

Nowra CBD Revitalisation Strategy Committee

Meeting Date: Tuesday, 25 October, 2022
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**
 - CBD22.36 Election of Chairperson and Notification of Council Resolution 8
 - CBD22.37 Committee Actions Report for Ongoing / Completed Items 12
 - CBD22.38 Standing Report - Project Update - October 2022 21
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 - CBD22.40 Paving - Eastern Side - Kinghorne Street 26
5. **General Business**

Membership

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

Non-voting members

All other Councillors
CEO
Director, City Services or delegate

Quorum – Seven (7) members

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

Role of the Committee

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

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

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

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

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

Delegated Authority

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

Nowra Revitalisation Committee - Sub/Working Groups

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

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Wednesday, 14 September 2022
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.00pm

The following members were present:

Mr James Caldwell - Chairperson
Clr Serena Copley – left 5.30pm
Clr Matthew Norris
Clr Tonia Gray (Remotely)
Clr Patricia White - Alternate
Ms Jo Gash
Mr Scott Baxter
Mr Brendan Goddard
Mr George Parker – arrived at 4.21pm
Mr Wesley Hindmarch – arrived at 4.41pm (Remotely)
Ms Alison Henry
Ms Catherine Shields

Others present:

Mayor Findley (Remotely)
Mr Simon Holt – Engineering Officer (Remotely)
Ms Sara McMahon – Business Assurance and Risk Manager
Mr Gordon Clark – Strategic Planning Manager

Apologies / Leave of Absence

Nil

Confirmation of the Minutes

RESOLVED (Clr Copley / Brendan Goddard)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Tuesday 05 July 2022 be confirmed.

CARRIED

Declarations of Interest

Alison Henry – CBD22.34 - Consideration - Place Manager - Tender Evaluation Selection Criteria – Pecuniary interest declaration – she is one of the Tenderers and may receive benefit – will leave the room and will not take part in discussion or vote.

REPORTS

CBD22.26 Freedom of Entry Ceremony and Celebration - 21 October 2022

HPERM Ref:
D22/388351

Note: Mayor Findley joined remotely at 4.05pm

Note: Catherine Shields arrived at 4.06pm

It was suggested that the Committee contribute to the cost of the event, by matching the Navy's contribution of \$10,500 or match half of the Council's contribution of \$20,000.

Mayor Findley provided a background on the event and advised that she would forward the run sheet when she has access to it.

It was suggested that the 'Monthly Wednesday Night Food Market' coincide with this event and be held on the Friday or Saturday Night.

The Committee confirmed that the funding will come from the Promotions Budget.

Recommendation (Item to be determined under delegated authority)

That the Committee received the report regarding the Freedom of Entry Ceremony and Celebration for information.

RESOLVED (Alison Henry / Cllr Norris)

That the Nowra CBD Revitalisation Strategy Committee:

1. Receive the report regarding the Freedom of Entry Ceremony and Celebration for information.
2. Allocate approximately \$15,000 (from the Promotions Budget) for other activities during the event, to be determined by the Committee with the assistance of the Promotions Committee.

CARRIED

CBD22.27 Policy Review - Road Closure (Events) Junction Court Policy and Nowra CBD Banner Policy

HPERM Ref:
D22/301564

Recommendation

That Council reaffirm of the following policies without amendment;

*Road Closure (Events) Junction Court Policy (POL16/249) and the
Nowra CBD Banner Policy (POL19/13)*

Noting that the City Services Directorate will be the Corporate Owners of the Policies from here on.

RECOMMENDATION (Jo Gash / Cllr Copley)

That Council reaffirm of the following policies without amendment;

1. Road Closure (Events) Junction Court Policy (POL16/249) and the

2. Nowra CBD Banner Policy (POL19/13)

Noting that the City Services Directorate will be the corporate owners of the Policies from here on.
CARRIED

CBD22.28 Community Mural Proposal - Laneway Adjacent to Shoalhaven Regional Gallery (12 Berry St, Nowra)

**HPERM Ref:
D22/335556**

Note: George Parker arrived at 4.21pm

Recommendation (Item to be determined under delegated authority)

That:

1. The Nowra CBD Revitalisation Strategy Committee decide whether to provide 'in-principle' support to the proposed community mural event.
2. Subject to the Committee's 'in-principle' support, receive a further report at the appropriate point to consider the detail (budget request, resourcing, community engagement etc).

RESOLVED (Clr Copley / Brendan Goddard)

That the Nowra CBD Revitalisation Strategy Committee:

1. Provides 'in-principle' support to the proposed community mural event in the Laneway Adjacent to Shoalhaven Regional Gallery (12 Berry St, Nowra).
2. Receives a further report at the appropriate point to consider the detail (budget request, resourcing, community engagement etc).

CARRIED

CBD22.29 Standing Report - Budget Update - August 2022

**HPERM Ref:
D22/327978**

Mr Paul Keech – Director City Services addressed the Committee in relation to the Budget and recommendation.

It was noted that the Budget is shown as a 3 Year period.

Recommendation (Item to be determined under delegated authority)

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

1. That the 2020/2021 financial year ended with a carryover of \$776,507 and that this financial year will now be removed from the Budget update reports.
2. That the 2021/2022 financial year ended with a carryover of \$759,507 (primarily due to effort being directed to expenditure on the unplanned Junction Court Revitalisation grant) and that this financial year will now be removed from the Budget update reports.
3. That \$27,698 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update.
4. The total year-to-date spend for the 2022/2023 financial year is \$27,698 of the available budget of \$1,898,594.
5. A summary of expenditure is provided in the Attachment to this report

RESOLVED (Jo Gash / Scott Baxter)

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

1. That the 2020/2021 financial year ended with a carryover of \$776,507 and that this financial year will now be removed from the Budget update reports.
2. That the 2021/2022 financial year ended with a carryover of \$759,507 (primarily due to effort being directed to expenditure on the unplanned Junction Court Revitalisation grant) and that this financial year will now be removed from the Budget update reports.
3. That \$27,698 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update.
4. The total year-to-date spend for the 2022/2023 financial year is \$27,698 of the available budget of \$1,898,594.
5. A summary of expenditure is provided in the Attachment to this report

CARRIED

CBD22.30 Standing Report - Project Update - August 2022**HPERM Ref:
D22/327991****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 (Jo Gash / Brendan Goddard)

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

CARRIED

CBD22.31 Projects for Reporting - DPOP - 2022 / 2023**HPERM Ref:
D22/328012****Recommendation (Item to be determined under delegated authority)**

That the Nowra CBD Revitalisation Strategy Committee request that the following projects from Shoalhaven City Council's Delivery Plan Operation Plan and Budget 2022/23 be added to the Projects Update Report presented to the Committee at each meeting.

1. Project 1 (to be completed)
2. Project 2 (to be completed)

RESOLVED (James Caldwell / George Parker)

That the Nowra CBD Revitalisation Strategy Committee:

1. Receive the report on the Projects for Reporting – DPOP – 2022/2023 for information; and
2. Note that no projects were identified at the meeting of 14 September 2022.

CARRIED

CBD22.32 Nowra CBD Facade Improvement Program**HPERM Ref:
D22/331711**

Note: Wesley Hindmarch joined the meeting at 4.41pm

Recommendation

That Council:

1. Note the feedback received from Nowra CBD Property owners during the month of July 2022.
2. Make no changes to the current Nowra CBD Façade Improvement Program.

RECOMMENDATION (Brendan Goddard / Catherine Shields)

That Council:

1. Note the feedback received from Nowra CBD Property owners during the month of July 2022.
2. Withdraw the Façade Improvement Financial Assistance Program Guidelines in its current form
3. Staff meet with the Committee members and conduct a 'walk around' to identify areas/properties in the CBD that may benefit from façade improvements;
4. Write to CBD operators to advise the Façade Improvement Financial Assistance Program Guidelines has been withdrawn and instead the committee will seek to identify properties for façade improvements that would assist with the revitalisation of the CBD.
5. Following the 'walk around' (in Part 3 above) staff report back to the Committee with a way forward for a new Façade improvement Program and consider approaching properties

CARRIED

CBD22.33 Committee Actions Report for Ongoing / Completed Items**HPERM Ref:
D22/352219****Recommendation (Item to be determined under delegated authority)**

That the:

1. Outstanding/Ongoing Action Report be received for information.
2. Following completed items in the Action List attached to the report be removed from the listing:
 - a. CBD22.22 - Standing Report - Project Update - June 2022 - Feedback - Feasibility Investigation - Smart Poles
 - b. CBD22.21 - Standing Report - Budget Report - June 2022
 - c. CBD22.16 - Presentation - Overview of the Program - Facade Improvement - Approve North Street - advertise - survey - Report Required - Seek feedback
 - d. CBD22.12 - Standing Report - Budget Update - April 2022 - \$300,000 Additional Operational Works
 - e. CBD22.6 - Nowra CBD Revitalisation Strategy Project - Management Services - Contract of Engagement adoption
 - f. CBD22.24 - Nowra CBD Maintenance Strategy - Daily / Weekly activities - Expenditure authorised - Bi-monthly walk arounds

RESOLVED (Jo Gash / Clr Copley)

That the:

1. Outstanding/Ongoing Action Report be received for information.

2. Following completed items in the Action List attached to the report be removed from the listing:
 - a. CBD22.22 - Standing Report - Project Update - June 2022 - Feedback - Feasibility Investigation - Smart Poles
 - b. CBD22.21 - Standing Report - Budget Report - June 2022
 - c. CBD22.16 - Presentation - Overview of the Program - Facade Improvement - Approve North Street - advertise - survey - Report Required - Seek feedback
 - d. CBD22.12 - Standing Report - Budget Update - April 2022 - \$300,000 Additional Operational Works
 - e. CBD22.6 - Nowra CBD Revitalisation Strategy Project - Management Services - Contract of Engagement adoption
 - f. CBD22.24 - Nowra CBD Maintenance Strategy - Daily / Weekly activities - Expenditure authorised - Bi-monthly walk arounds

CARRIED

**CBD22.35 Little Laneway - Arts Centre - Proposed Collaboration
Event - March 2023**

**HPERM Ref:
D22/377619**

Recommendation (Item to be determined under delegated authority)

That Nowra CBD Revitalisation Strategy Committee and the Place Manager work with Alec McNeilly and Jerrinja Local Lands Council to fund an exhibition and event for the little laneway to coincide with the Regional Arts Centre Exhibit.

RESOLVED (Scott Baxter / Alison Henry)

That Nowra CBD Revitalisation Strategy Committee:

1. Give in principal support for the use of the laneway during the exhibition;
2. Invite Jerrinja Local Aboriginal Land Council to put forward a funding proposal for Little Laneway, Arts Centre - Event - March 2023;
3. Once the proposal is received, conduct an e-meeting to either support the proposal (potentially funded by the promotions budget).

CARRIED

**CBD22.34 Consideration - Place Manager - Tender Evaluation
Selection Criteria**

**HPERM Ref:
D22/377310**

Alison Henry – pecuniary interest declaration – she is one of the Tenderers and may receive benefit – left the room and did not take part in discussion or vote.

Note: Cllr Copley left the meeting at 5.30pm

Mr Paul Keech – Director City Services and Mr Micaiah Tipton – Manager Design Services addressed the Meeting and provided a background on the progress of the EOI for the Place Manager Position.

Recommendation (Item to be determined under delegated authority)

1. That the Principal's Representative – Manager of Technical Services appoint contractor Henry, Alison Peta (ABN 11663756713) as the Project Manager (Place Manager)
2. That Council Note that the Nowra CBD Revitalisation Strategy Committee has recommended that the Principal's Representative – Manager of Technical Services appoint contractor Henry,

Alison Peta (ABN 11663756713) as the Project Manager (Place Manager)

3. That upon acceptance of the Letter of Offer from contractor Henry, Alison Peta (ABN 11663756713) for the Project Manager (Place Manager), Alison Henry's resignation from the Nowra CBD Revitalisation Strategy Committee be accepted and the Director City Services commence the process to replace the following vacant committee positions
 - a. Nowra CBD Revitalisation Strategy Committee member (Retail/Business operator - non-CBD Property owner) and
 - b. Nowra CBD Revitalisation Strategy Committee - Executive Committee member

RESOLVED (Clr White / Brendan Goddard)

That Council note:

1. That the Principal's Representative – Manager of Technical Services (in accordance with the CEOs delegation) appoint contractor Henry, Alison Peta (ABN 11663756713) as the Project Manager (Place Manager)
2. The Nowra CBD Revitalisation Strategy Committee has recommended that the Principal's Representative – Manager of Technical Services appoint contractor Henry, Alison Peta (ABN 11663756713) as the Project Manager (Place Manager)
3. That upon acceptance of the Letter of Offer from contractor Henry, Alison Peta (ABN 11663756713) for the Project Manager (Place Manager), Alison Henry's resignation from the Nowra CBD Revitalisation Strategy Committee be accepted and the Director City Services commence the process to replace the following vacant committee position
 - a. Nowra CBD Revitalisation Strategy Committee member (Retail/Business operator - non-CBD Property owner)

FOR: James Caldwell, Clr Norris, Clr Gray, Clr White, Jo Gash, Scott Baxter, Brendan Goddard, George Parker, Wesley Hindmarch and Catherine Shields

AGAINST: Nil

CARRIED

**CBD22.35 Little Laneway - Arts Centre - Proposed Collaboration
Event - March 2023**

**HPERM REF:
D22/377619**

Item dealt with earlier in the meeting.

There being no further business, the meeting concluded, the time being 5.55pm.

Mr James Caldwell
CHAIRPERSON

CBD22.36 Election of Chairperson and Notification of Council Resolution

HPERM Ref: D22/424923

Department: Business Assurance & Risk
Approver: Craig Exton, Manager - Technical Services

Reason for Report

To allow for the election of a new Chairperson until the next Call Meeting (scheduled for September 2023), and to advise the Committee of Council's resolution in relation to the re-establishment of the Nowra CBD Revitalisation Strategy Committee.

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 2023, noting that the appointment will be reaffirmed by Council.

Options

1. As recommended

Implications: The membership structure as specified in the Council Resolution is adopted for the period to September 2022.

2. The Committee request that Council consider changes to membership, purpose, delegation, quorum, or the number of meetings required for the committee.

Implications: Such changes would need to be considered as a change to the Terms of Reference of the Committee and endorsed by the Council.

Background

Each year in September, Council reaffirms all its committees for the next 12 months. At that meeting Council has the option to reaffirm its committees; make any change to membership, purpose, delegation, quorum, and the number of meetings required for those committees; or disband committees.

This report is provided to inform the Committee members of the resolution of the Council. At the Ordinary meeting on 26 September 2022 Council adopted (see MIN22.686) the following in relation to the Nowra CBD Revitalisation Strategy Committee for the period to September 2023:

<u>Meetings per year</u> – Six (6)	<u>Quorum</u> – Seven (7)
<u>Commencement time</u> – 4.00pm	<u>Terms of Reference:</u> POL22/145 (50242E)
	<u>Amended:</u> 14 March 2022
Role of the Committee	
<i>Note: Tasks in relation to part 5 will not be undertaken by Councillors</i>	
1. <i>Recommend to Council possible refinement of, and improvements to, the 'Revitalising</i>	

CBD22.36

<p><i>Nowra Action Plan (2021-2023)' and the broader Nowra CBD Revitalisation Strategy as the committee considers appropriate.</i></p>	
2.	<i>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.</i>
3.	<i>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.</i>
4.	<i>Reallocate at its discretion, Nowra CBD Revitalisation Budget funds to operational projects, e.g. activation events.</i>
5.	<i>Monitor the expenditure of the Nowra CBD Revitalisation Budget via a Subcommittee, in particular;</i>
5.1	<i>Approving design plans and specifications at the preliminary concept stage and prior to the detailed drafting and then at final approval stage.</i>
5.2	<i>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.</i>
5.3	<i>The Chair and delegate may, at their discretion, participate on tender evaluation panels for capital expenditure funded by the Nowra CBD Revitalisation Budget.</i>
5.4	<i>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.</i>
6.	<i>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.</i>
7.	<i>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.</i>
8.	<i>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.</i>
9.	<i>Consult with relevant stakeholders as needed.</i>
Delegations:	
1.	<i>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.</i>
2.	<i>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.</i>
3.	<i>Council will provide "in-kind" support to the committee in relation to</i> <ul style="list-style-type: none"> <i>• Project Design and Documentation</i> <i>• Facilitation of meetings</i> <i>• Preparation of reports for the Committee consideration</i>
Chairperson – Appointed by the Committee (reaffirmed by Council)	
Proposed 2022-2023 Councillor/Staff Membership	

Clr Copley

Clr Norris

Clr Gray

Clr White (Alternate)

All other Councillors (non-voting members)

Non-voting Staff Members:

Director City Services

Director City Futures

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

Community Representatives

Two (2) Nowra CBD Retail/Business Operators (non-CBD property owner)

Two (2) Nowra CBD Property Owners

Two (2) Nowra CBD Business owners

One (1) Nowra CBD Business Chamber representative.

Two (2) Community Members (Non CBD Business/Property Owners or Retailers)

One (1) Strategic Advisor (Being a recently retired Councillor or State/Federal Member or Business Person. To advise on strategic initiatives and possible funding innovations)

Outlined below is the process that is followed for the Election of Office Bearers for Committees of the Council, noting that under 4.3 of the [Terms of Reference](#), Councillors and Staff are not permitted to be Chairperson:

At the time on the agenda when the election of office bearers is listed, the following process will be followed:

- (1) *The chairperson to step down from the chair (unless their position is not up for election). An appropriately Senior Officer of the Council or other official should assume the chair for the nomination process.*
- (2) *Individually, for each position the following is to take place:*
 - a. *Nominations are called for that position and are acknowledged by the chair*
 - i. *They may be received in writing prior to the meeting or provided verbally at the meeting*
 - ii. *The Officer conducting the election shall confirm acceptance of each nominee prior to his or her inclusion in the ballot. If the nominee is not present at the meeting and thus cannot confirm their acceptance of the nomination at the time of the election the nomination will not be accepted.*
 - b. *If only one nomination is received, that person is declared as elected*
 - c. *If more than one nomination is received, the Committee will be asked to resolve whether the election is to take place by open voting (i.e., show of hands) or ordinary ballot (i.e., written votes, or emails from remote participants, recorded and provided to the chairperson in secret).*
 - d. *Where a large number of nominations are received, the Committee may elect to proceed by a preferential ballot, whereby ballots are consecutively taken and the nominee with the least number of votes is excluded from running after each ballot, until there are two preferred candidates remaining and a final ballot is undertaken and declared.*
 - e. *The nominee with the most ballots is declared as elected.*

- f. *In the event of an equal number of ballots being cast for nominees, the position shall be determined by draw. The name drawn by the chairperson will be appointed to the position.*

At the conclusion of the elections, the Chairperson shall reassume control of the meeting and proceed with other business.

Policy Implications

It is noted that as part of the above resolution Council also resolved that:

Any non-voting Councillor in attendance at any of the above Committees may act as an alternate voting member in circumstances where achievement of a quorum is required.

Therefore, the Terms of Reference will be amended accordingly to reflect the membership and voting rights of this Committee.

CBD22.37 Committee Actions Report for Ongoing / Completed Items

HPERM Ref: D22/425060

Department: Business Assurance & Risk
Approver: Craig Exton, Manager - Technical Services

Attachments: 1. Action List Table as at 12 October 2022 [↓](#)

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. CBD22.23 - Nowra CBD Place Manager Update & Way Forward
 - b. CBD22.34 - Consideration - Place Manager appointment - Tender Evaluation - Alison Peta Henry - Membership Resignation - EOI process

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 (Friday 19 August 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.

Date From: 19 August 2022	Action Sheets Report
Date To: 12 October 2022	

Ongoing Actions

Meeting Name Nowra CBD Revitalisation Strategy Committee 05/07/2022	Minute No:	Item No. CBD22.23	Group: City Services	Target date: 04/08/2022
Title: Nowra CBD Place Manager Update & Way Forward				Completed:
Resolution: RESOLVED (By consent) That the Nowra CBD Revitalisation Strategy Committee endorse the revised job description (D22/239049) and readvertise the Nowra CBD Place Manager position. The deliverable actions for the position are: 1. Monthly Food Markets 2. Surprise Saturday Program 3. Annual Christmas Wonderland 4. Monthly Fresh Food Markets 5. Digital Marketing Plan 6. Social Media & Graphics Support 7. Develop and implement a program aimed at installing “wraps” on vacant shop fronts within the Nowra CBD that improve the appearance of the CBD and promote the CBD/Shoalhaven. CARRIED			Notes: Advertised the Place Manager position. See CBD22.34 – appointment Parts 1 – 7 Complete Recommended to be complete	

Meeting Name Nowra CBD Revitalisation Strategy Committee 14/09/2022	Minute No:	Item No. CBD22.26	Group: City Services	Target date: 14/10/2022
Title: Freedom of Entry Ceremony and Celebration - 21 October 2022 - Funds voted for other activities				Completed:

Date From: 19 August 2022	Action Sheets Report
Date To: 12 October 2022	

Resolution: RESOLVED (Alison Henry / Cllr Norris) That the Nowra CBD Revitalisation Strategy Committee: 1. Receive the report regarding the Freedom of Entry Ceremony and Celebration for information. 2. Allocate approximately \$15,000 (from the Promotions Budget) for other activities during the event, to be determined by the Committee with the assistance of the Promotions Committee. CARRIED	Notes: Verbal report by Promotions Committee
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Meeting Name Nowra CBD Revitalisation Strategy Committee 14/09/2022	Minute No:	Item No. CBD22.28	Group: City Futures	Target date: 14/10/2022
Title: Community Mural Proposal - Laneway Adjacent to Shoalhaven Regional Gallery (12 Berry St Nowra)- In principle support - Further report request				Completed:
Resolution: RESOLVED (Cllr Copley / Brendan Goddard) That the Nowra CBD Revitalisation Strategy Committee: 1. Provides 'in-principle' support to the proposed community mural event in the Laneway Adjacent to Shoalhaven Regional Gallery (12 Berry St, Nowra). 2. Receives a further report at the appropriate point to consider the detail (budget request, resourcing, community engagement etc). CARRIED			Notes: Staff are working with this action, a report will be presented to a future meeting.	

Date From: 19 August 2022 Date To: 12 October 2022				Action Sheets Report
Meeting Name Nowra CBD Revitalisation Strategy Committee 14/09/2022	Minute No:	Item No. CBD22.34	Group: City Services	Target date: 14/10/2022
Title: Consideration - Place Manager appointment - Tender Evaluation - Alison Peta Henry - Membership Resignation - EOI process				Completed:
Resolution: RESOLVED (Clr White / Brendan Goddard) That Council note: 1. That the Principal's Representative – Manager of Technical Services (in accordance with the CEOs delegation) appoint contractor <u>Henry, Alison Peta (ABN 11663756713)</u> as the Project Manager (Place Manager) 2. The Nowra CBD Revitalisation Strategy Committee has recommended that the Principal's Representative – Manager of Technical Services appoint contractor <u>Henry, Alison Peta (ABN 11663756713)</u> as the Project Manager (Place Manager) 3. That upon acceptance of the Letter of Offer from contractor <u>Henry, Alison Peta (ABN 11663756713)</u> for the Project Manager (Place Manager), Alison Henry's resignation from the Nowra CBD Revitalisation Strategy Committee be accepted and the Director City Services commence the process to replace the following vacant committee position a. Nowra CBD Revitalisation Strategy Committee member (Retail/Business operator - non-CBD Property owner) FOR: James Caldwell, Clr Norris, Clr Gray, Clr White, Jo Gash, Scott Baxter, Brendan Goddard, George Parker, Wesley Hindmarch and Catherine Shields AGAINST: Nil CARRIED			Notes: Letter of offer being finalised, the Principal's Representative has made a verbal offer and received a verbal acceptance. Part 1 – Complete Part 2 – Complete Part 3 – Upon formal acceptance, an EOI will be conducted to fill the membership vacancy along with the Community Member position and the additional Retail/Business operator (non CBD Property owner). Recommended to be complete	

Date From: 19 August 2022 Date To: 12 October 2022				Action Sheets Report
Meeting Name Nowra CBD Revitalisation Strategy Committee 14/09/2022	Minute No:	Item No. CBD22.35	Group: City Futures	Target date: 14/10/2022
Title: Little Laneway - Arts Centre - Proposed Collaboration Event - March 2023 - In principle support - Jerrinja LALC Funding proposal - Further report request - e-meeting				Completed:
Resolution: RESOLVED (Scott Baxter / Alison Henry) That Nowra CBD Revitalisation Strategy Committee: 1. Give in principal support for the use of the laneway during the exhibition; 2. Invite Jerrinja Local Aboriginal Land Council to put forward a funding proposal for Little Laneway, Arts Centre - Event - March 2023; 3. Once the proposal is received, conduct an e-meeting to either support the proposal (potentially funded by the promotions budget). CARRIED			Notes:	

Completed Actions from 20 August to 10 October

Meeting Name Nowra CBD Revitalisation Strategy Committee 27/04/2022	Minute No:	Item No. CBD22.12	Group: City Services	Target date: 27/05/2022
Title: Standing Report - Budget Update - April 2022 - \$300,000 Additional Operational Works				Completed: 05/10/2022
Resolution: RESOLVED (Alison Henry / Clr White) That:			Notes: 05 Oct 2022 11:46am Andriske, Claire - Completion Completed by Andriske, Claire on behalf of Tipton, Micaiah (action officer) on 05 October 2022 at 11:46:07 AM - Complete as per CBD22.33	

Date From: 19 August 2022 Date To: 12 October 2022		Action Sheets Report
1. The Nowra CBD Revitalisation Strategy Committee notes the following points for information; <ol style="list-style-type: none"> \$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). The total year-to-date spend for the 2021/2022 financial year is \$30,300 of the available budget of \$1,326,507. A summary of expenditure was provided in the Attachment to this report. 2. \$300,000 from the 2021/2022 Nowra CBD Revitalisation Strategy Committee Budget be allocated to additional operational works, to be undertaken in the Nowra CBD Revitalisation Strategy Area, with those works being proposed by the Director – City Services and subject to approval of the Chairperson and the Finance Sub-Committee.		
CARRIED		

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 01/06/2022		CBD22.16	City Services	01/07/2022
Title: Presentation - Overview of the Program - Facade Improvement - Approve North Street - advertise - survey - Report Required - Seek feedback				Completed: 05/10/2022
Resolution: RESOLVED (By consent) That: 1. The Nowra CBD Revitalisation Committee accept the application for Façade Improvement Funding for the property at 73 North Street, Nowra for half of the cost of the improvement up to a maximum of \$5000.00 as per the Policy. FOR: Cllr Copley, Cllr Norris, Wesley Hindmarch, Alison Henry and Catherine Shields AGAINST: Cllr Gray and Brendan Goddard			Notes: 20 Jun 2022 9:46am Andriske, Claire Ryan Jameson - Action - North St Funding Approval. Action Second Resolution - Kiralee Goodsell - Row - Part 1 and 2. 21 Jun 2022 6:09pm Goodsell, Kiralee - Reallocation Action reassigned to Tipton, Micaiah by Goodsell, Kiralee - Director Allocation 05 Oct 2022 11:47am Andriske, Claire - Completion	

Date From: 19 August 2022 Date To: 12 October 2022			Action Sheets Report	
<p>CARRIED</p> <p>The Director City Services advised that the staff would:</p> <ol style="list-style-type: none"> 1. Write to all property owners within the CBD boundary advertising the Façade Improvement Program, surveying them and seeking their interest and suggestions for improvement of the program. 2. Provide a further report based on the feedback received in part 1 above, with the aim to review the program. 			<p>Completed by Andriske, Claire on behalf of Tipton, Micaiah (action officer) on 05 October 2022 at 11:47:11 AM - Complete as per CBD22.33</p>	
Meeting Name Nowra CBD Revitalisation Strategy Committee 05/07/2022	Minute No:	Item No. CBD22.21	Group: City Services	Target date: 04/08/2022
Title: Standing Report - Budget Report - June 2022			Completed: 05/10/2022	
Resolution: RESOLVED (By consent) That the Nowra CBD Revitalisation Strategy Committee notes the following points for information: <ol style="list-style-type: none"> 1. That \$9,363 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update (noting that \$683,430 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 \$39,663 of the available budget of \$1,326,507. 3. A summary of expenditure is provided in the Attachment to this report. <p>CARRIED</p>			Notes: 05 Oct 2022 11:46am Andriske, Claire - Completion Completed by Andriske, Claire on behalf of Tipton, Micaiah (action officer) on 05 October 2022 at 11:46:48 AM - Complete as per CBD22.33	

Date From: 19 August 2022 Date To: 12 October 2022				Action Sheets Report
Meeting Name Nowra CBD Revitalisation Strategy Committee 05/07/2022	Minute No:	Item No. CBD22.22	Group: City Services	Target date: 04/08/2022
Title: Standing Report - Project Update - June 2022 - Feedback - Feasibility Investigation - Smart Poles				Completed: 05/10/2022
Resolution: RESOLVED (By consent) That the Nowra CBD Revitalisation Strategy Committee: 1. Note the update provided on the nominated projects within the Nowra CBD. 2. Provide feedback on the Feasibility Investigation - Use of Smart Poles in the Nowra CBD Report, Investigation & Design – Pedestrian Crossing – Junction Street, Draft Traffic Masterplan for North St, Nowra to the Manager Design Services by 6 July 2022. Note: Cllr Gray voted against CARRIED			Notes: 05 Oct 2022 11:46am Andriske, Claire - Completion Completed by Andriske, Claire on behalf of Tipton, Micaiah (action officer) on 05 October 2022 at 11:46:28 AM - Complete as per CBD22.33	
Meeting Name Nowra CBD Revitalisation Strategy Committee 14/09/2022	Minute No:	Item No. CBD22.33	Group: City Performance	Target date: 14/10/2022
Title: Committee Actions Report for Ongoing / Completed Items				Completed: 05/10/2022
Resolution: RESOLVED (Jo Gash / Cllr Copley) 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:			Notes: 05 Oct 2022 11:47am Andriske, Claire - Completion Completed by Andriske, Claire (action officer) on 05 October 2022 at 11:47:50 AM - Complete	

Date From: 19 August 2022 Date To: 12 October 2022	Action Sheets Report
<ul style="list-style-type: none"> a. CBD22.22 - Standing Report - Project Update - June 2022 - Feedback - Feasibility Investigation - Smart Poles b. CBD22.21 - Standing Report - Budget Report - June 2022 c. CBD22.16 - Presentation - Overview of the Program - Facade Improvement - Approve North Street - advertise - survey - Report Required - Seek feedback d. CBD22.12 - Standing Report - Budget Update - April 2022 - \$300,000 Additional Operational Works e. CBD22.6 - Nowra CBD Revitalisation Strategy Project - Management Services - Contract of Engagement adoption f. CBD22.24 - Nowra CBD Maintenance Strategy - Daily / Weekly activities - Expenditure authorised - Bi-monthly walk arounds <p>CARRIED</p>	

CBD22.38 Standing Report - Project Update - October 2022

HPERM Ref: D22/428787

Department: Technical Services

Approver: Craig Exton, Manager - Technical Services

Reason for Report

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

Recommendation (Item to be determined under delegated authority)

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

Background

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

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

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

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

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

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

Project Updates

1. *Feasibility Investigation - Use of Smart Poles in the Nowra CBD*
Budget - \$12,000.
Expected Delivery Date – June 2022.

- Complete Urban has been engaged to undertake the feasibility investigation for \$10,190 excl GST. The work has been completed and a way forward will be the subject of a future report to the Nowra CBD Revitalisation Strategy Committee.
2. *Investigation & Design – Pedestrian Crossing – Junction Street, Nowra*
Budget - \$5,000.
Expected Delivery Date – June 2022.
A preliminary signage and linemarking plan is complete. A way forward will be the subject of a future report to the Nowra CBD Revitalisation Strategy Committee.
 3. *Traffic Masterplan for North St, Nowra*
Budget - \$60,000.
Expected Delivery Date – June 2022.
Cardno consultants have been engaged for concept design and costing. The work has been completed and a way forward will be the subject of a future report to the Nowra CBD Revitalisation Strategy Committee.
 4. *Nowra CBD Action Plan*
A formal offer has been made to Alison Henry for The Nowra CBD Place Manager contract.
 5. *Nowra Arts Centre - Roof Renewal Works*
Project has been deferred due to variations associated with the works on the Library Airconditioning.
 6. *Nowra CBD - All Day Car Parking*
Project deferred to 2022/2023 financial year.
 7. *Nowra - O'Keeffe Avenue*
This project is for the signalisation of the existing pedestrian crossing between Coles and the Ex Servos. The Project has a budget of \$289,000. Deferred to next financial year (2022/2023) due to resources being required for disaster recovery and management. Construction expected to start Q2.
 8. *Nowra - Berry/Worrigee Street - Multistorey Car Park - Investigate and Design*
This Project is to design a multi storey carpark at the corner of Berry St and Worrigee St. The Civil and Structural Design has been completed. Electrical designs are ongoing. 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. Representatives of Berry Court (adjacent building) have recently agreed to a mural design.
 9. *Nowra - Bridge Rd / Hyam St Int - Safer Roads Project*
This Project is for the design of Traffic Lights at the Intersection of Bridge Rd and Hyam St, Nowra. This project is reliant on grant funding. To date Council has been unsuccessful in obtaining grant funding and the project is on hold.
 10. *Design of Traffic Lights at the Intersection of Worrigee St and Berry St, Nowra.*
This project is reliant on grant funding. To date Council has been unsuccessful in obtaining grant funding and the project is on hold.
 11. *Council Admin Building Works*
Upgrade to Level 3 Accessible Amenities – Provide additional accessible amenities – Budget - \$150,000 – Complete
Fire Mitigation Upgrade – To improve the administration buildings fire safety measures– Budget \$1,010,000 – Task 1 - Attaining existing fire schedule compliance Certification & Compliance have issued revised Fire Safety Schedule (FSS) for review prior to issuing formally through a Fire Safety Order (FSO). Task 2 - Potential upgrade requirements in

accordance with the current standards BCA/NCC compliance report reviewed by Certification & Compliance Department. Fire Engineering Report (FER) required to identify "deemed to satisfy" (DTS) solutions to current building issues. Site works in progress on a combined fire water supply for SEC & Admin Building. These works will provide water for upgrade of ground floor sprinkler and hydrant systems upgrade. Approximately 50% of the budget has been spent.

12. *Morrison's Arcade lease renewal and lighting*

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

13. *CBD Mural Project*

Budget - \$55,000.

A mural on the building at 11 Haigh Avenue, Nowra has been completed

14. *Jellybean Park Electrical and Technology Infrastructure*

Festoon lighting and additional power outlets have been provided. This was funded by the residual of the Your High Street Grant.

CBD22.39 Standing Report - Budget Update - October 2022

HPERM Ref: D22/428791

Department: Technical Services

Approver: Craig Exton, Manager - Technical Services

Attachments: 1. CBD Budget Update - October 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 \$0 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update.
2. The total year-to-date spend for the 2022/2023 financial year is \$327,698 of the available budget of \$1,898,594.
3. A summary of expenditure is provided in the Attachment to this report

Background

This report provides an update to the Nowra CBD Revitalisation Strategy Committee budget spending compared to the 3-year action plan that was endorsed by Council on 20 July 2021 (MIN21.540). A summary of the Budget is attached. Note that the *CBD Promotions and Activation* item (\$54,891) is not included in the available budget amount reported in the recommendation.

Expenditure

In accordance with CBD22.24, \$300,000 from the CBD Revitalisation Strategy Committee Budget has been allocated to maintenance within the CBD. As such this has been shown as a \$300,000 expenditure line item.

Income

Nil

Nowra CBD Revitalisation Strategy Committee 3 Year Spending Plan

October 2022

	Actual Expenditure 2022-2023	Budget 2022-2023	Proposed Budget 2023-2024*	Proposed Budget 2024-2025*
Incoming Funds				
Carry Fwd	\$	1,339,244	\$	1,042,748
CBD Levy Allocation	\$	559,350	\$	559,350
CBD Promotions and Activation	\$	54,891	\$	54,891
Total Incoming Funds	\$	1,953,485	\$	1,656,989
Outgoing Funds				
Finance ID				
102948 Nowra CBD Renewal				
103898 Berry Street Footpath Upgrade				
102949 Nowra CBD City Walks				
102947 Shopfront Façade	\$	5,000	\$	5,000
102512 CBD Promotions	\$	52,400	\$	52,400
Disabled Access	\$	10,000	\$	10,000
106232 Place Making Project	\$	320,000	\$	765,000
A1 Endorse the Action Plan				
A2 2020-21 Preparation Work				
Contingency	\$	20,000	\$	20,000
A3 Place Manager for Nowra CBD	\$	100,000	\$	100,000
A4 Surprise Saturday Program	\$	75,000	\$	75,000
A5 Social Media and Graphics Support	\$	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			\$	50,000
A9 Annual Christmas Wonderland	\$	50,000	\$	50,000
A10 Action Plan Impact Review			\$	40,000
A11 Parklet Program			\$	85,000
A12 "Try Local" Campaign			\$	20,000
A13 Monthly Fresh Food Markets	\$	15,000	\$	35,000
A14 Major Activation Feasibility Study + Project Implementation			\$	40,000
A15 Art and Light Project			\$	175,000
A16 Greening Nowra			\$	40,000
Other Place Making Projects	\$	31,000		
Shop Front Wraps	\$	25,000		
Monthly Fresh Food Markets	\$	6,000		
Shovel Ready Designs	\$	160,537	\$	250,000
Smart Poles Investigations	\$	2,900		
Smart Pole Design	\$	75,000		
Smart Pole Installation			\$	250,000
North St Strategic Masterplan	\$	52,637		
Design and Costing - Pedestrian Crossing - Junction Street	\$	5,000		
Construction Pedestrian Crossing - Junction Street	\$	25,000		
CBD Mural Project	\$	27,698	\$	31,800
Weekly Maintenance	\$	300,000	\$	300,000
Total Outgoing Funds	\$	327,698	\$	910,737
Carry forward to Next Financial Year	\$	1,042,748	\$	574,589
			\$	391,430

*Assuming a continuation of the current funding agreement with Council

CBD22.40 Paving - Eastern Side - Kinghorne Street

HPERM Ref: D22/426415

Submitted by: Scott Baxter

Recommendation (Item to be determined under delegated authority)

That the Committee undertake new paving on the eastern side of Kinghorne Street between Smiths Lane and Worrigee Street.

Options

1. As Recommended
2. Adopt an alternate recommendation

Details

Proposing the Committee undertake new paving on the eastern side of Kinghorne Street between Smiths Lane and Worrigee Street.

Director Note:

There are 2 options for funding the investigation and design work for this project

1. If the committee views this project as a priority, it can fund the investigation & design work. If this option is adopted, a project proposal will be prepared for the next meeting showing the scope and likely cost of the investigation and design work.
2. If the committee does not want to fund the investigation and design at this stage, staff can submit a budget bid for consideration during the budget process for the 23/24 financial year.