

Nowra CBD Revitalisation Strategy Committee

Meeting Date: Wednesday, 13 March, 2019
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 - 6 February 2019..... 1
3. **Declarations of Interest**
4. **Reports**
 - CBD19.12 Outstanding / Ongoing Actions..... 10
 - CBD19.13 Update - Review of Terms of Reference and Membership 11
 - CBD19.14 Community Member Submission - Nowra CBD - Traffic congestion, Parking and Rejuvenation Suggestions..... 18
 - CBD19.15 Terms of Reference - Amended version proposed by Committee Members..... 21
 - CBD19.16 Correspondance - Traffic Lights - Kinghorne and North Streets 26
5. **General Business**

Membership

Mr James Caldwell - Chairperson
Clr Jo Gash
Clr Patricia White
Clr Nina Digiglio
Mr Paul Keech or delegate
Mr Phil Costello or delegate
Ms Annie Aldous
Mr Scott Baxter
Mr Brendan Goddard
Mr George Parker
Ms Lynnette Kearney
Mr Wesley Hindmarch

Non-voting members

All other Councillors

Quorum – Five (5) members

Role – Note: Tasks in relation to 1.4 will not be undertaken by Councillors

1. Committee's Role:
 - 1.1. Recommend to Council possible refinement of, and improvements to, the Nowra CBD Revitalisation Strategy as the committee considers appropriate.
 - 1.2. Develop a list of projects (with estimated costings) for Council to consider funding 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.
 - 1.3. 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.
 - 1.4. Monitor the expenditure of Council's annual capital works budget as it relates to the Nowra CBD, in particular;
 - 1.4.1. Approving design plans and specifications at the 20% complete and the 80% complete milestones.
 - 1.4.2. In cases where the General Manager (or delegate) determines that capital works within the Nowra CBD, will be tendered out, the Committee Chair (or delegate) will approve the tender documentation before tenders are advertised.
 - 1.4.3. The Committee Chair (or delegate) is to participate on tender evaluation panels for capital expenditure in the Nowra CBD.
 - 1.4.4. Assign a Project Steering Sub Committee to endorse the payment of progress claims and endorse the approval of variations, for capital expenditure in the Nowra CBD.
 - 1.4.5. In the case where Council staff undertake capital expenditure in the Nowra CBD the Committee will receive a report outlining progress (including expenditure updates) and plans at each of the Committee's Meetings.
 - 1.5. 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 General Manager.
 - 1.6. 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.

- 1.7. Provide a report to Council each quarter outlining the year to date expenditure of Council's annual capital works budget as it relates to the Nowra CBD and present a report to an Ordinary Meeting of Council in August each year that explains the capital expenditure and any non-expenditure, for the previous financial year.
- 1.8. Consult with relevant stakeholders as needed.

Purpose

- To direct the development and implementation of the Revitalisation Strategy for the Nowra CBD and review as appropriate.
- To determine overall capital works programs established by the Nowra CBD Revitalisation Strategy, as amended from time to time.
- To agree an annual capital works budget with council
- To identify and approve all expenditure of funds identified in the Nowra CBD Revitalisation Strategy, additional funds allocated by council for capital expenditure in the Nowra CBD including any loans, grants or from funds from any other source.
- To act as a communication conduit between Council and the CBD stakeholders in respect to the Nowra CBD Revitalisation Strategy with appropriate support from council as required.
- Assist council in advocating the adopted CBD Revitalisation Strategy to the community.
- Provide a report to council each year outlining progress towards achieving the goals set out in the CBD Revitalisation Strategy together with any recommendations for updating the Revitalisation Strategy.
- Consult with relevant stakeholders as needed

Delegated Authority

- To expend funds allocated to the CBD Nowra Revitalisation Strategy Committee by Council within the approved budget. Budget adopted \$500,000.
- To establish sub Committees as deemed appropriate.
- To promote the advantages of the CBD inside and outside the area, including making press releases and promoting the Nowra CBD Revitalisation Strategy project.
- To raise funds other than rates and loans to fund the objectives of the Committee.
- To expend funds raised outside of Council as the Committee deems appropriate, e.g. promotions, entertainment etc.

Nowra Revitalisation Committee - Sub/Working Groups

	Events / Promotions	Infrastructure (including Wayfinding signs)	Writers / Historic Walk	Banners / Perm Lighting	Logo / Communications
James Caldwell (Chair)	Yes	Yes	Yes	Yes	Yes
Cr Jo Gash	Yes			Yes	
Cr Patricia White	Yes			Yes	
Cr Nina Digiglio					Yes
Wesley Hindmarch		Yes			Yes
Vacant					
Annie Aldous	Yes				
Scott Baxter		Yes	Yes	Yes	
Brendan Goddard		Yes			Yes

George Parker	Yes				
Lynnette Kearney	Yes			Yes	
Phil Costello			Yes		
Paul Keech		Yes		Yes	
SCC Contact (Director Rep)	Jessica Rippon	Tom Dimec	Gordon Clark	Tom Dimec	Jessica Rippon

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Wednesday, 6 February 2019
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.08pm

The following members were present:

Mr James Caldwell - Chairperson
Clr Joanna Gash
Clr Patricia White
Mr Phil Costello - Director, Planning Environment and Development
Mr Paul Keech - Director Assets and Works
Ms Annie Aldous
Mr Scott Baxter – left 6.21pm
Mr Brendan Goddard – left 5.26pm
Mr Wesley Hindmarch

Others Present:

Sara McMahon – Governance Unit Manager
Gordon Clark – Strategic Planning Manager
Jessica Rippon – Executive Manager - Communications
Tom Dimec – Manager – Asset Management

1. Apologies / Leave of Absence

Ms Lynnette Kearney is currently on a leave of absence.

2. Confirmation of the Minutes

RESOLVED (James Caldwell / Clr White)

That the Minutes of the E-Meeting of the Nowra CBD Revitalisation Strategy Committee held on Tuesday 22 January 2019 be confirmed.

CARRIED

3. Declarations of Interest

Nil

REPORTS

CBD19.2 Reporting Grant Opportunities for Nowra CBD and Businesses.

**HPERM Ref:
D19/22124**

It was suggested that after the State Election the Committee invite the new Local Members to come to the meeting and have a discussion relating to available Grants.

The committee held a discussion in relation to Grant Funding opportunities for CCTV – staff advised that this matter should be identified in the Capital Works Program.

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee:

1. Be aware of the grant alerts as published on the Australian Government's business.gov.au website and the Productive Shoalhaven website.
2. Receive grant alerts from Council officers or other sources within and external to Council.
3. Establish relationships with other agencies and key personnel who will be aware of funding opportunities such as Office of Premier and Cabinet, Regional Development Far South Coast, ministerial feeds etc.

RESOLVED (Clr White / Clr Gash)

That:

1. The Nowra CBD Revitalisation Strategy Committee:
 - a. Note that that grant alerts are published on the Australian Government's business.gov.au website and the Productive Shoalhaven website.
 - b. Receive grant alerts from Council officers or other sources within and external to Council.
 - c. Members are encouraged to establish relationships with other agencies and key personnel who will be aware of funding opportunities such as Office of Premier and Cabinet, Regional Development Far South Coast, ministerial feeds etc.
2. Following the 2019 State Government Elections the General Manager invite the local Members and/or Minister for Premier and Cabinet to a future Meeting of the Nowra CBD Revitalisation Strategy Committee to discuss possible Grant funding opportunities for the CBD.

CARRIED

CBD19.3 Update - Review of Terms of Reference and Membership

**HPERM Ref:
D19/12187**

The committee held a discussion about the Role of the Committee and part 3.3 of the Draft Terms of Reference.

It was advised that Members read the Draft Terms of Reference and send comments to the Chairperson and then the Chair forward comments to the Director Assets and Works within 14 days.

Note: The Chairperson advised that some members felt somewhat intimidated when attending on their own and therefore two Committee Members should be on each panel under clause 1.4.3 of the Terms of Reference.

The Governance Manager noted that there is Legislative and Policy requirements in relation to Procurement that Council must adhere to.

Recommendation

That Council adopt the amended Nowra CBD Revitalisation Strategy Committee Terms of Reference, noting that Council MIN18.962 and MIN18.1012 are now included within the proposed amendment.

RESOLVED (Paul Keech / Cllr White)

That:

1. The matter relating to Review of Terms of Reference be deferred pending further consultation between members in relation to the details of the Terms of Reference.
2. Committee members send comments to the Chairperson within 14 days who will compile the comments and forward collective comments to Director Assets and Works for clarifying in a report to the next meeting of the Committee.
3. The Draft Terms of Reference be amended to increase the Committee membership on Tender Panels under Part 1.4.3 to two (2) members.

CARRIED

CBD19.4 Outstanding / Ongoing Actions**HPERM Ref:
D19/21378**

The Following comments were made in relation to the Action Table Report:

CBD18.43 – Report coming to March Meeting

CBD18.58 – A Report will be prepared for the May Meeting

CBD18.64 – Complete and remove

CBD18.107 – Ongoing – A report will be prepared for May Meeting

CBD18.111 – A Report has been included in the Agenda – Complete this action

CBD18.112 – Complete and remove

CBD18.113 – Ongoing – A report will come back on matters ongoing – updated comments to be provided at the March Meeting

CBD18.114 – Ongoing - Staff advised that Council is finalising the locations and graphic designs – staff will continue to liaise with Wesley Hindmarch – and the precise location of the Stocklands sign to be identified.

CBD18.115 – Complete and remove

CBD18.118 – Jessica will send options to Committee members who will send preference to Chairperson

Recommendation (Item to be determined under delegated authority)

That:

1. The Outstanding/Ongoing Action report be received for information.
2. The following items marked in the Action Listing attached to the report as completed be removed from the listing:
 - a. CBD18.111 – Parking Fines (this be removed following resolution from new report)
 - b. CBD18.112 – Role adoption – Terms of Reference review (this be removed following resolution from new report)

- c. CBD18.120 – All Day Parking Signs – Review – CBD (this be removed following resolution from new report)

RESOLVED (James Caldwell / Cllr White)

That:

1. The Outstanding/Ongoing Action report be received for information.
2. The following items marked in the Action Listing attached to the report as completed be removed from the listing:
 - a. CBD18.64 – Complete and remove
 - b. CBD18.111 – Parking Fines (this be removed following resolution from new report)
 - c. CBD18.112 – Role adoption – Terms of Reference review (this be removed following resolution from new report)
 - d. CBD18.115 – Complete and remove
 - e. CBD18.120 – All Day Parking Signs – Review – CBD (this be removed following resolution from new report)

CARRIED

CBD19.5 Update - Maintenance Responsibility - Raised Planter Boxes - Nowra CBD	HPERM Ref: D19/9880
---	----------------------------

Recommendation (Item to be determined under delegated authority)

That the Committee note the following responsibilities for planter boxes in the Nowra CBD.

Arrangements for **Privately Funded** Planter Boxes in the Nowra CBD

1. The planter boxes are to be to a style and standard approved by Council and will be located in agreed locations (as per approved Streetscape Plans) and are considered to be a donation to the Nowra CBD Streetscape.
2. The donators will be recognised by placing a small brass plaque on the shop side of the planter box prior to the boxes being installed.
3. The Shoalhaven City Council will assume ownership responsibilities of the planter boxes.
4. The Shoalhaven City Council will be responsible for planting, replanting and repairing damage by vandals in respect of the planter boxes.
5. The shop owners/tenants/donors will water and weed the planter boxes and generally keep them in a tidy manner (i.e. remove litter etc).
6. The Nowra CBD Revitalisation Strategy Committee will monitor the shop owners'/tenants'/donors' efforts and encourage a high standard of attention to the planter boxes.
7. Should the planter boxes not be adequately maintained by the shop owner/tenant/donors or circumstances change and the location of the planter box is no longer safe or practical, Shoalhaven City Council will attempt to relocate the planter box to another location within the Nowra CBD. Prior to doing this the donor will be given written notice of Council's intention and a reasonable opportunity to remove the original donated planter box and take them back into their ownership.

Arrangements for **Council Funded** Planter Boxes in the Nowra CBD

1. The planter boxes are to be to a style and standard approved by Council and will be

located in agreed locations (as per approved Streetscape Plans).

2. Not used
3. Not used
4. The Shoalhaven City Council will be responsible for planting, replanting and repairing damage by vandals in respect of the planter boxes.
5. The shop owners/tenants will water and weed the planter boxes and generally keep them in a tidy manner (i.e. remove litter etc).
6. The Nowra CBD Revitalisation Strategy Committee will monitor the shop owners'/tenants' efforts and encourage a high standard of attention to the planter boxes.
4. 7. Should the planter boxes, not be adequately maintained by the shop owner/tenant or circumstances change and the location of the planter box is no longer safe or practical Shoalhaven City Council will attempt to relocate the planter box to another location within the Nowra CBD.

RESOLVED (Clr White / Scott Baxter)

That the Committee note the following responsibilities for planter boxes in the Nowra CBD:

1. Arrangements for **Privately Funded** Planter Boxes in the Nowra CBD
 - a. The planter boxes are to be to a style and standard approved by Council and will be located in agreed locations (as per approved Streetscape Plans) and are considered to be a donation to the Nowra CBD Streetscape.
 - b. The donators will be recognised by placing a small brass plaque on the shop side of the planter box prior to the boxes being installed.
 - c. The Shoalhaven City Council will assume ownership responsibilities of the planter boxes.
 - d. The Shoalhaven City Council will be responsible for planting, replanting and repairing damage by vandals in respect of the planter boxes.
 - e. The shop owners/tenants/donors will water and weed the planter boxes and generally keep them in a tidy manner (i.e. remove litter etc).
 - f. The Nowra CBD Revitalisation Strategy Committee will monitor the shop owners'/tenants'/donors' efforts and encourage a high standard of attention to the planter boxes.
 - g. Should the planter boxes not be adequately maintained by the shop owner/tenant/donors or circumstances change and the location of the planter box is no longer safe or practical, Shoalhaven City Council will attempt to relocate the planter box to another location within the Nowra CBD. Prior to doing this the donor will be given written notice of Council's intention and a reasonable opportunity to remove the original donated planter box and take them back into their ownership.
2. Arrangements for **Council Funded** Planter Boxes in the Nowra CBD
 - a. The planter boxes are to be to a style and standard approved by Council and will be located in agreed locations (as per approved Streetscape Plans).
 - b. Not used
 - c. Not used
 - d. The Shoalhaven City Council will be responsible for planting, replanting and repairing damage by vandals in respect of the planter boxes.
 - e. The shop owners/tenants will water and weed the planter boxes and generally keep them in a tidy manner (i.e. remove litter etc).

- f. The Nowra CBD Revitalisation Strategy Committee will monitor the shop owners'/tenants' efforts and encourage a high standard of attention to the planter boxes.
- g. Should the planter boxes, not be adequately maintained by the shop owner/tenant or circumstances change and the location of the planter box is no longer safe or practical Shoalhaven City Council will attempt to relocate the planter box to another location within the Nowra CBD.

CARRIED

CBD19.6 Bannerconda Banner Systems - Policy and Management Strategy - Southern Side Shoalhaven Bridge to Moss Street

HPERM Ref: D19/23187

Note: Brendan Goddard left at 5.26pm.

Members of the Committee discussed the proposal outlined by staff. Members of the Committee stated that the concept of the banners was always something that the Committee considered to be a responsibility of Tourism and/or Economic Development Sections of Council and is considered that this Committee's funds should not be used for this project.

Recommendation

That Council adopt the revised Nowra CBD Banner Policy (POL16/243) as presented to reflect the installation and management of banners (using the Bannerconda® system) onto the 18 existing Endeavour Energy light poles on the Princes Highway from the southern end of the Shoalhaven River Bridge to Moss Street with specific regard to the following:

	Item	Approved by	Funded by	Actioned by
1	Who will fund the initial purchase and installation of the 18 Bannerconda® systems (\$35,000).	Council (Council resolution)	The Nowra CBD Revitalisation Committee	Council (Assets and Works)
2	Who will be responsible for arranging the banner designs and the costs associated with achieving those designs (\$200 per design).	As per Draft Policy Nowra CBD Banner Policy	By the Applicant.	As per Draft Policy Nowra CBD Banner Policy
3	Who will responsible for the installation of the banners onto the Bannerconda® system (\$1,800)	As per Draft Policy Nowra CBD Banner Policy	By the Applicant.	Council (Assets and Works)
4	Who will fund the ongoing replacement and installation of any worn banners on the 18 Bannerconda® systems (\$3,600 per set of 18 3 months life).	Council (Assets and Works)	By the Applicant.	Council (Assets and Works)
5	Who will be responsible for the replacement of worn and faded banners	Council (Assets and Works)	Council (Assets and Works)	Council (Assets and Works)

RECOMMENDATION (Clr White / Clr Gash)

That:

1. The Nowra CBD Revitalisation Strategy Committee not proceed with purchase and installation of the Bannerconda system for the Princes Highway from the Shoalhaven River Bridge to Moss Street, Nowra.
2. Council write to the RMS requesting that the Shoalhaven River Bridge Upgrade Project include the installation of Banners (such as or similar to a Bannerconda® system) on the highway, both north and south of the Bridge, with Council being prepared to be involved in the ongoing management of the Banners.
3. Council amend the Nowra CBD Banner Policy (POL16/243) Clause under Part 4 which reads:
Advertising of tobacco products, alcohol or drugs will not be permitted.

To read as follows:

Advertising of tobacco products, alcohol and 'political materials' will not be permitted.

CARRIED

CBD19.7 All Day Parking Signs - Review - Nowra CBD

**HPERM Ref:
D19/20067**

Note: Members of the Committee are of the opinion that improvements are required to the directional signage to all day parking in the CBD.

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee note that the location and condition of directional and entry signage to All-Day off-street parking within the Nowra CBD is sufficient and compliant with current standards (regarding position and size).

RESOLVED (Annie Aldous / Clr White)

That the Nowra CBD Revitalisation Strategy Committee allocate \$15,000 from the Nowra CBD Revitalisation funds to augment the existing All Day off street carparking signage arrangement with larger, more prominent signage, update the existing public information on Council's website and add the updated information to a multi-user platform, such as Google Maps.

CARRIED

CBD19.8 Parking Infringements in the Shoalhaven - Parking Fine Concessions for Constituents

**HPERM Ref:
D18/434301**

The Committee noted that the Parking fines at current cost were a large impost on casual workers and others who accidentally park for longer than time limit in the CBD and should be reduced as requested by State Government

Recommendation

That the Committee recommend penalty notice charges for overtime carparking, overtime street parking and not stand vehicle within marked space all remain at the current rate and not be reduced by 25% as suggested by the State Government (i.e. remain at \$112.00 and not reduce to \$84.00).

RECOMMENDATION (Scott Baxter / Annie Aldous)

That Council reduce penalty notice charges for overtime carparking, overtime street parking and

not stand vehicle within marked space by 25% as suggested by the State Government.

CARRIED

CBD19.9 Nowra CBD Revitalisation Strategy Sub - Committees

**HPERM Ref:
D19/29342**

The Chairperson introduced this item advising that the report was required as the previous direction of Sub-Committees was not being upheld.

It was discussed that this should be deferred and dealt with in conjunction with the Terms of Reference.

Recommendation

That

1. With respect to the Sub-Committees of the Nowra CBD Revitalisation Strategy Committee the following be endorsed:
 - a. The Sub-Committees are established to investigate suitable projects for funding by the CBD Revitalisation Strategy Committee following a suitable project and to meet with relevant Council staff/contractors (if not Council) at all stages of the project,
 - b. Team leaders are nominated as a point of contact between staff and committee for general day to day updates, not as the sole representative from the Nowra CBD Revitalisation Strategy Committee to attend meetings outside those held by the CBD Revitalisation Strategy Committee including progress meetings,
 - c. As project principal/client the Nowra CBD Revitalisation Strategy Committee reserve the right for all Sub-Committee members of the relevant sub-committee to attend and speak on matters addressed at such meetings,
 - d. The Nowra CBD Revitalisation Strategy Committee Sub-Committee members are to be notified in respect to any meeting(s) pertaining to CBD Revitalisation Strategy Committee projects and invited to attend.
 - e. Brendan Goddard is confirmed as the Infrastructure Sub-Committee Team Leader.
2. That the above provisions in relation to the Sub-Committees be incorporated into the Terms of Reference of the Committee for future reference.

RESOLVED (Clr White / Annie Aldous)

That this matter be deferred pending comments by the members within 14 days sent to the Chairperson, and then forwarded by the Chairperson to staff to incorporate into a report to March.

CARRIED

GENERAL BUSINESS

CBD19.10 Christmas Promotion Feedback

Annie Aldous advised the following and made the following comments in relation to the Christmas Promotion of 2018.

- Putting up and taking down of the Christmas decorations in the CBD was labour intensive
- A suggestion to the Committee is that the Committee fund a small amount to the Lions Club or the like to assist with the installation and taking down of the Christmas promotional material.

Clr White advised that Sussex Inlet District Chamber of Commerce have advised that they would consider 'joint' procurement of new decorations to achieve economy of scale.

Note: Scott Baxter left at 6.21pm

It was agreed that the Christmas/Promotions Working Group will engage the Lions Club and/or other Service Clubs and negotiate terms for the installation and removal of Christmas promotional materials.

The Promotions Working Group will meet in March to start planning for the 2019 Christmas promotion.

CBD19.11 Woolworths Truck Loading Bay on Kinghorne Street

Annie Aldous advised that there have been a number of traffic related incidents surrounding the trucks entering and leaving the loading bay at Woolworths on Kinghorne Street.

RESOLVED (Annie Aldous / James Caldwell)

That the General Manager (Assets and Works) advise if there are any time restrictions on truck deliveries to the Truck Loading Bay at Woolworths Supermarket on Kinghorne Street, Nowra.

CARRIED

There being no further business, the meeting concluded, the time being 6.27pm.

Mr James Caldwell
CHAIRPERSON

CBD19.12 Outstanding / Ongoing Actions

HPERM Ref: D19/62543

Group: Finance Corporate & Community Services Group
Section: Human Resources, Governance & Customer Service

Attachments: 1. Outstanding / Ongoing Actions (under separate cover) [□](#)

Purpose / Summary

CBD Revitalisation Strategy Committee.

Recommendation (Item to be determined under delegated authority)

That:

1. The Outstanding/Ongoing Action report be received for information.
2. The following items marked in the Action Listing attached to the report as completed be removed from the listing:

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.

The Action Table (**attached**) is current as at the time of drafting this report (Wednesday 6 March 2019).

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.

CBD19.13 Update - Review of Terms of Reference and Membership

HPERM Ref: D19/62962

Group: Finance Corporate & Community Services Group
Section: Human Resources, Governance & Customer Service

Attachments: 1. Draft Terms of Reference - January 2019 [□](#)

Purpose / Summary

Note: This report was deferred from the meeting on Wednesday 6 February 2019.

provide a draft amended Terms of Reference for consideration by the Committee.

Recommendation (Item to be determined under delegated authority)

That Council adopt the amended Nowra CBD Revitalisation Strategy Committee Terms of Reference, noting that Council MIN18.962 and MIN18.1012 are now included within the proposed amendment.

Options

1. As Recommended

Implications: The Terms of Reference could be considered at the 26 February 2019 Ordinary Meeting and updated accordingly.

2. The Nowra CBD Revitalisation Committee suspend all meetings and hold a workshop of all Committee Members to prepare a draft Terms of Reference for the Council to consider adopting, and not hold any further meetings until Council considers the Committees proposed amendments and adopts an updated Terms of Reference.

Implications: At the Committee Strategic Workshop on 1 August 2018 the current Terms of Reference was identified as a major contributor to the confusion around the operation of the Committee. Pursuing this option will continue this confusion.

Background

Council at its meeting on Tuesday 18 December 2018 resolved (MIN18.1012) to adopt the following amendments to the Terms of Reference of the Nowra CBD Revitalisation Strategy Committee (as recommended by the Committee at the December Meeting (CBD18.118)

RESOLVED:

“That given the Councillor membership on the committee, the Council adopt the following as the Role of the Nowra CBD Revitalisation Committee and thus allow the Terms of Reference to now be reviewed in the context of these roles.

Note: Tasks in relation to 1.4 will not be undertaken by Councillors

1. *Committee’s Role:*

- 1.1. *Recommend to Council possible refinement of, and improvements to, the Nowra CBD Revitalisation Strategy as the committee considers appropriate.*
- 1.2. *Develop a list of projects (with estimated costings) for Council to consider funding 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.*
- 1.3. *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.*
- 1.4. *Monitor the expenditure of Council's annual capital works budget as it relates to the Nowra CBD, in particular;*
 - 1.4.1. *Approving design plans and specifications at the 20% complete and the 80% complete milestones.*
 - 1.4.2. *In cases where the General Manager (or delegate) determines that capital works within the Nowra CBD, will be tendered out, the Committee Chair (or delegate) will approve the tender documentation before tenders are advertised.*
 - 1.4.3. *The Committee Chair (or delegate) is to participate on tender evaluation panels for capital expenditure in the Nowra CBD.*
 - 1.4.4. *Assign a Project Steering Sub Committee to endorse the payment of progress claims and endorse the approval of variations, for capital expenditure in the Nowra CBD.*
 - 1.4.5. *In the case where Council staff undertake capital expenditure in the Nowra CBD the Committee will receive a report outlining progress (including expenditure updates) and plans at each of the Committee's Meetings.*
- 1.5. *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 General Manager.*
- 1.6. *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.*
- 1.7. *Provide a report to Council each quarter outlining the year to date expenditure of Council's annual capital works budget as it relates to the Nowra CBD and present a report to an Ordinary Meeting of Council in August each year that explains the capital expenditure and any non-expenditure, for the previous financial year.*
- 1.8. *Consult with relevant stakeholders as needed.*

The above resolution is provided for information and now forms part of the Terms of Reference of the Committee.

Council via the Strategy and Assets Committee also resolved the following on Tuesday 11 December 2018 (MIN18.962), also as recommended by the Committee

That:

1. *The Nowra CBD Revitalisation Strategy Committee notes and receives for information the recommendations from the Workshop report of 1 August 2018.*
2. *The Nowra CBD Revitalisation Strategy be promoted and reviewed regularly.*

3. *The Nowra CBD Revitalisation Strategy Action Plan be formalised, monitored and revisited annually.*
4. *The Nowra CBD Revitalisation Strategy Committee be consulted in the preparation of the Draft Capital Works Program in relation to works in the Nowra CBD*
5. *The Terms of Reference and delegations of the Nowra CBD Revitalisation Strategy Committee be amended to expand the membership to provide a broader community representation.*
6. *The frequency of meetings of the Nowra CBD Revitalisation Committee be increased to monthly meetings until 31 March 2019 (excluding January 2019), after which meetings will be held bi-monthly meetings (6 per year).*

To assist the Committee with the review of the terms of reference, a draft has been provided as an attachment to this report to assist in consideration and discussion by the Committee. The task of the Committee is now to reach consensus on a Draft Terms of Reference which is to be referred to the Council for adoption.

In relation to recommended amendment in the Attachment to Section 2.1 of the Draft Terms of Reference, the wording of the funding is suggested to be changed to correct the reference to the source of the funds. The new wording reflects the following information provided by Council's Chief Finance Officer:

"The source of funds for the Nowra CBD Revitalisation Strategy Committee is an allocation from the Business – Nowra rates subcategory. Funds are allocated annually to the Committee's agreed program via the budget process and unspent funds from previous years are revoted in the June Quarterly Budget Review."

The Nowra CBD Revitalisation Strategy Committee resolved at the meeting 6 February 2019:

That:

1. *The matter relating to Review of Terms of Reference be deferred pending further consultation between members in relation to the details of the Terms of Reference.*
2. *Committee members send comments to the Chairperson within 14 days who will compile the comments and forward collective comments to Director Assets and Works for clarifying in a report to the next meeting of the Committee.*
3. *The Draft Terms of Reference be amended to increase the Committee membership on Tender Panels under Part 1.4.3 to two (2) members.*

Based on the above resolution from 6 February 2019, this report has been resubmitted for consideration. Noting as resolved in Part 3 above that the Terms of Reference have been amended.

Further discussion and clarification to occur at the meeting on 13 March 2019.



City Administrative Centre
Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra
Phone: (02) 4429 3111 - Fax: (02) 4422 1816

Southern District Office
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

Email: council@shoalhaven.nsw.gov.au

Website: www.shoalhaven.nsw.gov.au

For more information contact the Finance, Corporate & Community Services Group

Nowra CBD Revitalisation Strategy Committee – Terms of Reference

Policy Number: POL19/5 • **Adopted:** 28/10/2014 • **Amended:** 21/02/2017, 16/05/2017, 27/3/2018, 25/09/2018, 18/12/2018 • **Minute Number:** MIN14.765, MIN17.96, MIN17.390, MIN18.228, MIN18.764, MIN18.1012 • **File:** 50242E • **Produced By:** Finance, Corporate & Community Services • **Review Date:** 1/12/2020

1. ROLE

Note: Tasks in relation to 1.4 will not be undertaken by Councillors

- 1.1. Recommend to Council possible refinement of, and improvements to, the Nowra CBD Revitalisation Strategy as the committee considers appropriate.
- 1.2. Develop a list of projects (with estimated costings) for Council to consider funding 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.
- 1.3. 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.
- 1.4. Monitor the expenditure of Council's annual capital works budget as it relates to the Nowra CBD, in particular;
 - 1.4.1. Approving design plans and specifications at the 20% complete and the 80% complete milestones.
 - 1.4.2. In cases where the General Manager (or delegate) determines that capital works within the Nowra CBD, will be tendered out, the Committee Chair (or delegate) will approve the tender documentation before tenders are advertised.
 - 1.4.3. The Committee Chair and delegate are to participate on tender evaluation panels for capital expenditure in the Nowra CBD.
 - 1.4.4. Assign a Project Steering Working Group to endorse the payment of progress claims and endorse the approval of variations, for capital expenditure in the Nowra CBD.
 - 1.4.5. In the case where Council staff undertake capital expenditure in the Nowra CBD, the Committee will receive a report outlining progress (including expenditure updates) and plans at each of the Committee's Meetings.
- 1.5. 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 General Manager.

Shoalhaven City Council – Nowra CBD Revitalisation Strategy Committee – Terms of Reference

- 1.6. 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.
- 1.7. Provide a report to Council each quarter outlining the year to date expenditure of Council's annual capital works budget as it relates to the Nowra CBD and present a report to an Ordinary Meeting of Council in August each year that explains the capital expenditure and any non-expenditure, for the previous financial year.
- 1.8. Consult with relevant stakeholders as needed.

2. DELEGATED AUTHORITIES

- 2.1. To expend the funds allocated annually by Council from the Business – Nowra subcategory to the CBD Nowra Revitalisation Strategy Committee, as the committee deems appropriate in accordance with objectives of the Nowra CBD Strategic Plan.
- 2.2. To establish Working Groups as deemed appropriate.
- 2.3. 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.
- 2.4. To raise funds other than rates and loans to fund the objectives of the Committee through possible grant applications and the like.
- 2.5. To expend funds raised outside of Council, e.g. promotions, entertainment, grants etc, as the committee deems appropriate in accordance with objectives of the Nowra CBD Strategic Plan.
- 2.6. Council will provide "in-kind" support to the committee in relation to
 - Project Management Design and Documentation
 - Facilitation of meetings
 - Preparation of reports for the Committee consideration

3. COMMITTEE MEMBERSHIP

- 3.1. Voting Members
 - Three Councillors
 - Director of Assets and Works or delegate
 - Director of Planning and Development Services or delegate
 - Two (2) Community member (non-business operator or landowner) to be increased as per MIN18.962
 - Two (2) CBD landowners
 - Three (3) CBD Business owner/operators (not property owners)
 - One (1) CBD Business retailer
- 3.2. Non-voting Members
 - All Councillors can attend and speak but are non-voting members
- 3.3. Annually, following September Ordinary Council Meeting (where committees are reviewed) the he Committee will appoint a Chairperson (to be ratified by Council) and Council reserves the right to appoint a Chairperson at any time.
- 3.4. The role of the chairperson is to :

Shoalhaven City Council – Nowra CBD Revitalisation Strategy Committee – Terms of Reference

- Chair meetings of the Nowra CBD Revitalisation Strategy Committee, in accordance with Council's code of meeting practice
- Representative on Working Groups as appropriate
- Oversight of activities of a co-ordinator (if applicable)
- Attend Council/Committee meetings as appropriate

4. WORKING GROUPS

- 4.1. The Working Groups are established to investigate suitable projects for funding by the CBD Revitalisation Strategy Committee following a suitable project and to meet with relevant Council staff/contractors (if not Council) at all stages of the project,
- 4.2. Team leaders are nominated as a point of contact between staff and committee for general day to day updates, not as the sole representative from the Nowra CBD Revitalisation Strategy Committee to attend meetings outside those held by the CBD Revitalisation Strategy Committee including progress meetings,
- 4.3. As project principal/client the Nowra CBD Revitalisation Strategy Committee reserve the right for all Working Groups members of the relevant Working Groups to attend and speak on matters addressed at such meetings,
- 4.4. The Nowra CBD Revitalisation Strategy Committee Working Groups members are to be notified in respect to any meeting(s) pertaining to CBD Revitalisation Strategy Committee projects and invited to attend.

5. APPOINTMENT OF MEMBERS

- 5.1. That appointments to the Nowra CBD Revitalisation Strategy Committee be made by the Council following recommendation from the Committee.
- 5.2. Recommendations for appointment of members will be made to the Nowra CBD Revitalisation Strategy Committee by a Membership Appointment Panel comprising of:
 - Chairperson or Nominee of the Chairperson
 - Council staff Committee member
 - Governance Unit Manager

6. MEETINGS

- 6.1. Meetings will be held bimonthly (6 per year) (MIN18.962)
- 6.2. Topics for the agenda should be forwarded to the minute secretary no later than fourteen (14) days prior to the meeting.
- 6.3. Agenda and minutes from the previous meeting will be circulated to members at least seven (7) days prior to the meeting.
- 6.4. Members must declare in writing any interest in any report tabled at the meeting.
- 6.5. Council to provide a minute secretary.
- 6.6. The committee will be provided the following reports
 - Actions Report (including an updated list of available grants) at each meeting
 - Quarterly Budget Report (including an updated list of available grants)
 - Annual Report of the Promotions Budget Expenditure
 - Capital Projects Progress Report at each meeting

7. QUORUM

Shoalhaven City Council – Nowra CBD Revitalisation Strategy Committee – Terms of Reference

- 7.1. A quorum will consist of at least half of the voting committee membership plus one.

8. VOTING AND RECOMMENDATIONS

- 8.1. Where possible voting on recommendations is made by consensus and all decisions regarding the allocation of funding for works must be stated precisely for the inclusion of the minutes.
- 8.2. Where a consensus cannot be reached, then a majority of those voting members present can adopt a recommendation. The alternate views are to be minuted.

9. COMMUNICATION

- 9.1. Members of the Committee are not permitted to speak to the media as representatives of the Committee unless the matter relates to the Role of the Committee AND have received approval by the Chairperson.
- 9.2. Where approval has been given by the Chairperson, views and opinions expressed are those of the Nowra CBD Revitalisation Strategy Committee and not of Shoalhaven City Council.
- 9.3. .

10. PROMOTIONS BUDGET

In accordance with MIN18.228 of the Council Meeting held on 27 March 2018

- 9.1 The Committee shall allocate a budget of \$50,000 per annum for promotional events.
- 9.2 The Promotional Event Budget will be allocated to the Nowra CBD Business Chamber Inc for the expenditure and completion of promotional activities.
- 9.3 The Nowra Business Chamber Inc will provide audited quarterly reports to Council on the promotional activities and related expenditure.

11. PARENT COMMITTEE

- 11.1. Ordinary Council Meeting.

12. CODE OF CONDUCT

- 12.1. All members of the Committee are to abide by Council's Code of Conduct and will be required to complete the necessary Pecuniary Interest Returns.
- 12.2. Where required by Council Policy members will be required to sign Council's Confidentially Agreement
- 12.3. All committees will be inducted into Council's Code of Conduct and refreshed as required by Council Policy.

13. REVIEW

This policy will be reviewed within 12 months of each Council election.

CBD19.14 Community Member Submission - Nowra CBD - Traffic congestion, Parking and Rejuvenation Suggestions

HPERM Ref: D19/20150

Group: Planning Environment & Development Group
Section: Strategic Planning

Attachments: 1. Submission - Bill Hancock - Suggestions for traffic congestion, parking and rejuvenation of Nowra CBD (under separate cover) [\[link\]](#)

Purpose / Summary

Inform the Committee of a proposal submitted to Council from Mr Bill Hancock outlining his suggestions for traffic congestion, parking and rejuvenation of Nowra CBD.

the media.

Recommendation

That the Committee:

1. Receive the submission from Mr Bill Hancock for information;
2. Support the preparation of a 'Get Involved' or a suitable web page for Nowra CBD Revitalisation Strategy information and to capture community ideas and input; and
3. Continue to consider options for the rejuvenation of Nowra CBD consistent with the Revitalisation Strategy and undertake broader community consultation as required to seek ideas and input for the Committee's consideration.

Options

1. Adopt the recommendation

Implications: This will provide an additional method whereby the Committee may capture suggestions from the community.

2. Adopt an alternative recommendation

Implications: Depending on the nature of the recommendation, an alternative recommendation may require further consideration/investigation.

Background

Council received a submission from Mr Bill Hancock on 12 December 2018 (**Attachment 1**) that presents a range of detailed ideas to address traffic congestion, parking and help to rejuvenate the Nowra CBD.

In regard to the points raised in the submission about the design of Nowra and current planning controls, the following points are provided by Council's Strategic Planning team:

- The Strategic Plans for Nowra CBD are contemporary with reviews and updates through the following key documents:

- [Illawarra-Shoalhaven Regional Plan](#) – identifies Nowra CBD as a major regional centre and the business, retail and service hub for Shoalhaven.
- [Nowra-Bomaderry Structure Plan](#) Adopted by Council in 2007 and endorsed by State Government in 2008. Resulted in a range of zoning changes in and around the CBD.
- [Nowra CBD Urban Design Masterplan](#) – Strategic Direction adopted 26 June 2014 and distilled down into the CBD Revitalisation Strategy.
- Commencement of [Shoalhaven Local Environmental Plan 2014](#) – zones in Nowra CBD were changed for consistency with the Structure Plan and Nowra CBD Urban Design Masterplan principles to create a strong commercial core zoned B3 Commercial Core and a supporting ring around this core of B4 Mixed Use zone.
- [Nowra CBD Building Heights and Floor Space Ratio Study](#) – Adopted 22 October 2013 and [Nowra CBD Urban Design Development Controls Report](#) – adopted 8 August 2017.
- New Shoalhaven Development Control Plan (DCP) 2014 [Chapter N8 Nowra CBD Urban Design Development Controls](#) – commenced 8 September 2017 includes specific urban design controls to achieve the objectives of the Urban Design Development Controls report and related Amendment No. 20 to Shoalhaven Local Environmental Plan (LEP) 2014 to increase building heights finalised.
- [Draft Nowra Bomaderry Retail Hierarchy Review](#) – Exhibited from 21 November 2018 – 8 February 2019. Submissions received will be reviewed and potential next steps considered.
- [Nowra Riverfront Entertainment Precinct](#) – Proposed Planning Controls Report and Strategic Direction: Review and Analysis – Adopted 11 September 2018 – Planning Proposals and changes to Shoalhaven Development Control Plan 2014 identified.
- [Nowra CBD Fringe Medium Density Study](#) – Background and Recommendations Report adopted 3 July 2018. Planning Proposal and changes to Shoalhaven Development Control Plan 2014 proposed.

Several of the principles raised by Mr Hancock regarding beautification and rejuvenation of Nowra CBD are already reflected and contained in a number of these strategic planning documents and controls. Some of the points specifically relate to elements of the [Nowra CBD Revitalisation Strategy](#) including:

- CBD loop roads
- Street art and murals adding vibrancy to confined shopping lanes
- Improvements to CBD foot traffic to include clear indicators/signage to link retail/service precincts and to encourage recreational walkers to use the CBD.
- Micro-economic
- Generous packages should be provided to support small business and entrepreneurs to ensure prosperity and to provide specialty shopping. Focus on growth of new start-ups, innovation.

The Nowra CBD Revitalisation Strategy Committee and Council have already undertaken a range of actions and projects within the Revitalisation Strategy and the elements of the Nowra CBD Masterplan Strategic Direction, however there is no clear avenue for broader community ideas about Nowra CBD to be filtered to the Committee.

Given the scope of the Revitalisation Strategy includes several elements that involve the broader community, business owners and landowners in Nowra CBD, it is suggested that Council's 'Get Involved' web page include an opportunity for direct feedback (comments, ideas etc) to be submitted by community members. This information can then be collated by relevant Council officers and provided to the Committee at the appropriate points for consideration.

In reviewing Mr Hancock's submission and preparing this report, Council's Traffic Unit have been consulted and will separately address the points relating to Mr Hancock's suggested changes to traffic flow and car parking.

Conclusion

The submission prepared by Mr Hancock identifies several possible suggestions for traffic congestion, parking and rejuvenation of Nowra CBD. Given the nature of this submission and thought put into it, it is appropriate for this Committee to consider it. Council's Traffic Unit will comment on the traffic flow and car parking suggestions from the submission separately.

There are several Strategic Plans and Transport Strategies that already consider issues and recommendations for the Nowra CBD, however it is evident from Mr Hancock's submission that community members have a keen interest in Nowra CBD and they should be provided an ongoing avenue (i.e a 'Get Involved' webpage or similar) to provide feedback/suggestions on the Nowra CBD for consideration by this Committee.

CBD19.15 Terms of Reference - Amended version proposed by Committee Members

HPERM Ref: D19/64577

Select: James Caldwell- Chairperson

Attachments: 1. Revised Terms of Reference proposed by Committee Members [□](#)

Recommendation

That the Council adopt the Terms of Reference proposed by the Committee Members as attached to this report.

Details

The attached version of the Terms of Reference is the result of discussions with Committee members and is provided for consideration and recommendation to the Council to be adopted.

CBD19.15



City Administrative Centre
Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra
Phone: (02) 4429 3111 - Fax: (02) 4422 1816

Southern District Office
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

Email: council@shoalhaven.nsw.gov.au

Website: www.shoalhaven.nsw.gov.au

For more information contact the Finance, Corporate & Community Services Group

Nowra CBD Revitalisation Strategy Committee – Terms of Reference

Policy Number: POL19/5 • **Adopted:** 28/10/2014 • **Amended:** 21/02/2017, 16/05/2017, 27/3/2018, 25/09/2018, 18/12/2018 • **Minute Number:** MIN14.765, MIN17.96, MIN17.390, MIN18.228, MIN18.764, MIN18.1012 • **File:** 50242E • **Produced By:** Finance, Corporate & Community Services • **Review Date:** 1/12/2020

1. ROLE

Note: Tasks in relation to 1.4 will not be undertaken by Councillors

- 1.1. Recommend to Council possible refinement of, and improvements to, the Nowra CBD Revitalisation Strategy as the committee considers appropriate.
- 1.2. Develop a list of projects (with estimated costings) for Council to consider funding over a rolling () 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.
- 1.3. 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.
- 1.4. Monitor the expenditure of (Council's annual capital works budget) as it relates to the Nowra CBD, in particular;
 - 1.4.1. Approving design plans and specifications at the 20% complete, 70% complete then sign off at 100% () complete and final approval. ()
 - 1.4.2. In cases where the General Manager (or delegate) determines that capital works within the Nowra CBD, will be tendered out, the Committee Chair (or delegate) will approve the tender documentation before tenders are advertised.
 - 1.4.3. The Committee Chair and delegate are to participate on tender evaluation panels for capital expenditure in the Nowra CBD.
 - 1.4.4. Assign a Project Steering Working Group to endorse the payment of progress claims and endorse the approval of variations, for capital expenditure in the Nowra CBD.
 - 1.4.5. In the case where Council staff undertake any capital expenditure in the Nowra CBD, the Committee will receive a report outlining progress (including expenditure updates) and plans at each of the Committee's Meetings.
- 1.5. 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 General Manager.

Shoalhaven City Council – Nowra CBD Revitalisation Strategy Committee – Terms of Reference

- 1.6. 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.
- 1.7. Provide a report to Council each quarter outlining the year to date expenditure of Council's annual capital works budget as it relates to the Nowra CBD and present a report to an Ordinary Meeting of Council in August each year that explains the capital expenditure and any non-expenditure, for the previous financial year.
- 1.8. Consult with relevant stakeholders as needed.

2. DELEGATED AUTHORITIES

- 2.1. To expend the (funds allocated) annually by Council from the Business – Nowra subcategory to the CBD Nowra Revitalisation Strategy Committee, , as the committee deems appropriate in accordance with objectives of the Nowra CBD Strategic Plan.
- 2.2. To establish Working Groups as deemed appropriate.
- 2.3. 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.
- 2.4. To raise funds other than rates identify and approve all expenditure of funds identified in the Nowra CBD including any loans, grants or from funds from any other source as the committee deems appropriate in accordance with objectives of the Nowra CBD Strategic Plan. (
- 2.5. (
- 2.6. 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

3. COMMITTEE MEMBERSHIP

- 3.1. Voting Members
 - Three Councillors
 - Director of Assets and Works or delegate
 - Director of Planning and Development Services or delegate
 - One (1) Community member (non-business operator or landowner)()
 - Two (2) CBD landowners
 - Three (3) CBD Business owner/operators (not property owners)
 - One (1) CBD Business retailer
- 3.2. Non-voting Members
 - All Councillors who are non-committee members can attend (however cannot speak unless invited but have no voting rights ()
- 3.3. Annually, following September Ordinary Council Meeting (where committees are reviewed) the he Committee will appoint a Chairperson (to be ratified by Council) and Council reserves the right to appoint a Chairperson at any time.
- 3.4. The role of the chairperson is to :

Shoalhaven City Council – Nowra CBD Revitalisation Strategy Committee – Terms of Reference

- Chair meetings of the Nowra CBD Revitalisation Strategy Committee, in accordance with Council's code of meeting practice
- Representative or delegate on Working Groups () pertaining to Nowra CBD projects.
- Oversight of activities of a co-ordinator (if applicable)
- Attend Council/Committee meetings as appropriate

4. WORKING GROUPS

- 4.1. The Working Groups are established to investigate suitable projects for funding by the CBD Revitalisation Strategy Committee following a suitable project and to meet with relevant Council staff/contractors (if not Council) at all stages of the project,
- 4.2. Team leaders are nominated as a point of contact between staff and committee for general day to day updates, not as the sole representative from the Nowra CBD Revitalisation Strategy Committee to attend meetings outside those held by the CBD Revitalisation Strategy Committee including progress meetings,
- 4.3. As project principal/client the Nowra CBD Revitalisation Strategy Committee reserve the right for all Working Groups members of the relevant Working Groups to attend and speak on matters addressed at such meetings,
- 4.4. The Nowra CBD Revitalisation Strategy Committee Working Groups members are to be notified in respect to any meeting(s) pertaining to CBD Revitalisation Strategy Committee projects and invited to attend.

5. APPOINTMENT OF MEMBERS

- 5.1. That appointments to the Nowra CBD Revitalisation Strategy Committee be made by the Council following recommendation from the Committee.
- 5.2. Recommendations for appointment of members will be made to the Nowra CBD Revitalisation Strategy Committee by a Membership Appointment Panel comprising of:
 - Chairperson or Nominee of the Chairperson
 - Council staff Committee member
 - Governance Unit Manager

6. MEETINGS

- 6.1. Meetings will be held at least bimonthly (6 per year) (MIN18.962)
- 6.2. Topics for the agenda should be forwarded to the minute secretary no later than fourteen (14) days prior to the meeting.
- 6.3. Agenda and minutes from the previous meeting will be circulated to members at least () fourteen days (14) days prior to the meeting.
- 6.4. Members must declare in writing any interest in any report tabled at the meeting.
- 6.5. Council to provide a minute secretary.
- 6.6. The committee will be provided the following reports
 - Actions Report (including an updated list of available grants) at each meeting
 - Quarterly Budget Report (including an updated list of available grants)
 - Annual Report of the Promotions Budget Expenditure
 - Capital Projects Progress Report at each meeting

7. QUORUM

Shoalhaven City Council – Nowra CBD Revitalisation Strategy Committee – Terms of Reference

- 7.1. A quorum will consist of at least half of the voting committee membership plus one.

8. VOTING AND RECOMMENDATIONS

- 8.1. Voting () on recommendations is made by () majority vote and all decisions regarding the allocation of funding for works must be stated precisely for the inclusion of the minutes. In addition alternate views from members are also to be minuted.

- 8.2. ()

9. COMMUNICATION

- 9.1. Members of the Committee are not permitted to speak to the media as representatives of the Committee unless the matter relates to the Role of the Committee AND have received approval by the Chairperson.
- 9.2. Where approval has been given by the Chairperson, views and opinions expressed are those of the Nowra CBD Revitalisation Strategy Committee and not of Shoalhaven City Council.
- 9.3. .

10. PROMOTIONS BUDGET

In accordance with MIN18.228 of the Council Meeting held on 27 March 2018

- 9.1 The Committee shall allocate a budget of \$50,000 excluding GST per annum for promotional events and incremented each year in accordance with NSW LGA Rate Pegging.
- 9.2 The Promotional Event Budget will be allocated to the Nowra CBD Business Chamber Inc for the expenditure and completion of promotional activities.
- 9.3 The Nowra Business Chamber Inc will provide () an annual report() to Council on the promotional activities and related expenditure.

11. PARENT COMMITTEE

- 11.1. Ordinary Council Meeting.

12. CODE OF CONDUCT

- 12.1. All members of the Committee are to abide by Council's Code of Conduct and will be required to complete the necessary Pecuniary Interest Returns.
- 12.2. Where required by Council Policy members will be required to sign Council's Confidentially Agreement
- 12.3. All committees will be inducted into Council's Code of Conduct and refreshed as required by Council Policy.

13. REVIEW

This policy will be reviewed within 12 months of each Council election.

CBD19.16 Correspondance - Traffic Lights - Kinghorne and North Streets

HPERM Ref: D19/66856

Submitted by: James Caldwell

Attachments: 1. Email - Ernie Panucci - Traffic Lights Information [□](#)

Recommendation (Item to be determined under delegated authority)

Submitted for consideration.

Details

The attached correspondance has been received by the Chairperson and is provided to the Committee for discussion.

GM Comments

The incremental loss of on street parking over time has been factored into Council's Nowra CBD parking strategy. Notwithstanding, staff are currently assessing the parking impacts of the traffic signals proposal. The current design proposed by Council seeks to minimise the loss of on street parking. The RMS are currently reviewing the design, and Council awaits the outcome of the RMS review. Once the design is approved by RMS (and the associated loss of parking spaces is known for certain) Council intends to commence a community consultation process to propose some additional 2P parking to help offset the loss.

[REDACTED]

From: Ernest Panucci [REDACTED]
Sent: Sunday, 24 February 2019 10:33 PM
To: [REDACTED]
Cc: 'Hyper Hyper Coffee' [REDACTED]
[REDACTED]
Subject: Traffic Lights - Kinghorne and North Streets - Loss of on street carparking spaces

CBD Revitalisation Strategy Committee
PO Box 448
NOWRA NSW 2451

Via email
Attention: James Caldwell Chairperson

Hello Jim,

Thank you for meeting with me on Wednesday 20th February to discuss CBD car parking in general and the future loss of timed car parking spaces adjacent to the above intersection. The proposed intersection works, at Kinghorne and North Streets, will place traffic lights at the intersection, provide safe pedestrian crossings and remove some 12 timed on-street car parking spaces. As discussed, the concern of a majority of the adjacent and nearby businesses, which rely on these car parking spaces, is the loss of these spaces with no replacement on-street car parking.

At our meeting we discussed the value of on-street parking spaces near small businesses and the CBD Revitalisation Committee's general principle that if car parking spaces are lost that they be replaced. We agree with this principle and in order to minimise the disruption and impact on the current trade of these affected businesses, we request the Committee's support for our position, as presented to council, that the number of timed car parking spaces lost be relocated on the southern side of Moss Street near the Moss/North Street intersection. We also ask for the committee's support that the relocation of the timed spaces, from along North Street to Moss Street, be undertaken at the same time as they are removed from North Street.

The timed car parking lost should be replaced with similar timed car parking spaces in close proximity and with similar ease of access to the affected businesses. The request to replace the all-day car parking spaces, with the same number of timed spaces, generally compliments Shoalhaven City Council's long term plans to locate all day parking spaces at Graham Street, McGrath Avenue, Marriott Park and Burr Avenue.

As discussed at our meeting, if required, I would be happy to address the CBD Revitalisation Strategy Committee at your next schedule meeting on the 13th March.

Should further information be required to clarify our position please call or email. Await the committee's response.

Kind regards,

Ernie Panucci
Land & Development Consultant

[REDACTED]