underway and due for completion in Q3
Burr Ave, Nowra – Construction planned Q3
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. Construction scheduled for Q3
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. Easement requirements are progressing. 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. *Morrisons Arcade lease renewal and lighting*

The lease for the Morrisons Arcade airspace is due for renewal on 14 June 2023. Lease renewal preparation work commenced 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 approved by the grant funding body to provide additional power outlets on the other side of Jelly Bean Park, replace light globes in Junction Street and provide a pedestrian crossing in Junction Street. These works are scheduled to be finished in March 2023.

CBD23.4 Standing Report - Budget Update - January 2023

HPERM Ref: D23/21518

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

Attachments: 1. CBD Budget Update - January 2023 [↓](#)

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 \$21,760 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 \$390,445 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.

Expenditure

| Name | Paid to | Amount (Excl GST) |
|----------------------------|-------------------|-------------------|
| Nowra Christmas Wonderland | Hoorah Events | \$16,560 |
| CBD Place Manager | Alison Peta Henry | \$5,200 |
| | Total | \$21,760 |

Income

Nil

CBD23.5 Discussion Item - Future Character of New Builds in Nowra CBD

HPERM Ref: D23/7583

Submitted by: Cllr Tonia Gray

Recommendation (Item to be determined under delegated authority)

That the report be submitted for consideration and received for information.

Details

As we redefine the CBD future character on medium to high density buildings, the liveability of the city needs to take precedence. Based on pioneering work in Melbourne e.g. 269 Stewart St East Brunswick, Melbourne. <http://thestewartcollective.com.au/>

Developments can become aspirational and more liveable and achieve a 7.5-star rating. Achieving a high star rating means less energy is required to keep interiors at a comfortable climate, in any season. The by-products are lower bills and a reduced environmental footprint.

Set beside CERES Community Environment Park and the Merri Creek Trail, the collection of residences introduce refined yet raw architectural design saturated in greenery and sunlight. Perfectly placed in a quiet residential street with direct access to CERES (a community garden which is a community hub for produce). Homes/units are designed on a personal scale with great environmental integrity. The sustainable initiatives are a serious commitment to offer better choices.

Features also include underground secure car space, communal rooftop garden, communal library and communal on site bike storage.

Here is an example: <https://lucentgroup.com.au/projects/stewart-collective.html>

Brand New 2 Bedroom 2 Bathroom Apartment

With sizable west facing terrace balcony, the interiors have everything you need to live well, and nothing you don't need. The interiors think of all types of people and how they will want to live in spaces of true quality. With hard wearing, durable surfaces, make you feel right at home the moment you walk in.

The layout has 2 bedrooms (master with walk in robe and ensuite) main bathroom with walk in shower, that makes thoughtful use of generous spaces, and have interchangeable living aspects. Large stylish kitchen with island bench, open plan dining /lounge room with floor to ceiling windows.

Delivery Plan / Operational Plan – Reference Heading

Priority 1.1 – Resilient, Safe, Accessible & Inclusive Communities and 2.1 – Sustainable, Liveable Environments

Budget Implications and Resourcing Strategy Implications

Nil

Terms of Reference / Delegation

N/A

Policy Context

N/A. For discussion item.

CBD23.6 Seats - Jelly Bean Park

HPERM Ref: D23/8328

Submitted by: Scott Baxter

Recommendation

That more seats be provided in Jelly Bean Park.

Details

There are an insufficient number of seats for people in that park.

Delivery Plan / Operational Plan – Reference Heading

Thriving Local Economies

Budget Implications and Resourcing Strategy Implications

Unknown

Terms of Reference / Delegation

2.1. 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.

2.2. 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.

2.3. 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.

Policy Context

Unknown

Directors Note:

An option for alternative recommendation as follows:

That in relation to providing more seats in Jelly Bean Park (Egans Lane), the CEO (Director City Services) investigate and report back to the Committee, targeting the May 2023 meeting on the following:

1. Feesibility of the project
2. Funding options for investigation and design
3. Funding options for construction

CBD23.7 Taxi Rank - Junction Street - (near) Subway

HPERM Ref: D23/8761

Submitted by: Scott Baxter

Recommendation

That the taxi rank on Junction Street (near Subway) be relocated to:

1. Kinghorne Street near Coles/Aldi; and
2. Near Telstra building, Stewart Place Bus Terminal.

Details

With the recent upgrade of Junction Street, it would be good to continue the upgrade further down Junction Street. The taxi rank would be better positioned near Aldi, Coles and Woolworth's and a traffic island be created so people from Woolworths can easily cross. Also a taxi rank near the bus terminal is a common sense location for people getting off buses.

Delivery Plan / Operational Plan – Reference Heading

Thriving Local Economies

Budget Implications and Resourcing Strategy Implications

Unknown

Terms of Reference / Delegation

2.1. 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.

2.2. 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.

2.3. 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.

2.4. Reallocate at its discretion, Nowra CBD Revitalisation Budget funds to operational projects, e.g. activation events.

Policy Context

Unknown

Directors Note:

An option for alternative recommendation as follows:

That in relation to relocating the Nowra CBD Taxi rank locations, the CEO (Director City Services) investigate and report back to the Committee targeting the May 2023 meeting on the following:

1. Feesibility of the project
2. Funding options for investigation and design
3. Funding options for construction

CBD23.8 Egans Lane Amenities

HPERM Ref: D23/8788

Submitted by: Scott Baxter

Recommendation

That the amenities in Egans Lane (near jelly Bean Park) be upgraded.

Details

Egans lane toilets are old and need replacing, there are no facilities for changing babies etc for mothers. Need to install a module system that is automated in locking etc in the evenings and self-cleaning. We need to look at all the facilities in the CBD.

Delivery Plan / Operational Plan – Reference Heading

Thriving Local Economies

Budget Implications and Resourcing Strategy Implications

Unknown

Terms of Reference / Delegation

2.1. 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.

2.2. 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.

2.3. 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.

2.4. Reallocate at its discretion, Nowra CBD Revitalisation Budget funds to operational projects, e.g. activation events.

Policy Context

Unknown

Directors Note:

An option for alternative recommendation as follows:

That in relation to the amenities at Jelly Bean Park (Egans Lane), the CEO (Director City Services) investigate and report back to the Committee targeting the May 2023 meeting on the following:

1. Feasibility of the project
2. Funding options for investigation and design
3. Funding options for construction

CBD23.9 Electric Vehicle Parking Stations

HPERM Ref: D23/8837

Submitted by: Scott Baxter

Recommendation

That Council engage with providers to install Electric Vehicle Charging Stations in the CBD.

Details

What is Council's Policy in the Shoalhaven for Electric Parking Stations in Council Designated Carparks? How does that Policy apply to the Nowra CBD.

The installation of Parking Stations would attract more people to the CBD, at present there is a few at Stocklands.

Delivery Plan / Operational Plan – Reference Heading

Sustainable, Liveable Environments

Budget Implications and Resourcing Strategy Implications

Unknown

Terms of Reference / Delegation

2.1. 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.

2.2. 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.

2.3. 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.

2.4. Reallocate at its discretion, Nowra CBD Revitalisation Budget funds to operational projects, e.g. activation events.

Policy Context

Unknown

Directors Note:

An option for alternative recommendation as follows:

That in relation to Electric Vehicle Charging Stations in the Nowra CBD, the CEO (Director City Services) investigate and report back to the Committee targeting the May 2023 meeting on the following:

1. Council's Policy position on Electric Vehicle charging stations and how it relates to the Nowra CBD
2. Options available to engage with Electric Vehicle charging station providers