

## Nowra CBD Revitalisation Strategy Committee

**Meeting Date:** Wednesday, 03 July, 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**

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**3. Declarations of Interest**

**4. Reports**

CBD19.25	Outstanding / Ongoing Actions.....	7
CBD19.26	Current Existing Budget & Final Costings for Pre Tender - Footpath Upgrade - Berry Street (Western Side) - Nowra .....	14
CBD19.27	Proposed Establishment of Architectural Ideas Competition in Nowra CBD .....	19

**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  
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

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.

- 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 priorities 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 preliminary concept stage and prior to the detailed drafting and then at final approval stage.
  - 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 substantial capital expenditure (greater than \$150,000) 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.

### 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, 15 May 2019  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.06pm

The following members were present:

Mr James Caldwell - Chairperson  
Clr Patricia White  
Clr Nina Digiglio  
Mr Phil Costello - Director, Planning Environment and Development  
Mr Paul Keech - Director Assets and Works  
Mr Scott Baxter  
Mr Wesley Hindmarch – arrived at 4.58pm

Others Present:

Stephen Dunshea – Acting General Manager – arrived at 5.15pm  
Gordon Clark – Strategic Planning Manager  
Michael Pennisi – Finance Manager  
Sara McMahon – Governance Unit Manager  
Matt Apolo – Engineering Design Manager  
Catherine Campbell – Senior Community Development Officer  
Rowan Bracken – Accountant - Management

### • **Apologies / Leave of Absence** A

An apology was received from Clr Gash, Annie Aldous and Brendan Goddard.

### • **Confirmation of the Minutes** C

**RESOLVED** (Clr White / Scott Baxter)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 13 March 2019 be confirmed.

CARRIED

### • D

## Declarations of Interest

Nil

## PRESENTATIONS

### **CBD19.17 Presentation on Access in Nowra CBD - Inclusion and Access Advisory Group**

**HPERM Ref:  
D19/76460**

Arthur Ball, a member of the Inclusion and Access Advisory Group provided a presentation in relation to accessibility and made the following points:

- Statistics
- Dignified Equitable Access
- Disability Discrimination Act
- Access Benefits – Universal Design

The following video links were provided:

#### **Why is Accessible Design Good for Everyone?**

<https://www.youtube.com/watch?v=wBSy7VrGQVU>

#### **Design for Dignity: Making your retail business accessible to people with disability**

<https://www.youtube.com/watch?v=wu-1gdvPCpk>

#### **Access and Inclusion is Good for Business**

[https://www.youtube.com/watch?v=fq\\_MhpZ31yA](https://www.youtube.com/watch?v=fq_MhpZ31yA)

A copy of the presentation will be distributed to the members.

Clr White thanked Arthur for his presentation.

Catherine Campbell – Senior Community Development Officer and Arthur Ball advised that no applications were received during the first round of the Nowra CBD Access Improvement Program and that a second round will be advertised shortly.

## REPORTS

### **CBD19.18 Outstanding / Ongoing Actions**

**HPERM Ref:  
D19/139337**

#### **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. CBD19.9 – Nowra CBD Revitalisation Strategy Sub-Committees – deferred – Complete and Remove
  - b. CBD19.2 – Grant Opportunities – Nowra CBD Businesses – Australian Government Website – Premier Cabinet – 2019 Elections – Complete and Remove
  - c. CBD19.3 – Review of Terms of Reference and Membership – Deferred – Tender Panel –

Complete and Remove

- d. CBD18.112 – Role Adoption – Terms of Reference Review – Complete and Remove

**RESOLVED** (Clr White / Paul Keech)

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. CBD19.9 – Nowra CBD Revitalisation Strategy Sub-Committees – deferred – Complete and Remove
  - b. CBD19.2 – Grant Opportunities – Nowra CBD Businesses – Australian Government Website – Premier Cabinet – 2019 Elections – Complete and Remove
  - c. CBD19.3 – Review of Terms of Reference and Membership – Deferred – Tender Panel – Complete and Remove
  - d. CBD18.112 – Role Adoption – Terms of Reference Review – Complete and Remove

CARRIED

**CBD19.19 Draft Capital Works Program - Proposed Projects -  
Nowra CBD**

**HPERM Ref: D19/8904**

The Committee held a discussion in relation to the Draft Capital Works Program and the following points were raised:

Clr White suggested that the Draft Capital Works Program Spreadsheet be extended out another term of Council until 2025 for budget allocations that may have been reserved for future funding projects and budget allocations, some projects needs 2 years of funding. Also need to add a note regarding the \$50,000 that goes to Promotions Budget and consideration needs to be given for a future mural project, either put it in the budget now or make an adjustment later on. Clr White also suggested that this go to Council in September and that another page and or spreadsheet be added for the Promotions Budget, also need to add to the bottom where Grant Funds have been allocated and add a Grants column.

James Caldwell noted that the Committee are trying to note where all the funding allocations in relation to finance are going and that a detailed finance report is required. He also queried the invoice approval process.

It was agreed that Finance would produce a transactional report and submit a finance report to the Committee as soon as practicable. The Committee were advised to submit invoices to Tom Dimec who will then forward to appropriate staff.

Sara McMahon – Governance Unit Manager asked the Committee of its intentions of putting forward a recommendation for revoting any unspent funds. This will generate a recommendation to Council. A Finance report on the Promotions Budget is also to come to the Committee.

Clr White suggested that a future E-Meeting be held or a catch up meeting because the revote needs to go to June Council or can this be done for the July Meeting. It was decided that the revote Recommendation could occur at this time, with details on the figure of revote to be managed by Finance in the revote process.

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

That the Committee review the Draft Capital Works Program (Attachment 1 - D19/151875) for the period 2019-2024 with the view of adopting a Capital Works Program at the next Committee

meeting, for Council to consider.

**RECOMMENDATION** (Clr White / Paul Keech)

That:

1. The Committee review the Draft Capital Works Program (Attachment 1 - D19/151875) for the period 2019-2024 with the view of adopting a Capital Works Program at the next Committee meeting, for Council to consider.
2. Council reallocates any unspent or unallocated budget to the 2019/2020 Nowra CBD Revitalisation Strategy Committee budget to allow sufficient funds for the Berry Street Nowra, Streetscape works.

CARRIED

## GENERAL BUSINESS

### **CBD19.20 Additional Item - Christmas Decorations - Options for 2019**

Clr White provided a presentation in relation to options for Christmas decorations.

Options included to either engage a contractor to come and complete the install or for the Committee to purchase or hire decorations and to put up decorations with volunteers.

Companies have advised that they need to know a budget and will then be able to come back with a proposal of what they can provide.

The Committee quired whether other town centres are provided funding directly from Council for Christmas decorations and were advised this was not the case.

Discussion was held about whether additional funding for Christmas decorations may be available from Council via a donation.

Annie Aldous and Clr White will organise Public Liability Insurance etc if this is the way forward.

Scott Baxter suggested that no more than \$35,000 should be spent.

**RESOLVED** (Clr White / Scott Baxter)

That the Nowra CBD Revitalisation Strategy Committee:

1. Endorse the engagement of a contractor to hire and install the Christmas decorations for 2019;
2. Request two (2) quotes for \$35,000 and for \$50,000 for the hire and installation and this information be brought back to the next meeting.

CARRIED

### **CBD19.21 Additional Item - Tree Replacement - Junction Street**

Clr White advised that Annie Aldous noted that the tree in Junction Street was removed some time ago and needs to be replaced with an established tree. A large whole is currently where the tree was located.

**RESOLVED** (Clr White / James Caldwell)

That Council provide a report back on the cost to replace an established tree of the same species at the location in Junction Street where the tree was recently removed.

CARRIED

#### **CBD19.22 Additional Item - Feedback - Safety - Nowra CBD**

Clr White advised the Committee that at the recent Shoalhaven Tourism Advisory Group (STAG) meeting and also at the Youth Advisory Committee (YAC) there were several representations and concerns raised by individuals that they do not feel safe in the CBD at night. Those meetings received feedback from visitors and locals that the vibe of the CBD needs to be improved and that young people didn't feel safe even during the day.

Scott Baxter raised that he had brought some issues to the Committee previously and would like a spreadsheet with projects and/or issues that are still outstanding in the CBD, such as trees in Stewart Place and hand rails etc.

Wesley Hindmarch advised that passive surveillance and mixed use developments in CBD areas goes towards some ways of solving issues of public safety and surveillance.

Clr White suggested that a time be scheduled during the day and also at night where the Committee can have a walk around the CBD to get an idea of how the CBD feels during these times. It was also suggested that the Committee make representations to the Police and invite the Police Community Safety Officer to attend the walk around with the Committee.

#### **RESOLVED** (Clr White / Paul Keech)

That:

1. A time be scheduled for the Committee members to walk around the CBD both during the day and at night to get a feel for the safety concerns that have been raised.
2. The Committee make representations to the local Police regarding safety concerns and invite the Police Community Safety Officer to attend the walk with the Committee.

CARRIED

Note from the General Manager: The Acting General Manager be invited to participate in the walk around.

#### **CBD19.23 Additional Item - Revitalisation Competition**

Wesley Hindmarch presented a discussion paper outlining the opportunities for the Committee to progress concept design in the CBD via holding revitalisation competitions. He identified the potential projects within the Nowra CBD that could benefit by a competition for design to assist in innovative and forward thinking solutions that could be later funded. These types of competitions can create State wide interest.

Stephen Dunshea asked if there are any other Council areas where this concept has been used. Wesley responded and advised that there has been in regional areas such as Orange and will forward the information to him.

James Caldwell suggested that the information from Wesley be taken away by the members and distributed to the members that are not present. The Committee can provide feedback or form a sub-committee in relation to potential proposals.

#### **RESOLVED** (By consent)

That this matter be reported back to the Committee and placed on the next Agenda.



CARRIED

**CBD19.24 Additional item - Vacant Positions - Resignation from Lyn Kearney**

Paul Keech advised that verbal communication had been made between Cllr Gash and Lyn Kearney regarding her resignation.

A letter had been drafted to acknowledge the resignation and thank Mrs Kearney for her efforts.

**RESOLVED** (Cllr White / James Caldwell)

That an Expression of Interest (EOI) be called for both the Community member and Business Retailer vacant positions on the Committee.

CARRIED

There being no further business, the meeting concluded, the time being 5.49pm.

Mr James Caldwell  
CHAIRPERSON

## CBD19.25 Outstanding / Ongoing Actions

**HPERM Ref:** D19/191665

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

**Attachments:** 1. Outstanding / Ongoing Action report [↓](#)

### Purpose / Summary

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:

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. CBD18.113 Update - Report - Berry Street Footpath Upgrade (Western Side Between Junction and Worrigee Streets)
  - b. CBD19.21 Additional Item - Tree Replacement - Junction Street - report required
  - c. CBD19.19 Draft Capital Works Program – Proposed Projects – Nowra CBD

### 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 (24 June 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.

Date From: Date To:				Action Sheets Report
<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 05/09/2018	<b>Minute No:</b>	<b>Item No.</b> CBD18.58	<b>Group:</b> Assets & Works Group	<b>Target date:</b> 05/10/2018
<b>Title:</b> Commercial Property Leasing - Review - Contract & Lease Agreements				<b>Completed:</b>
<b>Resolution:</b>  <b>RESOLVED</b> (By consent)  That the Committee notes that the General Manager (Director Assets and Works) will be undertaking a review of the contract and lease agreements.  CARRIED			<b>Notes:</b>  27/06/2019 Tom Dimec Continuing to update the POL16-150 and have the policy report to council to July Strategy & Asset adding the principles guiding to the policy.	
<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 05/12/2018	<b>Minute No:</b>	<b>Item No.</b> CBD18.113	<b>Group:</b> Assets & Works Group	<b>Target date:</b> 04/01/2019
<b>Title:</b> Update - Report - Berry Street Footpath Upgrade (Western Side Between Junction and Worrigeer Streets)				<b>Completed:</b>
<b>Resolution:</b>  <b>RESOLVED</b> (Clr White / Brendan Goddard)  The Nowra CBD Revitalisation Strategy Committee:  1. Endorses the layout plan for the footpath and carparking upgrade works in Berry Street (western side) between Worrigeer Street and Junction Street (Plan Reference 4985-58, 4985_59_1 and 4985_59_2) and note that this work will fully expend the \$20,000 allocation.  2. Allocates \$10,000 from the Nowra CBD Revitalisation Capital Funds to finalise the detailed drawing and prepare the tender documentation for the construction of the works.			<b>Notes:</b>  Notes for Action Sheet as of 6/3/19 1. This is complete 2. Finance has been arranged – this is complete 3. Noted – no further action required 4. An update on the budget and costings will be provided to the Committee 5. A project management team has been established. Brendan Goddard will be liaised with during the various phases until completion of the project. 18/06/2019 4:20:02 PM - Tom Dimec A report is to be presented to 3 July meeting on items 4a, outlining the current existing budget available.	

Date From: Date To:		Action Sheets Report
<p>3. Note: the pre-tender estimate of cost (to take the project to completion) for the upgrade works in Berry Street (western side) between Worrigee Street and Junction Street (Plan Reference 4985_59_1 and 4985_59_2) is approximately \$990,000 (exc GST).</p> <p>4. Further reports be provided on the following:</p> <ul style="list-style-type: none"> <li>a. Current existing budget available; and</li> <li>b. Final costings of the pre-tender</li> </ul> <p>5. Appoints Brendan Goddard as the committee representative to work with the Shoalhaven City Council's Project Management team as the staging strategy, tender documentation and procurement process proceeds.</p> <p>CARRIED</p>		<p><b>This item is recommended to be removed from the Outstanding Action List</b></p>

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 06/02/2019		CBD19.7	Assets & Works Group	08/03/2019
<b>Title:</b> All Day Parking Signs - Review - Nowra CBD - \$15,000 - allocate				<b>Completed:</b>
<b>Resolution:</b> <b>RESOLVED</b> (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			<b>Notes:</b>  26/6/2019 A meeting will be held with the Chairperson and Annie Aldous to ensure proposed upgrades reflect the Committee's requirements	

Date From: Date To:				Action Sheets Report
<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 06/02/2019	<b>Minute No:</b>	<b>Item No.</b> CBD19.11	<b>Group:</b> Assets & Works Group	<b>Target date:</b> 08/03/2019
<b>Title:</b> Woolworths Truck Loading Bay on Kinghorne Street - time restrictions				<b>Completed:</b>
<b>Resolution:</b>  <b>RESOLVED</b> (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			<b>Notes:</b>  25/6/2019 - Tom Dimec <i>Planning and Development is in the process of reviewing current consent conditions for Woolworths to determine if the current truck movements are in accordance with consent.</i>	
<b>Meeting Name</b> Ordinary Meeting 26/03/2019	<b>Minute No:</b> MIN19.170	<b>Item No.</b> CBD19.14	<b>Group:</b> General Manager's Group	<b>Target date:</b> 25/04/2019
<b>Title:</b> Community Member Submission - Nowra CBD - Traffic congestion Parking & Rejuvenation Suggestions - Nowra LIVE site - Report request				<b>Completed:</b>
<b>Resolution:</b>  <b>RESOLVED*</b> (Clr Gartner / Clr White) MIN19.170  That this matter and including the Nowra LIVE site be referred to the Communications Sub-Committee and relevant staff for a way forward and a report be submitted back to the Committee.  CARRIED			<b>Notes:</b>  25/6/2019 An update will be provided	

Date From: Date To:				Action Sheets Report
<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 15/05/2019	<b>Minute No:</b>	<b>Item No.</b> CBD19.20	<b>Group:</b> General Manager's Group	<b>Target date:</b> 14/06/2019
<b>Title:</b> Additional Item - Christmas Decorations - Options for 2019 - Engage Contractor - Install - Hire - Report Required				<b>Completed:</b>
<b>Resolution:</b>  <b>RESOLVED</b> (Clr White / Scott Baxter) That the Nowra CBD Revitalisation Strategy Committee: 1. Endorse the engagement of a contractor to hire and install the Christmas decorations for 2019; 2. Request two (2) quotes for \$35,000 and for \$50,000 for the hire and installation and this information be brought back to the next meeting.  CARRIED			<b>Notes:</b>  26/5/2019 This is being undertaken by the Working Group	
<b>Meeting Name</b> Nowra CBD Revitalisation Strategy Committee 15/05/2019	<b>Minute No:</b>	<b>Item No.</b> CBD19.24	<b>Group:</b> Finance Corporate & Community Services Group	<b>Target date:</b> 14/06/2019
<b>Title:</b> Additional item - Vacant Positions - Resignation from Lyn Kearney - EOI - Community Member - Business Retailer				<b>Completed:</b>
<b>Resolution:</b>  <b>RESOLVED</b> (Clr White / James Caldwell) That an Expression of Interest (EOI) be called for both the Community member and Business Retailer vacant positions on the Committee.  CARRIED			<b>Notes:</b>  11/06/2019 3:14:04 PM - Claire Andriske Advertisement drafted and in paper for 19 June and 3 July This Action will be completed and removed once appointment of members has been finalised.	

Date From: Date To:				Action Sheets Report
Meeting Name Nowra CBD Revitalisation Strategy Committee 15/05/2019	Minute No:	Item No. CBD19.21	Group: Assets & Works Group	Target date: 14/06/2019
Title: Additional Item - Tree Replacement - Junction Street - report required				Completed: 19/06/2019
Resolution:  <b>RESOLVED</b> (Clr White / James Caldwell) That Council provide a report back on the cost to replace an established tree of the same species at the location in Junction Street where the tree was recently removed. CARRIED			Notes:  25/6/2019 – Tom Dimec Council Parks staff a sourcing the correct Species of 75Lt Japanese Pagoda Styphnolobium japonicum, advance tree for this site the cost for the replacement is \$200  <b><i>This item is recommended to be removed from the Outstanding Action List</i></b>	
Meeting Name Nowra CBD Revitalisation Strategy Committee 15/05/2019	Minute No:	Item No. CBD19.22	Group: Assets & Works Group	Target date: 14/06/2019
Title: Additional Item - Feedback - Safety - Nowra CBD - Police - Walk - Concern				Completed: 19/06/2019
Resolution:  <b>RESOLVED</b> (Clr White / Paul Keech) That: 1. A time be scheduled for the Committee members to walk around the CBD both during the day and at night to get a feel for the safety concerns that have been raised. 2. The Committee make representations to the local Police regarding safety concerns and invite the Police Community Safety Officer to attend the walk with the Committee.			Notes:  19/06/2019 4:50:23 PM - Stephen Lipman Action completed by: Lipman, Stephen Two inspections have been programmed, one at night and one in the day on. The inspections will be conducted as a walk around identifying issues for future action Daytime. The daytime walk took place on 25 June 2019 The Night time walk is scheduled for the 3 July at 6pm -8pm invitation have been sent out.	

<b>Date From:</b>	<b>Action Sheets Report</b>
<b>Date To:</b>	
CARRIED	
Note from the General Manager: The Acting General Manager be invited to participate in the walk around.	

<b>Meeting Name</b>	<b>Minute No:</b>	<b>Item No.</b>	<b>Group:</b>	<b>Target date:</b>
Nowra CBD Revitalisation Strategy Committee 15/05/2019		CBD19.19	Assets & Works Group	14/06/2019
<b>Title:</b>				<b>Completed:</b>
Draft Capital Works Program – Proposed Projects – Nowra CBD				19/06/2019
<b>Recommended</b>	<b>Notes:</b>			
That:				
1. The Committee review the Draft Capital Works Program (Attachment 1 - D19/151875) for the period 2019-2024 with the view of adopting a Capital Works Program at the next Committee meeting, for Council to consider.	25/6/2019 Council adopted this recommendation of the Committee at the Council Meeting held on 25 June 2019			
2. Council reallocates any unspent budget to the 19/20 Nowra CBD Revitalisation Strategy Committee budget to allow sufficient funds for the Berry Street Nowra, Streetscape works.	<b>This item is recommended to be removed from the Outstanding Action List</b>			
CARRIED				



## **CBD19.26 Current Existing Budget & Final Costings for Pre Tender - Footpath Upgrade - Berry Street (Western Side) - Nowra**

**HPERM Ref:** D19/198848

**Group:** Assets & Works Group

**Section:** Technical Services

**Attachments:**

1. Construction Program Berry Street [↓](#)
2. Report on Budget Estimation Berry Street QMC group Pre tender (Confidential)
3. Nowra CBD Committee Financials 201819 - 14 June 19 - Revised Format [↓](#)

### **Purpose / Summary**

To inform the committee of the current existing budget and final costing pre-tender of the Berry street footpath upgrade.

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

That the Committee:

1. Accept the general Budget and Projects Update report for information.
2. The Berry Street project will proceed for tendering using funds drawn from the Nowra CBD Revitalisation budget. 20/19 financial year.

### **Options**

1. The Nowra CBD Revitalisation Strategy Committee receives the report for information (recommended).

Implications: The report is noted.

2. Not accept the recommendation.

Implications: The project would be placed on hold.

### **Background**

At the Nowra CBD Revitalisation Strategy Committee Meeting of 5 December 2018, the committee resolved (CBD18.113) and (CBD18.119) as follows;

CBD18.113

*The Nowra CBD Revitalisation Strategy Committee:*

CBD19.26

1. Endorses the layout plan for the footpath and carparking upgrade works in Berry Street (western side) between Worrigea Street and Junction Street (Plan Reference 4985-58, 4985\_59\_1 and 4985\_59\_2) and note that this work will fully expend the \$20,000 allocation.
2. Allocates \$10,000 from the Nowra CBD Revitalisation Capital Funds to finalise the detailed drawing and prepare the tender documentation for the construction of the works.
3. Note: the pre-tender estimate of cost (to take the project to completion) for the upgrade works in Berry Street (western side) between Worrigea Street and Junction Street (Plan Reference 4985\_59\_1 and 4985\_59\_2) is approximately \$990,000 (exc GST).
4. Further reports be provided on the following:
  - a. current existing budget available; and
  - b. final costings of the pre tender
5. Appoints Brendan Goddard as the committee representative to work with the Shoalhaven City Council's Project Management team as the staging strategy, tender documentation and procurement process proceeds.

CBD18.119

That Council consider the Berry Street Footpath upgrade may require an additional (to the annual streetscape budget) \$500,000 in the 19/20 budget.

CARRIED

The existing budget available (18/19 financial year) as of the 14 June 2019 is \$671,822, (please see attachment 3).

In April 2018, the Committee received a power point presentation on the proposed footpath upgrade for western side of Berry Street between Junction Street and Worrigea Street. A budget of \$20,000 was provided by the Committee to City Design Unit to facilitate the schematic design development and investigation; including sub surface cable location, survey, service pit investigations, design and external consultation. To date costs of \$17,753 have been incurred. The yet to be completed construction drawings and specifications will utilize the remaining funds of \$2,247.

Should the Committee elect to proceed with funding the works detailed construction drawings and tender documentation, specifications, tender evaluation plans are required to be completed prior to lodging a tender on Tenderlink.

The streetscape upgrade includes;

- A 25m café blister adjacent to Standish Medical Centre, which will resemble the outdoor space on the eastern side of Berry Street.
- A pedestrian crossing point, which can be expanded to accommodate a 'zebra crossing' at a later date should warrants require. This will involve minor deconstruction of a few meters on each side of the road of the above-mentioned blister.
- New street trees and existing street trees with tree bases surrounded in Stoneset® which allows for tree growth whilst minimising trip hazards.
- Honed concrete footpath with Stoneset® header courses to match existing works on the eastern side. The width of the footpath is proposed to be increased by 300mm to prevent trucks from hitting the existing Endeavour Energy light pole in front of Roxy Cinema.
- Street furniture such as seating, raised planter boxes.

- A reconfigured parking, bus stop, taxi rank and community transport arrangement which sees no loss of parking despite the inclusion of café blister and landscaped pedestrian blisters.

The schematic designs and proposed traffic alterations plans were provided to owners of all buildings, shop keepers and business managers in addition to transport companies. In addition, plans were provided to Nowra CBD Revitalisation Strategy Committee and Nowra Chamber of Commerce. The feedback from members of the disability sector and community transport company has been reviewed and as such has required an additional sign to be mounted on the taxi rank signage. This new sign will enable a timed stop point for community transport providers near the Standish Medical Centre to cater to patients with mobility needs. The plans have been reviewed by Council's Traffic Management Unit and are deemed acceptable.

The pretender cost estimate is provided in confidential attachment 2 of the report to which a contingency of 15% and Council project management fees of \$41,988.00 should be added.

### **Community Engagement**

Extensive community engagement has been undertaken on both sides of Berry Street with external stakeholders who own properties and businesses within the designated scope of works. In addition, letters and plans have been sent to public and community transport providers. Both the Nowra CBD Revitalisation Strategy Committee and the Chamber of Commerce have received the plans and accompanying explanatory letter.

### **Policy Implications**

### **Financial Implications**

Total funds available to the Committee are:

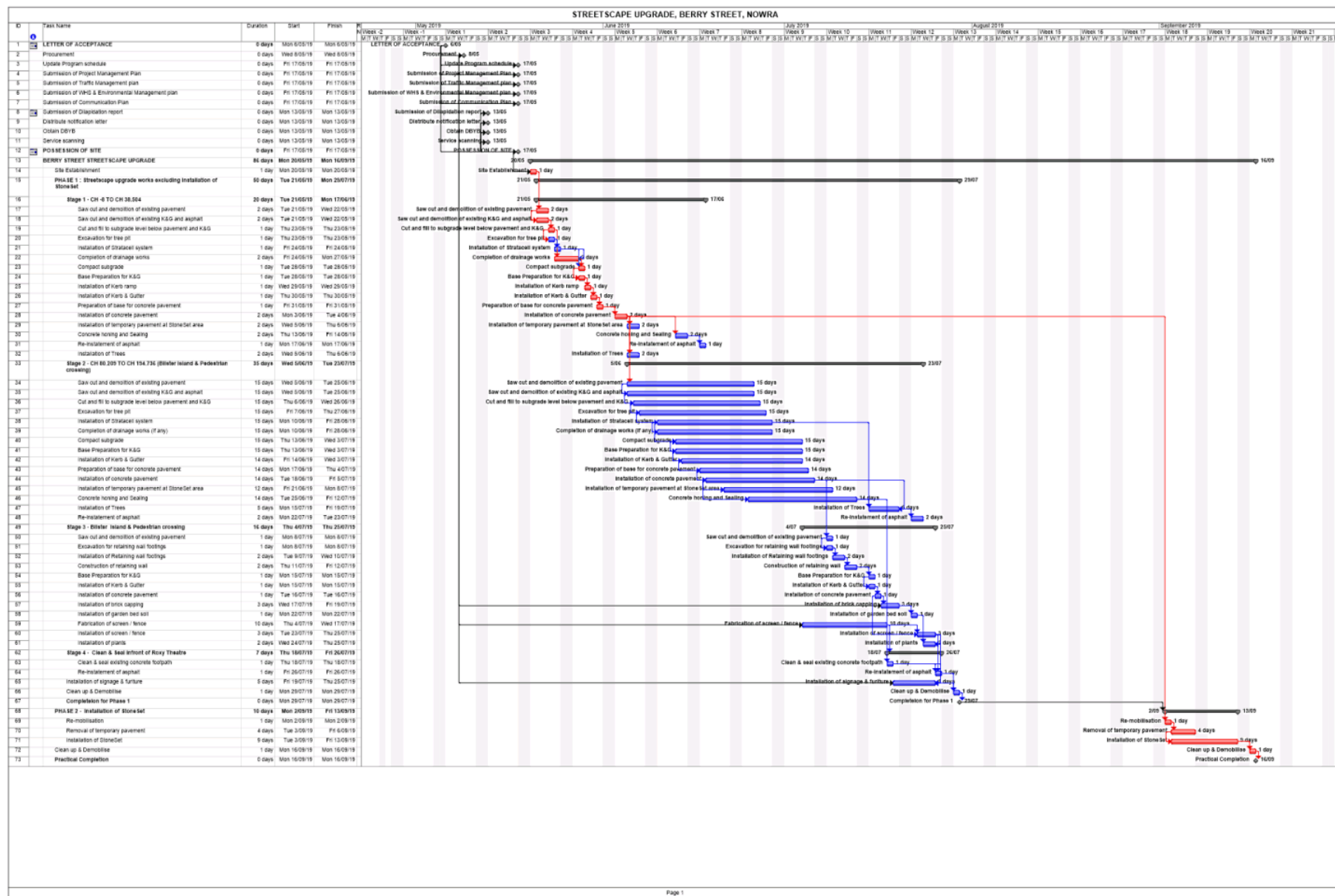
\$ 671,822 18/19 revoted

\$ 450,000 19/20 allocation.

\$1,121,822

### **Risk Implications**

Financial risk will become clearer once tenders are received. A pre tender has been received



**CBD REVITALISATION STRATEGY**

Current as at 14-Jun-19

**INCOME FROM EXTERNAL SOURCES**

Job Number	86202	13008	13012	13014	13015	13016	74806	86203	86207	86208	86210	86211	86212	TOTAL
	Nowra CBD Renewal - Unallocated	CBD Promotions & Activation	Nowra CBD Shopfront/ Facade Imp	Nowra CBD Historic Walk Grant	Nowra CBD Access Improvement Financial Assistance	Proudly Inclusive Business Pilot Program	CBD Laneway Artwork	Footpath Upgrade - Berry Street Nowra	Nowra CBD Street Furniture	CBD Wayfinding Signage	CBD Permanent Lighting Installation	Nowra CBD Mural Project	All Day Parking Signage	
Budget	\$0	\$4,400	\$0	\$30,751	\$0	\$0	\$0	\$0	\$10,287	\$0	\$0	\$0	\$0	\$45,438
Actual	\$0	\$4,400	\$0	\$30,751	\$0	\$0	\$0	\$0	\$10,287	\$0	\$0	\$0	\$0	\$45,438
Variance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**EXPENSES / TRANSFERS - INTERNAL AND EXTERNAL SOURCES**

Job Number	86202	13008	13012	13014	13015	13016	74806	86203	86207	86208	86210	86211	86212	TOTAL
	Nowra CBD Renewal - Unallocated	CBD Promotions & Activation	Nowra CBD Shopfront/ Facade Imp	Nowra CBD Historic Walk Grant	Nowra CBD Access Improvement Financial Assistance	Proudly Inclusive Business Pilot Program	CBD Laneway Artwork	Footpath Upgrade - Berry Street Nowra	Nowra CBD Street Furniture	CBD Wayfinding Signage	CBD Permanent Lighting Installation	Nowra CBD Mural Project	All Day Parking Signage	
Budget (Includes income)	\$692,886	\$55,550	\$15,525	\$34,804	\$27,713	\$3,000	\$5,564	\$30,000	\$28,287	\$32,000	\$36,455	\$30,000	\$15,000	\$1,006,784
Less Actual	\$0	\$54,050	\$7,227	\$0	\$0	\$0	\$3,155	\$42,760	\$31,369	\$8,876	\$35,833	\$26,987	\$0	\$210,257
Less Committed (PO Raised)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,025	\$0	\$0	\$0	\$21,025
Funds not yet spent	\$692,886	\$1,500	\$8,298	\$34,804	\$27,713	\$3,000	\$2,409	-\$12,760	-\$3,082	\$2,099	\$622	\$3,013	\$15,000	\$775,502

**RECONCILIATION OF FUNDS AVAILABLE**

FUNDS AVAILABLE FOR ALLOCATION - CBD Renewal Unallocated (86202)	\$692,886
less funds to be allocated for projects with shortfalls	
86203 Footpath Upgrade - Berry Street Nowra	-\$12,760
86207 Nowra CBD Street Furniture	-\$3,082
	-\$14,342 (Committee resolution required)
<b>FUNDS AVAILABLE FOR ALLOCATION TO PROJECTS</b>	<b>\$678,544</b>

Total funding - per budget (all sources)	
Funds from external sources	\$45,438
Council funds FY17/18	\$449,846
Council funds FY18/19	\$511,500
	\$1,006,784
Less funds spent	-\$210,257
less commitments raised	-\$231,282
<b>FUNDS NOT YET SPENT - All projects</b>	<b>\$775,502</b>

## CBD19.27 Proposed Establishment of Architectural Ideas Competition in Nowra CBD

**HPERM Ref:** D19/198093

**Submitted by:** Wesley Hindmarch

**Attachments:** 1. Competition Examples [↓](#)

### Recommendation

That a Working Party be established to investigate the suitability of an architectural design competition in the Nowra CBD, which

1. Discusses the potential competition locations noted within this report;
2. Works towards a competition objective, organisational structure and funding model to be submitted to NRSC
3. Includes membership of a relevant Council Officer and other members.

### Details

An ideas competition-based approach to identify projects that promotes the development of the CBD through a range of design ideas and opinions for the council, NRSC and public to consider. The key objective is too identify projects that are of interest and begin the first steps of realisation.

Competitions are appropriate when the project:

- is of public significance
- will benefit from a wide degree of design investigation
- is on a significant or unusual site
- will generate and benefit from heightened public interest
- will promote a higher level of design excellence for the project type or location.

The intention is to Develop shovel ready projects from a planning and design level. Ready for implementation based on future state and federal funding grants or lobbying.

### Potential Competition Ideas

All projects have been identified by the NOWRA CBD MASTERPLAN

#### **1. Graham Street redevelopment and Nowra Micro parks Competition**

Re considering Graham street and the opportunities for medium density housing and commercial development for childcare, cafes and shopping areas linked into the city by creating micro parks and partially converting Egans Lane carpark into a park.

Graham street Newtown square Moss street park Jelly Bean Park

Egans lane carpark

## **2. Bus Interchange Competition and lightrail hub + potentially rethinking car parking areas and with new ways to store and free up space for mixed use development.**

Proposed relocation of bus interchange and reconsidering Nowra with a light rail hub servicing Bomaderry, Cambewarra and South Nowra.

Reconsidering Nowra with less requirement for carparking and more opportunities for medium density housing and development.

## **3. River front and City link masterplan competition**

New indigenous sculpture trail and information center incorporating the Shoalhaven River as a gateway site with potential ferry links to the new contemporary art gallery@ Riversdale. Incorporating Mixed use higher density development along Bridge road

*Senator Mitch Fifield, the Minister for the Arts, has announced a budget commitment of \$22 million towards realising Bundanon Trust's Masterplan to house and display its collection and expand its children's education programs. This follows on from the announcement in 2018 by The Hon. Don Harwin, the NSW Minister for the Arts, of a foundational grant of \$8.592 million from the NSW Government's Regional Cultural Fund. Combined, these government funds will contribute to the \$30.6 million required to complete the project.*

## **4. Stocklands Junction street pedestrian bridge Competition**

New pedestrian bridge over princes highway from junction street. Connecting Stocklands and new growth area for the town.

## **Methodology provided by the Australian Institute of Architects**

The Australian Institute of Architects supports the use of architectural competitions for the design and completion of certain types of buildings as a mechanism to encourage design excellence and innovation. Competitions should be open to all registered architects, or for certain competitions, all students of architecture and they should be conducted in a fair and equitable way.

To assist the profession and clients who are considering a competition the Institute has developed Guidelines for the Conduct of Architectural Competitions, available to download [here](#)

The architectural competition process is adaptable. Competitions can generate a wide range of solutions to a variety of design problems. The format, rules and details must be tailored for each competition to accommodate the particular requirements of each project.

A competition is appropriate when the project:

- is of public significance
- will benefit from a wide degree of design investigation
- is to be on a significant or unusual site
- will benefit from the public interest that a competition can generate
- where design excellence is a high priority. A competition is inappropriate when:
- the project is required as a matter of expediency or urgency
- it is not possible to appoint an appropriate jury
- the budget is insufficient to cover the total cost of the competition
- an adequate brief is not available

- the sponsor is unwilling or unable to ensure that the competition conditions provide for competitors to retain their intellectual property and moral rights in their designs.

## **Competition objectives**

### **Project competitions**

Project competitions lead directly to the construction of a specific project on a specific site. The competition objective is to select the best design and architect for the project who will be commissioned to develop the design and complete the project.

### **Ideas competitions**

Ideas competitions can be held for projects that may or may not be built. They are useful to explore significant design issues or design opportunities for significant sites.

## **Competition eligibility**

### **Open competition**

Open competitions do not have eligibility criteria that restrict any type or location of architect from entering and are appropriate where:

- all competing architects have an equal opportunity to be selected on the basis of design merit
- the design objectives can be clearly stated
- the project requires the widest exploration of potential solutions.

### **Limited open or select competitions**

Limited (open) competitions limit eligibility to a specific cohort. For example:

- architects residing within a specified area
- architects with particular experience.

Limited (select) competitions limit eligibility to a specific cohort but entrants are selected based on select criteria. For example:

- selection may be purely qualification-based
- the competition may require an initial, broad conception design response to the brief.

### **Select competitions**

Select competitions limit eligibility to a small group of entrants selected directly by the competition sponsor.

## **Competition staging**

Competitions may be single- or multi-stage competitions depending on the type of project and its complexity.

### **Single-stage competitions**



Single-stage competitions select a winner in one step. Single stage competitions are most suited where only a very broad conceptual solution is sought, or where the brief is highly developed and clearly defined.

### **Multi-stage competitions**

Multi-stage competitions are appropriate for complex projects. They encourage architects to undertake a broad exploration of design concepts in the first stage and allow detailed development of a limited number of designs in the following stages. A multi-stage competition:

- attracts more entries by reducing the amount of work required in the first-stage submission
- is an excellent process for selecting a limited number of promising concepts that can be further developed in the second stage
- provides the opportunity for comments by the client and the jury to be incorporated in second stage development.

### **Disclaimer**

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## COMPETITION EXAMPLES

REGIONAL AREAS of VICTORIA, NSW AND TASMANIA

### Missing Middle Design Competition

#### Background

The Missing Middle Design Competition called on architects and building designers to showcase their visions for the future of medium density housing in NSW. Designers participated in a competitive design-led process to apply and test the draft Medium Density Housing Code and draft Medium Density Design Guide.



### New Shepparton Art Museum Project

#### Design competition

To progress this project and find a suitable design for SAM, a design competition was developed and endorsed by the Australian Institute of Architects.

In 2015, Council engaged a Competition Advisor to see through the Governance and Management of the design competition, to ensure the process followed the principles outlined in the Australian Institute of Architects' Architectural Competitions Policy and Guidelines for the Conduct of Architectural Competitions.

These competition guidelines provided a comprehensive account of governance structure, which was an essential component in obtaining endorsement from the Institute.

During July 2016, Council advertised an Architectural Design Competition for the new Shepparton Art Museum. The two stage competition was conducted in accordance with the Australian Institute of Architects' Competition Guidelines. The competition commenced through an Expression of Interest process, asking for a design approach and a vision for the new facility as well as a capability statement.

A comprehensive Competition brief was developed and provided for this process. Council received 88 submissions via TenderSearch.

#### Concept Design Competition Brief

This competition seeks a striking design of outstanding quality that will help attract new audiences and facilitate the museum's ambitious curatorial and community/cultural programming.

It will include a strong landscape component and become an important element within Victoria Park Lake, as well as contributing to Shepparton's urban environs. The building should:

- demonstrate design excellence in museum architecture;
- meet high environmental standards;
- engage the community;
- make a significant contribution to Victoria Park Lake and broader urban environment;
- engage with Indigenous placemaking; and
- provide outstanding landscape architecture and connections between the building and its surrounds.

#### Cascades Female Factory

Discover the stories of Australia's female convicts

#### History and Interpretation Centre

2019

Port Arthur Historic Site Management Authority (PAHSMA), which is responsible for the management and conservation of the Cascades Female Factory is building a new History and Interpretation Centre. A \$3 million dollar fundraising campaign is underway for the World Heritage-listed Cascades Female Factory Historic Site as PAHSMA aims to have the new Centre built by mid-2020.

A Tasmanian architecture firm, Liminal Studio in partnership with international firm Snohetta and Melbourne landscape practice Rush Wright Associates were announced as the design winners in March 2018.

The Architectural Design Competition launched in March 2017 called for a design that would celebrate the significance and heritage values of the World Heritage-listed Cascades Female Factory and acknowledge the contribution of the convict women throughout the history of colonial Australia and up to the present day.

The competition jury comprised female leaders in architecture, heritage management, and the arts including Catherine Baudet (Director Ferrier Baudet Architects); Janet Carding (Director Tasmanian Museum and Art Gallery); Justine Clark (architectural editor, speaker and researcher); Shelley Penn (Director Shelley Penn Architect); and Penelope Evatt Seidler AM (Director Harry Seidler and Associates).

GASP

Glenorchy Art and Sculpture Park

Urban design competition assisted by Wesley Hindmarch as urban advisor.