

Nowra CBD Revitalisation Strategy Committee

Meeting Date: Wednesday, 27 April, 2022
Location: Council Chambers, 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**
 - CBD22.10 Committee Actions Report for Ongoing/Completed Items 8
 - CBD22.11 Standing Report - CBD Planning Controls..... 20
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 - CBD22.13 Standing Report - Project Update - April 2022..... 24
5. **General Business**
 - CBD22.14 Demonstration of the LED Lights
Staff will provide a demonstration of the LED lights in the carpark following the conclusion of the meeting.

Membership

Mr James Caldwell – Chairperson
Clr Serena Copley
Clr Matthew Norris
Clr Tonia Gray
Clr Patricia White (Alternate)
Ms Jo Gash
Mr Scott Baxter
Mr Brendan Goddard
Mr George Parker
Mr Wesley Hindmarch
Ms Alison Henry
Mr Christopher Williamson
Ms Catherine Shields

Non-voting members

All other Councillors
CEO
Director, City Services or delegate

Quorum – Seven (7) members

Role of the Committee

For the purpose of this Terms of Reference, Councils annual Capital Works Budget which is defined as any Special Rate on the CBD (currently \$500,000) plus any top up funding (such as grants or loans obtained by council or other council budgetary allocations) that Council provides to deliver a project initiated by Special Rate Funding.

Note: Any other Capital Works Funding in excess of \$100,000 within the CBD will be discussed with the Committee prior to expenditure of funding.

Note: Tasks in relation to part 4 will not be undertaken by Councillors

1. Recommend to Council possible refinement of, and improvements to, the 'Revitalising Nowra Action Plan (2021-2023)' and the broader Nowra CBD Revitalisation Strategy as the committee considers appropriate.
2. Develop a list of projects (with estimated costings) for Council to consider/prioritise over a rolling three year time frame, that will assist in achieving the ten elements of the Nowra CBD Revitalisation Strategy. The list is to be presented to an Ordinary Meeting of Council in February each year, and thus adopted by the Council.
3. Make a formal submission to Council's annual capital works budget as it relates to the Nowra CBD, in accordance with Council's budgeting process.
4. Reallocate at its discretion, Nowra CBD Revitalisation Budget funds to operational projects, e.g. activation events.
5. Monitor the expenditure of the Nowra CBD Revitalisation Budget via a Subcommittee, in particular;
 - 5.1 Approving design plans and specifications at the preliminary concept stage and prior to the detailed drafting and then at final approval stage.
 - 5.2 In cases where the CEO (or delegate) determines that capital works funded by the Nowra CBD Revitalisation Budget will be tendered out, the Subcommittee will endorse the tender documentation before tenders are advertised.

- 5.3 The Chair and delegate may, at their discretion, participate on tender evaluation panels for capital expenditure funded by the Nowra CBD Revitalisation Budget.
- 5.4 The Chair is to endorse the payment of progress claims and endorse the approval of variations, for capital expenditure funded by the Nowra CBD Revitalisation Budget.
- 6. Act as a communication conduit between Council and the CBD stakeholders in respect to the ten elements within the Nowra CBD Revitalisation Strategy and approved Capital Works within the Nowra CBD with reasonable support from Council, at Council's expense, as determined by the CEO.
- 7. Assist Council in advocating to the community the adopted list of projects that seek to deliver on the ten elements of the CBD Revitalisation Strategy.
- 8. Provide a report to Council (resolved at a Committee meeting) each quarter outlining the year to date expenditure on projects funded by the Nowra CBD Revitalisation Budget and present a report to an Ordinary Meeting of Council in August each year that explains the expenditure and any non-expenditure, for the previous financial year.
- 9. Consult with relevant stakeholders as needed.

Delegated Authority

- 1. To oversee the expenditure of the Nowra CBD Revitalisation Budget, as the Committee deems appropriate in accordance with objectives of the Nowra CBD Strategic Plan.
- 2. To promote the advantages of the CBD inside and outside the Local Government area, including making press releases and promoting the Nowra CBD Revitalisation Strategy and its projects.
- 3. Council will provide “in-kind” support to the committee in relation to
 - Project Design and Documentation
 - Facilitation of meetings
 - Preparation of reports for the Committee consideration

Nowra Revitalisation Committee - Sub/Working Groups

	Governance & Communications Sub Committee	Finance & Works Sub Committee	Events & Promotion	Activation Projects
James Caldwell (Chair)	Yes	Yes		
Clr				
Clr				
Clr				
Wesley Hindmarch				
Scott Baxter				
Brendan Goddard				
George Parker				
Alison Henry				
Christopher Williamson				
Catherine Shields				
Gordon Clark				
Paul Keech				
SCC Rep				

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Wednesday, 16 February 2022
Location: Council Chambers, City Administrative Centre, Bridge Road, Nowra
Time: 4.00pm

The following members were present:

Mr James Caldwell - Chairperson
Clr Serena Copley
Clr Tonia Gray
Clr Patricia White (Alternate)
Mr The Director City Services - Director City Services
Mr Gordon Clark – Acting Director - City Futures
Mr Brendan Goddard
Mr Wesley Hindmarch
Ms Alison Henry – left 6.11pm
Mr Scott Baxter (Teams) – left at 4.53pm
Ms Catherine Shields (Teams) – arrived at 4.11pm – left at 6.05pm

Others present:

Clr Liza Butler
Mr Micaiah Tipton – Manager Design Services
Ms Brooke Aldous – Senior Governance Officer
Mr Ryan Jameson – Coordinator Local Planning Team
Ms Melissa Dunn – Unit Manager - District Engineer - Central

Apologies / Leave of Absence

Apologies received from Clr Norris and George Parker

Confirmation of the Minutes

Note: Brendan Goddard arrived at 4.05pm

RESOLVED (Alison Henry / Brendan Goddard)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Tuesday 14 December 2021 be confirmed.

CARRIED

The Chairperson addressed the meeting and asked Councillors and Members present to introduce themselves to the meeting.

Note: Catherine Shields arrived 4.11pm

Declarations of Interest

Nil

PRESENTATIONS

CBD22.1 Overview Presentation – Nowra CBD Revitalisation Action Plan

**HPERM Ref:
D22/46316**

A presentation on the Nowra CBD Revitalisation Action Plan and background information in relation to the Committee was provided at the meeting and a copy of the presentation was subsequently sent to members via email.

REPORTS

CBD22.2 Election of Chairperson and Notification of Council Resolution

**HPERM Ref:
D22/51095**

James Caldwell vacated the role of Chairperson and the Director City Services assumed the Chair.

The Director City Services advised that he had received 1 nomination for Chairperson prior to the meeting, being James Caldwell. The Director City Services asked if James Caldwell accepts the nomination. The nomination was accepted.

The Director City Services asked the members present if there were any further nominations for the role of Chairperson.

No other nominations were forthcoming.

The Committee agreed the election process was conducted fairly and reasonably.

The Director City Services declared James Caldwell Chairperson (to be endorsed by Council) for the period to September 2022.

James Caldwell resumed the Chair.

Recommendation

That the Committee:

1. Receive the report regarding Council Resolution – Re-establishment for information; and
2. Elect (insert name) as Chairperson for the period to September 2022, noting that will be reaffirmed by Council.

RECOMMENDATION (By consent)

That the Committee:

1. Receive the report regarding Council's Resolution in relation to the re-establishment for information (CL22.30 Nowra CBD Revitalisation Strategy Committee - MIN22.27);

2. Elect James Caldwell as Chairperson for the period to September 2022, noting that will be reaffirmed by Council.

CARRIED

CBD22.3 Committee Actions Report for Ongoing/Completed Items**HPERM Ref:
D22/45570****Recommendation (Item to be determined under delegated authority)**

That the:

1. Outstanding/Ongoing Action Report be received for information.
2. Following completed items in the Action List attached to the report be removed from the listing:
 - a. CBD21.15 - Investigation - Alcohol Prohibited Areas - Egans Lane & Stewart Place Car Park - Nowra CBD (MIN20.902) - Form Working Group - Application – Evidence
 - b. CBD21.34 - Review of Terms of Reference - Working Groups - Membership

RESOLVED (The Director City Services / Wesley Hindmarch)

That the:

1. Outstanding/Ongoing Action Report be received for information.
2. Following completed items in the Action List attached to the report be removed from the listing:
 - a. CBD21.15 - Investigation - Alcohol Prohibited Areas - Egans Lane & Stewart Place Car Park - Nowra CBD (MIN20.902) - Form Working Group - Application – Evidence
 - b. CBD21.34 - Review of Terms of Reference - Working Groups - Membership

CARRIED

CBD22.4 Budget Update - February 2022**HPERM Ref:
D22/45650**

Note: Scott Baxter left the meeting at 4.53pm.

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee notes for information:

1. That \$0 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update, (Noting that \$623,600 of the \$935,000 Junction Court Revitalisation Grant has been spent to date).
2. The total year to date spend for the 2021/22 financial year is \$0 of the available budget of \$1,326,507
3. A summary of expenditure is in the attachment to this report (D22/49465).

RESOLVED (The Director City Services / Wesley Hindmarch)

That the Nowra CBD Revitalisation Strategy Committee notes for information:

1. That \$0 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update, (Noting that \$623,600 of the \$935,000 Junction Court Revitalisation Grant has been spent to date).
2. The total year to date spend for the 2021/22 financial year is \$0 of the available budget of \$1,326,507

3. A summary of expenditure is in the attachment to this report (D22/49465).

CARRIED

CBD22.5 Project Update - February 2022**HPERM Ref:
D22/45657****Recommendation (Item to be determined under delegated authority)**

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

RESOLVED (By consent)

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

CARRIED

CBD22.6 Nowra CBD Revitalisation Strategy Project Management Services Contract**HPERM Ref:
D22/46158****Recommendation (Item to be determined under delegated authority)**

That the Committee adopt the CONTRACT OF ENGAGEMENT for Project Management Services as presented (D22/50440) noting that;

1. The Executive that will act as the Principal's Agent is to be;
 - The CBD Committee Chair – James Caldwell
 - A Committee Member (Not a Councillor)
 - The Director City Services – The Director City Services
2. The Contract will be managed and amended as required by the Principal's Representative – Manager of Technical Services, to achieve the Contract objective.
3. The Project Manager will be appointed by the Principle's Representative on the recommendation of the Principal's Agent
4. Project Updates will be provided via the Project Update Report that is received by the Committee at each meeting.

RECOMMENDATION (The Director City Services / Brendan Goddard)

That the Committee adopt the CONTRACT OF ENGAGEMENT for Project Management Services as presented (D22/50440) noting that;

1. The Executive that will act as the Principal's Agent is to be;
 - The CBD Committee Chair – James Caldwell
 - A Committee Member – Alison Henry
 - The Director City Services – The Director City Services
2. The Contract will be managed and amended as required by the Principal's Representative – Manager of Technical Services, to achieve the Contract objective.
3. The Project Manager will be appointed by the Principle's Representative on the recommendation of the Principal's Agent
4. Project Updates will be provided via the Project Update Report that is received by the Committee at each meeting.

CARRIED

Action: James Caldwell asked for any comments or concerns regarding the Nowra CBD Revitalisation Strategy Project Management Services Contract be forwarded to either the Chairperson or The Director City Services prior to Friday.

**CBD22.7 Review of Terms of Reference - Nowra CBD
Revitalisation Strategy Committee**

**HPERM Ref:
D22/45676**

Recommendation

That Council Adopt the Draft Terms of Reference as presented (POL22/145) noting that the key changes include;

1. References to the annual budget allocation (currently \$500,000) now reflect the rate-pegged increases in the budget allocation.
2. The membership criteria better reflects the range of stakeholders that are engaged in the activities of the Committee and the inclusion of Councillors
3. Clauses dealing with Removal of members have been added
4. Working Groups has been rewritten to include Sub Committees and define the key Working Groups.

RECOMMENDATION (Clr White / Alison Henry)

That:

1. Council adopt the Draft Terms of Reference as presented (POL22/145) noting that the key changes include;
 - a. References to the annual budget allocation (currently \$500,000) now reflect the rate-pegged increases in the budget allocation.
 - b. Membership criteria that better reflects the range of stakeholders that are engaged in the activities of the Committee and the inclusion of Councillors
 - c. Clauses dealing with Removal of members have been added
 - d. Amendments to 'Working Groups' to include Sub Committees and define the key Working Groups.
2. Pending the adoption of part 1 above, that the initial appointment of the Strategic Advisor be Joanna Gash (Former Mayor, Councillor, and Federal Member) until September 2022, following that, an expression of interest will be called to permanently fill the position.

CARRIED

Action: Changes to the draft Terms of Reference report be amended to 3 Councillors, 2 Community Members being non CBD Business/Property Owners or retailers. A total of 13 members and a Quorum of 7.

GENERAL BUSINESS

CBD22.8 Additional Item - Christmas Promotions Sub-Committee - Evaluation Report

Note: Catherine Shields left at 6.05pm

Clr White tabled an addendum report at the meeting being, Christmas Promotions Sub-Committee - Evaluation Report.

Action: The Addendum Report will be circulated with the minutes.

Recommendation

That the Christmas Promotions Sub-Committee - Evaluation Report be received for information.

RESOLVED (Clr White / James Caldwell)

That the Christmas Promotions Sub-Committee - Evaluation Report be received for information.

CARRIED

Note: Alison Henry left at 6.11pm

CBD22.9 Additional Item - Nowra CBD Revitalisation Committee - Food Markets

Clr White tabled an addendum report at the meeting being, Nowra CBD Revitalisation Committee - Food Markets.

Action: The Addendum Report will be circulated with the minutes.

2. Recommendation

That Nowra CBD Revitalisation Committee endorse:

1. Approval to establishment of Food Markets in Jelly Bean Park
2. Funding option of \$50,000 for installation in Jelly Bean Park of:
 - a. Commercial Festoon lighting and strip Lighting
 - b. WIFI
 - c. CCTV cameras
 - d. Additional power outlets
3. Preparation of Traffic Management Plans for both Jelly Bean Park & Junction Court closures – budget \$2,000
4. Costs of \$500 per month to hold the markets

RESOLVED (James Caldwell / Clr White)

That the Nowra CBD Revitalisation Committee endorse:

1. The establishment and the evolution of Food Markets in Jelly Bean Park;
2. Funding option of up to \$50,000 from the Nowra CBD Revitalisation Strategy Committee's budget for installation in Jelly Bean Park of:
 - a. Commercial Festoon lighting and strip Lighting
 - b. WIFI
 - c. CCTV cameras
 - d. Additional power outlets

Should the allocation of \$50,000 not cover the above, a report will be brought back to the Committee.

3. Preparation of Traffic Management Plans for both Jelly Bean Park & Junction Court closures – budget \$2,000 from the Nowra CBD Revitalisation Strategy Committee's budget, that can be used for the next 5 years, including the closure of the taxi rank and laneway behind Betta Electrical Building.
4. Costs of \$500 per month to hold the markets from the Nowra CBD Revitalisation Strategy Committee's budget.

CARRIED

Action – The Radio Advertising will be distributed via email and an e-meeting (if required) will be held following the review of the contract.

There being no further business, the meeting concluded, the time being 6.37pm.

Mr James Caldwell
CHAIRPERSON

CBD22.10 Committee Actions Report for Ongoing/Completed Items

HPERM Ref: D22/139360

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

Attachments: 1. Action Table - Ongoing and Completed Items [↓](#)

Reason for Report

To advise and update the Committee on the Outstanding/Ongoing Actions from the Nowra CBD Revitalisation Strategy Committee.

Recommendation (Item to be determined under delegated authority)

That the:

1. Outstanding/Ongoing Action Report be received for information.
2. Following completed items in the Action List attached to the report be removed from the listing:
 - a. CBD21.26 - Nowra CBD Lighting - Investigate LED Poles - Morisons Arcade
 - b. CBD21.40 - Discussion - Alcohol Prohibited Areas - Collection of Supporting Information
 - c. CBD21.44 - New Mural Opportunity - Nowra CBD Revitalisation Strategy Public Art - 11 Haigh Ave, NOWRA – Krimstone
 - d. CBD22.3 - Committee Actions Report for Ongoing/Completed Items

Options

1. As Recommended
2. Adopt an alternate recommendation

Background

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

Outstanding/Ongoing Action Report (**attached**) is current as at the time of drafting this report (Wednesday 13 April, 2022).

This will be a standing report on the agenda for each meeting to keep the Committee informed of progress on the actions / resolutions from previous meetings.

Open - Ongoing Actions

Meeting Name Nowra CBD Revitalisation Strategy Committee 04/08/2021	Minute No:	Item No. CBD21.26	Group: City Services	Target date: 03/09/2021
Title: Nowra CBD Lighting - Investigate LED Poles - Morisons Arcade - investigate - meeting				Completed:
Resolution: RESOLVED (Clr Wells / Wesley Hindmarch) That the Nowra CBD Revitalisation Strategy Committee. 1. Note for information: a. That the sphere lights on the black poles in Junction Street are being replaced by LED lights. b. That the private company FM Morison Pty Ltd is responsible for lighting in Morisons Arcade as proprietor of the building constructed in the airspace above the footway. 2. Request Council to investigate and enact any compliance or enforcement mechanisms available to Council that will result in improvement in the lighting levels in Morisons Arcade. 3. Attend a meeting / demonstration of higher intensity LED lights with Council staff to assess and provide feedback on the possible use of higher intensity LED lights in Junction Street. CARRIED			Notes: 1. Complete 2. Wrote to Morrisons Arcade regarding lighting arrangement, added to Project Update Report, will consult with the Committee 3. Demonstration of LED lights added to the agenda, following the conclusion of the next meeting. Considered to be complete and removed from action table following the inspection	

<p>Meeting Name Nowra CBD Revitalisation Strategy Committee 06/10/2021</p>	<p>Minute No:</p>	<p>Item No. CBD21.40</p>	<p>Group: City Services</p>	<p>Target date: 05/11/2021</p>
<p>Title: Discussion - Alcohol Prohibited Areas - Collection of Supporting Information - Distribute - Collate Responses</p>				<p>Completed:</p>
<p>Resolution: RESOLVED (Clr White / Catherine Shields) That The Nowra CBD Revitalisation Strategy Committee members (owners and retailers):</p> <ol style="list-style-type: none"> 1. Distribute and seek response from their networks by way of the attached Support Alcohol Free Zone questionnaire (D21/413187) <ol style="list-style-type: none"> a. Examples of the area being compromised by alcohol consumption will help support any future application. For example <ol style="list-style-type: none"> i. Malicious damage to property ii. Littering iii. Anti-social behaviour iv. Other crimes 2. Collate the responses and send to the Manager Design Services prior to the next CBD Revitalisation Strategy Committee on 1 December 2021 <p>CARRIED</p>			<p>Notes:</p> <ol style="list-style-type: none"> 1. Complete 2. No feedback received from Main Street Proprietors after months of requests, therefore a case for Alcohol Prohibited/Free Zones can't be made, thus this action considered completed and remove from action table. 	

Meeting Name Nowra CBD Revitalisation Strategy Committee 14/12/2021	Minute No:	Item No. CBD21.44	Group: City Futures	Target date: 13/01/2022
Title: New Mural Opportunity - Nowra CBD Revitalisation Strategy Public Art - 11 Haigh Ave, NOWRA - Krimson and Scott Nagy - negotiate - allocate - budget - \$55,000				Completed:
Resolution: RESOLVED (James Caldwell / Wesley Hindmarch) That the Committee: <ol style="list-style-type: none"> 1. Supports the commissioning of muralists Krimson and Scott Nagy for a Nowra CBD Mural project in February/March 2022. 2. Supports the subject of the mural proposal being open to creative freedom/expression of the artists with the following broad scope: <ol style="list-style-type: none"> a. The artist to possibly incorporate local landscape/landmarks, flora/fauna and/or a prominent local identity. b. First preference for the mural location is the northern brick wall of the former Care South building at 11 Haigh Avenue, Nowra. c. Second preference for the mural location is the southern brick wall of the former Spotlight building at 26 Berry Street, Nowra (western side of Stewart Place car park). 3. Request council staff negotiate with landowners of preferred walls listed above, or other buildings if unavailable, to enable the mural to be painted. 4. Allocate a budget of \$55,000 (maximum) to cover the commissioning of the artists and associated costs for the mural project. CARRIED			Notes: 08 Mar 2022 12:50pm Jameson, Ryan 1) Complete, 2) In progress. Artists are working on concept design, drafts will be provided to Council for review in April/May. Mural start date pushed back due to weather. CBD Mural Project has been added to the Project Update (Agenda) 3) Complete. Agreement reached with 11 Haigh Ave building owner. 4) Complete Considered complete and remove from action table	

Meeting Name Nowra CBD Revitalisation Strategy Committee 16/02/2022	Minute No:	Item No. CBD22.3	Group: City Performance	Target date: 18/03/2022
Title: Committee Actions Report for Ongoing/Completed Items				Completed:
Resolution: RESOLVED (The Director City Services / Wesley Hindmarch) That the: 1. Outstanding/Ongoing Action Report be received for information. 2. Following completed items in the Action List attached to the report be removed from the listing: a. CBD21.15 - Investigation - Alcohol Prohibited Areas - Egans Lane & Stewart Place Car Park - Nowra CBD (MIN20.902) - Form Working Group - Application – Evidence b. CBD21.34 - Review of Terms of Reference - Working Groups - Membership CARRIED			Notes: Complete Recommend remove from Action Table	

Meeting Name Ordinary Meeting 14/03/2022	Minute No: MIN22.164	Item No. CBD22.6	Group: City Services	Target date: 13/04/2022
Title: Nowra CBD Revitalisation Strategy Project - Management Services - Contract of Engagement adoption				Completed:
Resolution: RESOLVED* (Clr White / Clr Copley) That the Committee adopt the CONTRACT OF ENGAGEMENT for Project Management Services as presented (attached) noting that;			Notes: MIN22.164	

<p>1. The Executive that will act as the Principal’s Agent is to be;</p> <ul style="list-style-type: none"> • The CBD Committee Chair – James Caldwell • A Committee Member – Alison Henry • The Director City Services <p>2. The Contract will be managed and amended as required by the Principal's Representative – Manager of Technical Services, to achieve the Contract objective.</p> <p>3. The Project Manager will be appointed by the Principle's Representative on the recommendation of the Principal's Agent</p> <p>4. Project Updates will be provided via the Project Update Report that is received by the Committee at each meeting.</p> <p>FOR: Clr Findley, Clr Kotlash, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Ell, Clr Christen, Clr White, Clr Watson, Clr Kitchener and Clr Gray</p> <p>AGAINST: Nil</p> <p>CARRIED</p>	<p>1. Noted - Complete</p> <p>2. Contract has been drafted and finalised, procurement panel has been appointed consisting of Micaiah Tipton, Craig Exton, Coralie Bell, James Caldwell and Joanna Gash - Complete</p> <p>3. Procurement plan awaiting sign off.</p> <p>4. Noted - Complete</p>
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Meeting Name Nowra CBD Revitalisation Strategy Committee 16/02/2022	Minute No:	Item No. CBD22.9	Group: City Services	Target date: 18/03/2022
Title: Additional Item - Nowra CBD Revitalisation Committee - Food Markets - Jelly Bean Park - Junction - Budget				Completed:
Resolution: RESOLVED (James Caldwell / Clr White) That the Nowra CBD Revitalisation Committee endorse: 1. The establishment and the evolution of Food Markets in Jelly Bean Park; 2. Funding option of up to \$50,000 from the Nowra CBD Revitalisation Strategy Committee’s budget for installation in Jelly Bean Park of: a. Commercial Festoon lighting and strip Lighting			Notes: 1. First Food Market set for Wednesday 20 April 2022, the ongoing evolution of the markets will depend on success, monitored by the Committee members - complete 2. Jelly Bean Park electrical and technology infrastructure update project has commenced and will be updated as part of the ongoing project report – complete	

<p>b. WIFI c. CCTV cameras d. Additional power outlets</p> <p><i>Should the allocation of \$50,000 not cover the above, a report will be brought back to the Committee.</i></p> <p>3. Preparation of Traffic Management Plans for both Jelly Bean Park & Junction Court closures – budget \$2,000 from the Nowra CBD Revitalisation Strategy Committee’s budget, that can be used for the next 5 years, including the closure of the taxi rank and laneway behind Betta Electrical Building.</p> <p>4. Costs of \$500 per month to hold the markets from the Nowra CBD Revitalisation Strategy Committee’s budget.</p> <p>CARRIED</p> <p>Action – The Radio Advertising will be distributed via email and an e-meeting (if required) will be held following the review of the contract.</p>	<p>Note: This will be added to the budget report as line items</p> <p>3. Draft arrangements have been prepared with a view to managing these closures, as “set and forget” event closures similar to arrangements for ANZAC Ceremonies etc</p> <p>4. Note: This will be added to the budget report as a line item</p> <p>Email distributed on 28 February 2022. Will be sent with the Agenda, no feedback received, therefore no e-meeting was held.</p>
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Completed Actions from 16 February 2022

<p>Meeting Name Nowra CBD Revitalisation Strategy Committee 12/05/2021</p>	<p>Minute No:</p>	<p>Item No. CBD21.11</p>	<p>Group: City Futures</p>	<p>Target date: 11/06/2021</p>
<p>Title: Revitalising Nowra Action Plan 2021 - 2023 - Adoption - Preparation Work - Working Groups - Action Plan Manager</p>				<p>Completed: 17/02/2022</p>
<p>Resolution: RESOLVED (James Caldwell / Clr White) That the Nowra CBD Revitalisation Strategy Committee:</p>			<p>Notes: 16 Nov 2021 3:56pm Andriske, Claire Finalised Action Plan reported to Council on 27 July 2021 and it was</p>	

1. Adopt the *Revitalising Nowra Action Plan 2021 – 23*, in accordance with the contents of this report and its attachments (revised budget), and discussions at the meeting and the plan be finalised accordingly.
2. Commence the relevant early preparatory work required to support the new Action Plan, including:
 - a. 2020-21 Preparation Work – obtain a fee proposal from Place Score Pty Ltd to assist in this regard (Action A2).
 - b. Action Plan Manager for Nowra CBD – commence required discussions regarding the position logistics/arrangements (Action A3).
3. Commit to undertake the annual Action Plan Impact Review (Action A10) over each of the three years and obtain a fee proposal from Place Score Pty Ltd for this work.
4. Action Plan Package be reported to Council for endorsement when ready.
5. Notes that the Working Groups continue operation to assist with the delivery of the Action Plan.
6. Chair and relevant Council Staff work together to establish the scope and role expectations of the Action Plan Manager for \$80,000 (up to a maximum of \$100,000).

CARRIED

resolved that:, That Council:;

1. Receive the report for information. ,
2. Endorse the ‘Revitalising Nowra Action Plan 2021-23’ (Attachment 1) as the basis for the Nowra CBD Revitalisation Strategy Committee’s activities for the period 2021-2023.,
3. Maintain the annual budget allocation of \$500,000 to support the implementation of the Action plan over the next three years and the principle that any unspent funds from the yearly allocation is rolled over to the next financial year to enable the Committee to strategically plan, respond flexibly and also undertake other relevant activities.,
4. Commend the Nowra CBD Revitalisation Committee on the initiative of preparing the Action Plan.,
Part 1 complete ,
Part 2-6 – ongoing work in progress, Endorsed Action Plan and associated documents made publicly available via the Committee’s ‘get involved’ page., Internal discussions continuing re the early preparatory work, possibly involving Place Score. Will be subject of follow up report/s to the Committee and detailed discussions.

17 Feb 2022 10:44am Clark, Gordon - Completion

Action completed by: Clark, Gordon, Recommendation considered by Council and Action Plan adopted - see SA21.142. Work underway on actions.

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 09/06/2021		CBD21.15	City Services	09/07/2021
Title: Investigation - Alcohol Prohibited Areas - Egans Lane & Stewart Place Car Park - Nowra CBD (MIN20.902) - Form Working Group - Application - Evidence				Completed: 31/03/2022
Resolution: RESOLVED (Clr White / Robert Domm)			Notes: Item superseded by CBD21.40	

CBD22.10 - Attachment 1

That as a local community group, the Nowra CBD Revitalisation Strategy Committee forms a working group to progress an application, formally requesting Council to create an Alcohol Prohibited Area on land in the Egans Lane and Stewart Place Car Park precinct to supplement the existing Alcohol Free Zones, with the key tasks being:

- a. Create a plan to be submitted with the formal application showing the locations requested to be made Alcohol Prohibited Area and/or Alcohol Free Zone.
- b. Collect any evidence that the public use of these roads, footpaths or public parks has been compromised by consumption of alcohol in the immediate area, for example, there could be instances of malicious damage to property, littering, anti-social behaviour, or other crimes, and document this evidence accordingly.

CARRIED

Meeting Name Nowra CBD Revitalisation Strategy Committee 06/10/2021	Minute No:	Item No. CBD21.34	Group: City Services	Target date: 05/11/2021
Title: Review of Terms of Reference - Working Groups - Membership				Completed: 29/03/2022
Resolution: RESOLVED (Paul Keech / Brendan Goddard) That the Committee appoint a Working Group under the Current Terms of Reference to review the Terms of Reference and prepare a draft revised Terms of Reference for the committee to consider recommending to Council. The working group is to consist of: The Current Committee Chair – James Caldwell Committee Member – Cr Patricia White Committee Member – Director City Services CARRIED			Notes: Completed as per CBD22.3	

CBD22.10 - Attachment 1

Meeting Name Nowra CBD Revitalisation Strategy Committee 16/02/2022	Minute No:	Item No. CBD22.1	Group: City Performance	Target date: 18/03/2022
Title: Overview Presentation – Nowra CBD Revitalisation Action Plan				Completed: 29/03/2022
Resolution: A presentation on the Nowra CBD Revitalisation Action Plan and background information in relation to the Committee was provided at the meeting and a copy of the presentation was subsequently sent to members via email.			Notes: Email distributed on 28 February 2022. Will be sent with the Agenda, no feedback received, therefore no e-meeting was held.	

Meeting Name Nowra CBD Revitalisation Strategy Committee 16/02/2022	Minute No:	Item No. CBD22.4	Group: City Services	Target date: 18/03/2022
Title: Budget Update - February 2022 - Junction Court - Grant				Completed: 15/03/2022
Resolution: RESOLVED (The Director City Services / Wesley Hindmarch) That the Nowra CBD Revitalisation Strategy Committee notes for information: 1. That \$0 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update, (Noting that \$623,600 of the \$935,000 Junction Court Revitalisation Grant has been spent to date). 2. The total year to date spend for the 2021/22 financial year is \$0 of the available budget of \$1,326,507 3. A summary of expenditure is in the attachment to this report (D22/49465). CARRIED			Notes: Standing report - Complete	

Meeting Name Ordinary Meeting 14/03/2022	Minute No: MIN22.163	Item No. CBD22.2	Group: City Performance	Target date: 13/04/2022
Title: Nowra CBD Revitalisation Strategy Committee - Election of Chairperson - James Caldwell				Completed: 29/03/2022
Resolution: RESOLVED* (Clr White / Clr Copley) That the Committee: 1. Receive the report regarding Council's Resolution in relation to the re-establishment for information (CL22.30 Nowra CBD Revitalisation Strategy Committee - MIN22.27); 2. Elect James Caldwell as Chairperson for the period to September 2022, noting that will be reaffirmed by Council. FOR: Clr Findley, Clr Kotlash, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Ell, Clr Christen, Clr White, Clr Watson, Clr Kitchener and Clr Gray AGAINST: Nil CARRIED			Notes: Complete – Updated Membership details	

Meeting Name Ordinary Meeting 14/03/2022	Minute No: MIN22.165	Item No. CBD22.7	Group: City Performance	Target date: 13/04/2022
Title: Nowra CBD Revitalisation Strategy Committee - Terms of Reference - Adoption - Working groups - Joanna Gash appointment				Completed: 29/03/2022
Resolution: RESOLVED* (Clr White / Clr Copley) That:			Notes: Terms of Reference updated and notification sent to Jo Gash. Complete	

1. Council adopt the Draft Terms of Reference as presented (POL22/145) noting that the key changes include;
 - a. References to the annual budget allocation (currently \$500,000) now reflect the rate-pegged increases in the budget allocation.
 - b. Membership criteria that better reflects the range of stakeholders that are engaged in the activities of the Committee and the inclusion of Councillors
 - c. Clauses dealing with removal of members have been added
 - d. Amendments to 'Working Groups' to include Sub Committees and define the key Working Groups.
2. Pending the adoption of part 1 above, that the initial appointment of the Strategic Advisor be Joanna Gash (Former Mayor, Councillor, and Federal Member) until September 2022, following that, an expression of interest will be called to permanently fill the position.

FOR: Clr Findley, Clr Kotlash, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Ell,
Clr Christen, Clr White, Clr Watson, Clr Kitchener and Clr Gray

AGAINST: Nil

CARRIED

CBD22.11 Standing Report - CBD Planning Controls

HPERM Ref: D22/45726

Department: Strategic Planning

Approver: Carey McIntyre, Director - City Futures

Reason for Report

The reason for the report is to update the Committee on the status of the review of planning controls in Nowra CBD, as resolved by Council at the 11 May 2021 Development & Environment Committee meeting.

The review will consider the planning controls applicable to the Nowra CBD, including building height, with a particular focus on the commercial core area (B3 zoned), to identify whether changes are needed in potential key locations (e.g., Egan's Lane and Stewart Place car parks and adjoining land) to help strengthen, activate and support appropriate redevelopment, including residential uses.

Recommendation (Item to be determined under delegated authority)

That the Committee receive the update report on the review of planning controls in Nowra CBD / commercial core area for information.

Options

1. As recommended.

Implications: this report updates the Committee on the status of the review of planning controls in the Nowra CBD / commercial core area.

Background

The Committee was updated on the commencement of the review of planning controls in the Nowra CBD / commercial core area at its 6 October 2021 meeting (item CBD21.35).

At the meeting the Committee resolved to:

1. *Receive the update report on the review of planning controls in Nowra CBD / commercial core area for information.*
2. *Receive a further update report on the outcomes of the review at the appropriate point, before Council proceeds with any Planning Proposal to amend relevant controls in Shoalhaven Local Environmental Plan 2014.*

This report provides an update on the review progress for the Committee's information and will remain on the agenda for future updates.

Update

- Finalising the selection of key sites / locations in Nowra CBD will be specifically considered in the review. This was informed by submissions received from key stakeholders in response to Council's invitation for initial expressions of interest in October 2021 (in total five submissions were received).

- Finalising the briefs for the initial technical studies to be undertaken (e.g. urban design review, economic feasibility analysis, utility servicing capability) is underway.
- Progress has been delayed generally due to staff changes and vacancies within the Strategic Planning Team.

Next steps

- Issue briefs for the initial technical studies to selected consultants (*target May 2022*).
- Engage consultants for the initial technical studies (*target June 2022*).

Community Engagement

Council invited Expressions of Interests (EOI) from key stakeholders (including major CBD landholders, development industry representatives, peak bodies and the Nowra CBD Revitalisation Strategy Committee) to help identify potential key sites / locations in Nowra CBD as described above.

Further stakeholder and community consultation will occur during the review / preparation of technical studies and as part of any subsequent Planning Proposal seeking to amend Shoalhaven LEP 2014 and / or the DCP.

The Nowra CBD Revitalisation Strategy Committee will continue to be consulted and engaged as a key Nowra CBD stakeholder during the preparation of the various technical studies.

Financial Implications

The review is being funded from the existing recurrent Strategic Planning budget and no further budget demands are expected.

CBD22.12 Standing Report - Budget Update - April 2022

HPERM Ref: D22/139343

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

Attachments: 1. Attachment - Nowra CBD Revitalisation Budget Update - April 2022 [↓](#)

Reason for Report

To provide an update on the Nowra CBD Revitalisation Strategy Committee Budget.

Recommendation (Item to be determined under delegated authority)

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

1. That \$30,300 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update (noting that \$623,600 of the \$935,000 Junction Court Revitalisation Grant has been spent to date).
2. The total year-to-date spend for the 2021/2022 financial year is \$30,300 of the available budget of \$1,326,507.
3. A summary of expenditure is provided in the Attachment to this report.

CBD22.12

Background

This report provides an update to the Nowra CBD Revitalisation Strategy Committee budget spending compared to the 3-year action plan that was endorsed by Council on 20 July 2021 (MIN21.540). A summary of the Budget is attached. Note that the *CBD Promotions and Activation* item (\$52,400) is not included in the available budget amount reported in the recommendation.

Expenditure

Name	Paid to	Amount (Excl GST)
<i>Smart Poles Investigations Payment Claim 1</i>	<i>Complete Urban</i>	<i>\$5,100</i>
<i>Smart Poles Investigations Payment Claim 2</i>	<i>Complete Urban</i>	<i>\$2,000</i>
<i>Mural Project</i>	<i>Verb Syndicate</i>	<i>\$23,200</i>
	Total	\$30,300

CBD22.9-4 allocates \$500 per month to hold markets in Jellybean Park from the Nowra CBD Revitalisation Strategy Committee’s budget. Any future spend related to this resolution will be captured within the Nowra CBD Action Plan Place Making Project line A13 of the budget for *Monthly Fresh Food Markets*.

Income

NIL since the February meeting of the Nowra CBD Revitalisation Strategy Committee.

Nowra CBD Revitalisation Strategy Committee 3 Year Spending Plan

April 2022 Update

	Expenditure 2020/2021	Budget 2020/2021	Expenditure 2021-2022	Budget 2021-2022	Proposed Budget 2022-2023*	Proposed Budget 2023-2024*
Incoming Funds						
Carry Fwd		\$ 75,479		\$ 776,507	\$ 759,507	\$ 554,507
CBD Levy Allocation		\$ 1,474,038		\$ 550,000	\$ 550,000	\$ 550,000
CBD Promotions and Activation				\$ 52,400	\$ 52,400	\$ 52,400
Total Incoming Funds		\$ 1,549,517		\$ 1,378,907	\$ 1,361,907	\$ 1,156,907
^ Junction Court Revitalisation				\$ 935,000		
Outgoing Funds						
Finance ID						
102948 Nowra CBD Renewal	\$ -	\$ 395,624				
103898 Berry Street Footpath Upgrade	\$ 644,597	\$ 1,022,407				
102949 Nowra CBD City Walks	\$ -	\$ 3,073				
102947 Shopfront Façade	\$ 4,545	\$ 4,545		\$ 5,000	\$ 5,000	\$ 5,000
102512 CBD Promotions	\$ 52,882	\$ 52,882		\$ 52,400	\$ 52,400	\$ 52,400
Disabled Access				\$ 10,000	\$ 10,000	\$ 10,000
106232 Place Making Project	\$ 70,986	\$ 70,986		\$ 420,000	\$ 665,000	\$ 480,000
A1 Endorse the Action Plan						
A2 2020-21 Preparation Work	\$ 50,000	\$ 50,000				
Contingency				\$ 20,000	\$ 20,000	\$ 20,000
A3 Place Manager for Nowra CBD				\$ 100,000	\$ 100,000	\$ 100,000
A4 Surprise Saturday Program				\$ 75,000	\$ 75,000	\$ 75,000
A5 Social Media and Graphics Support				\$ 20,000	\$ 20,000	\$ 20,000
A6 Junction Court Revitalisation Project (via DPIE grant)				\$ 15,000		
A7 Branding and Marketing Strategy				\$ 40,000		
A8 Monthly Cleaning and Maintenance Program				\$ 25,000	\$ 25,000	\$ 25,000
A9 Annual Christmas Wonderland				\$ 50,000	\$ 50,000	\$ 50,000
A10 Action Plan Impact Review				\$ 20,000	\$ 20,000	\$ 20,000
A11 Parklet Program				\$ 5,000	\$ 80,000	\$ 15,000
A12 'Try Local' Campaign					\$ 20,000	\$ 15,000
A13 Monthly Fresh Food Markets				\$ 15,000	\$ 35,000	\$ 20,000
A14 Major Activation Feasibility Study + Project Implementation					\$ 40,000	\$ 100,000
A15 Art and Light Project				\$ 15,000	\$ 160,000	
A16 Greening Nowra				\$ 20,000	\$ 20,000	\$ 20,000
Shovel Ready Designs			\$ 7,100	\$ 77,000	\$ 75,000	\$ 75,000
Smart Poles Investigations			\$ 7,100	\$ 12,000		
North St Strategic Masterplan				\$ 60,000		
Design and Costing - Pedestrian Crossing - Junction Street				\$ 5,000		
CBD Mural Project			\$ 23,200	\$ 55,000		
^ Junction Court Revitalisation			\$ 623,600	\$ 935,000		
Total Outgoing Funds	\$ 773,010	\$ 1,549,517	\$ 30,300	\$ 619,400	\$ 807,400	\$ 622,400
Carry forward to Next Financial Year	\$ 776,507			\$ 759,507	\$ 554,507	\$ 534,507

*Assuming a continuation of the current funding agreement with Council

^ The junction Court Project is grant funded and outside of the normal CBD Committee budget and has not been included in totals and carry forward calculations. It has been shown for information purposes

CBD22.13 Standing Report - Project Update - April 2022

HPERM Ref: D22/139347

Department: Technical Services

Approver: Paul Keech, Director - City Services

Reason for Report

To provide the Nowra CBD Revitalisation Strategy Committee with an update on nominated projects within Nowra CBD.

Recommendation (Item to be determined under delegated authority)

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

Background

The following projects are funded by the Nowra CBD Revitalisation Strategy Committee. Updates on each of the below projects will be provided at meetings of the Nowra CBD Revitalisation Strategy Committee:

- Feasibility Investigation - Use of Smart Poles in the Nowra CBD
- Investigation & Design - Pedestrian Crossing - Junction Street Nowra
- Traffic Masterplan for North Street, Nowra
- Nowra CBD Action Plan

The following projects are funded by Council. The Nowra CBD Revitalisation Strategy Committee has requested a short update on the below projects at meetings of the Nowra CBD Revitalisation Strategy Committee:

- Nowra Arts Centre - Roof Renewal Works
- Nowra CBD - All Day Car Parking
- Nowra - O'Keeffe Avenue
- Nowra - Berry / Worrigeer Street – Multi Storey Car Park - Investigate and Design
- Nowra - Bridge Rd / Hyam St Intersection - Safer Roads Project
- Nowra - Berry St / Worrigeer St – Intersection Upgrade Traffic Lights (Design)
- Council Admin Building Works

The following projects have been added to the projects update list as a result of Nowra CBD Revitalisation Strategy Committee meeting resolutions:

- Morrisons Arcade lease renewal and lighting (CBD21.40)
- CBD Mural Project (CBD21.44)
- Jellybean Park Electrical and Technology Infrastructure Upgrade (CBD22.9)

Project Updates

1. *Feasibility Investigation - Use of Smart Poles in the Nowra CBD*
 Budget - \$12,000.
 Expected Delivery Date – April 2022.
 Complete Urban has been engaged to undertake the feasibility investigation for \$10,190 excl GST. A final report has been received for review.
2. *Investigation & Design – Pedestrian Crossing – Junction Street, Nowra*
 Budget - \$5,000.
 Expected Delivery Date – May 2022
 A preliminary signage and linemarking plan is complete. An electrical engineer has been engaged to complete a street lighting upgrade design as required by the Australian Standards.
3. *Traffic Masterplan for North St, Nowra*
 Budget - \$60,000
 Expected Delivery Date – May 2022
 Cardno consultants have been engaged for concept design and costing. Report expected May 2022.
4. *Nowra CBD Action Plan*
 Updates on the Nowra CBD Action plan will be provided here in future reports by the Place Manager when appointed.
5. *Nowra Arts Centre - Roof Renewal Works*
 Project has been deferred until 2022/2023 due to variations associated with the works on the Library Airconditioning.
6. *Nowra CBD - All Day Car Parking*
 Project deferred to 2022/2023 financial year.
7. *Nowra - O'Keeffe Avenue*
 This project is to provide a signalized pedestrian crossing at the existing pedestrian crossing between Coles and the Ex Servos. The Project has a budget of \$289,000. Deferred to next financial year (2022/2023) due to resources being required for disaster recovery and management.
8. *Nowra - Berry/Worrigeer Street - Multistorey Car Park - Investigate and Design*
 This Project is to design a multi storey carpark at the corner of Berry St and Worrigeer St. The Civil and Structural Design has been completed. Facade and electrical design are ongoing and expected to be completed by the end of the 2021/2022 financial year. A grant application to partially fund the construction of this project from the Building Better Regions Fund was submitted in February 2022 and a decision is expected mid-2022.
9. *Nowra - Bridge Rd / Hyam St Int - Safer Roads Project*
 This Project is for the design of Traffic Lights at the Intersection of Bridge Rd and Hyam St, Nowra. This project is reliant on grant funding. To date Council has been unsuccessful in obtaining grant funding and the project is on hold.
10. *Design of Traffic Lights at the Intersection of Worrigeer St and Berry St, Nowra.*

This project is reliant on grant funding. To date Council has been unsuccessful in obtaining grant funding and the project is on hold.

11. Council Admin Building Works

Nowra Admin Safety Works – To improve safety measures in the northern carpark – Budget \$50,000 – Complete.

Basement Entry Improvements – To improve the entrance to the basement carpark – Budget \$40,000 – Existing door refurbished and road pavement renewal - Complete.

Digital Signage upgrade in public areas & council offices – To improve digital signage and screens within both Public and Staff areas of the Administration Building – Budget \$60,000 – This project will be renominated as part of future years budget process.

Upgrade to Level 3 Accessible Amenities – Provide additional accessible amenities – Budget - \$150,000 – Letter of acceptance was sent on Friday 1 April 2022. Practical completion anticipated early June. Funds to refurbish Level 2 amenities (public area outside the chambers) in next year's budget bid.

Fire Mitigation Upgrade – To improve the administration buildings fire safety measures– Budget \$1,010,000 – Task 1 - Attaining existing fire schedule compliance Certification & Compliance have issued revised Fire Safety Schedule (FSS) for review prior to issuing formally through a Fire Safety Order (FSO). Task 2 - Potential upgrade requirements in accordance with the current standards BCA/NCC compliance report reviewed by Certification & Compliance Department. Fire Engineering Report (FER) required to identify "deemed to satisfy" (DTS) solutions to current building issues. Site works in progress on a combined fire water supply for SEC & Admin Building. These works will provide water for upgrade of ground floor sprinkler and hydrant systems upgrade. Approximately 50% of the budget has been spent.

Reception Service Counter Renewal - To upgrade the front counter area of the Administration Building – Budget \$150,000 – This project was identified when the new customer experience was being formed. Budget \$60,000 – This project will be renominated as part of future years budget process.

12. Morrisons Arcade lease renewal and lighting

The lease for the Morrisons Arcade airspace is due for renewal on 14 June 2023. Lease renewal preparation work will commence in January 2023 with the intention of Council taking control and responsibility for the lighting in the public thoroughfare.

13. CBD Mural Project

Budget - \$55,000

A proposed mural on the building at 11 Haigh Avenue, Nowra.

Agreement reached with 11 Haigh Ave building owner. Artists are working on concept design; drafts will be provided to Council for review in April/May. Mural start date pushed back due to weather.

14. Jellybean Park Electrical and Technology Infrastructure

The project will provide festoon lighting, Wi-Fi, CCTV cameras and additional power outlets. This project was initially resolved to be funded by the Nowra CBD Revitalisation Strategy Committee, however an application for improvements to Jellybean Park as a variation to the Junction Court Revitalisation Grant has been approved by the Department of Planning, Industry and Environment. The Project Manager is investigating how many of the items in this project can be covered by the grant.