

Nowra CBD Revitalisation Strategy Committee Terms of Reference

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Review Date:	01/12/2024
Directorate:	City Services
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1. PREAMBLE

- i. Tasks in relation to 2.5 will not be undertaken by Councillors
- ii. For the purpose of this Terms of Reference, “Nowra CBD Revitalisation Budget” is the capital funding that Council sets aside for the Nowra CBD, primarily funded from the Business – Nowra rates subcategory plus any top up funding (such as grants, or loans obtained by council or other council budgetary allocations)
- iii. Any other Capital Works Funding in excess of \$100,000 within the CBD will be discussed with the Committee prior to the commencement of expenditure of that funding.
- iv. In the 2021-2022 financial year the Nowra CBD Revitalisation Budget is \$550,000
- v. All Grant funding and expenditure pursuant to the ‘Revitalising Nowra Action Plan (2021-2023)’ will be reported at each meeting. (Balance sheet)

2. ROLE

- 2.1. Recommend to Council possible refinement of, and improvements to, the ‘Revitalising Nowra Action Plan (2021-2023)’ and the broader Nowra CBD Revitalisation Strategy as the committee considers appropriate.
- 2.2. Develop a list of projects (with estimated costings) for Council to consider/prioritise over a rolling three year time frame, that will assist in achieving the ten elements of the Nowra CBD Revitalisation Strategy. The list is to be presented to an Ordinary Meeting of Council in February each year, and thus adopted by the Council.
- 2.3. Make a formal submission to Council’s annual capital works budget as it relates to the Nowra CBD, in accordance with Council’s budgeting process.
- 2.4. Reallocate at its discretion, Nowra CBD Revitalisation Budget funds to operational projects, e.g. activation events.
- 2.5. Monitor the expenditure of the Nowra CBD Revitalisation Budget via a Subcommittee, in particular;
 - 2.5.1. Approving design plans and specifications at the preliminary concept stage and prior to the detailed drafting and then at final approval stage.
 - 2.5.2. 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.
 - 2.5.3. The Chair and delegate may, at their discretion, participate on tender evaluation panels for capital expenditure funded by the Nowra CBD Revitalisation Budget.
 - 2.5.4. 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.
- 2.6. 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.
- 2.7. 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.
- 2.8. 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.

- 2.9. Consult with relevant stakeholders as needed.

3. DELEGATED AUTHORITIES

- 3.1. 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.
- 3.2. 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.
- 3.3. 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

4. COMMITTEE MEMBERSHIP

- 4.1. Voting Members (13 in total - Quorum of 7)
- Three Councillors
Note: Any non-voting Councillor in attendance at a meeting may act as an alternate voting member in circumstances where achievement of a quorum is required.
 - 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.

In the event that a Member’s personal circumstances change in a manner that would impact their eligibility for the position they hold, that Member will notify the Committee.

Note: Council encourages the appointment of two (2) Indigenous representatives, male and female, on all Advisory Committee.

- 4.2. Non-voting Members - can participate, as provided by the Chair, but have no voting rights. Non-voting members need not submit an apology if they cannot attend a meeting
- CEO
 - Director City Services
 - All Councillors who are non-committee members
- 4.3. Annually, following September Ordinary Council Meeting (where Committees are reviewed) the Committee will appoint a Chairperson not being a Councillor or Staff member (to be reaffirmed by Council) and Council reserves the right to appoint a Chairperson at any time.

4.4. The role of the chairperson is to:

- Chair meetings of the Nowra CBD Revitalisation Strategy Committee (and Subcommittees), in accordance with Council's code of meeting practice
- Attend Council/Committee meetings as appropriate

5. SUBCOMMITTEES AND WORKING GROUPS

5.1. Two Subcommittees are to be established to consider the following matters and make decisions as delegated by the Committee in accordance with the Council adopted Terms of Reference. Each Subcommittee to comprise three members:

The Committee Chair

A committee member (not a Councillor)

A member of Council staff (determined by the CEO or delegate)

The two subcommittees to be formed are:

Governance and Communications Sub Committee

Matters for consideration

- Terms of Reference
- Committee Membership
- Strategic Plan Monitoring
- Promotion of the Committee
- Engagement with the CBD
- Lobbying for Grants

Finance and Works Subcommittee

Matters for consideration

- Capital Budget submissions (rolling three years plan)
- Annual Report to Council (August)
- Quarterly Reporting
- Maintenance Inspections
- Accessibility
- Project Approvals

The subcommittees will meet as required.

5.2. Two Working Groups are established to investigate, develop, and conduct Events, Promotions and Community Projects for funding by the CBD Revitalisation Strategy Committee. Each working group to comprise of five members:

Four Committee members

A member of Council staff

The two working groups to be formed are:

Events and Promotions - (Includes Councillor Involvement)

Matters for consideration

- Christmas

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- Easter
 - Advertising the CBD
 - Other similar matters

Activation Projects - (Includes Councillor Involvement)

Matters for consideration

- Murals
- Walks
- Competitions
- Other similar

The working groups will meet as required.

- 5.3. The Council staff member appointed to each Working Group will be the point of contact between Council staff and the Working Group for general day to day updates,
- 5.4. The Nowra CBD Revitalisation Strategy Committee members are invited to attend and participate in any Working Group meeting/activity (but not be involved in the final decision making (i.e. voting) of the working group),
- 5.5. The Nowra CBD Revitalisation Strategy Committee Working Groups members are to be notified in respect to any meeting(s) pertaining to CBD Revitalisation Strategy Committee projects and invited to attend.

6. APPOINTMENT OF MEMBERS

- 6.1. That appointments to the Nowra CBD Revitalisation Strategy Committee be made by the Council following recommendation from the Committee, except for Councillors who will be appointed by the Council usually at the Annual “CALL” meeting.
- 6.2. Recommendations for appointment of members will be made to the Nowra CBD Revitalisation Strategy Committee by a Membership Appointment Panel comprising of:
 - Chairperson or Nominee of the Chairperson
 - CEO (or Delegate)
 - Senior Governance Officer

Selection Criteria for new members

When Council appointed the Committee in October 2014 the selection criteria for membership was as follows:

- Meeting the specific requirements for the Membership Position
- Commit to represent the interests of the group that the Membership Position represents
- Time to commit to the Committee Meetings and other times between meetings
- Acceptance of the Terms of Reference and willingness to work within that framework
- Demonstrated understanding of the role that CBDs play in the economy of the community
- Demonstrated commitment to the implementation of the Nowra CBD Revitalisation Strategy
- Previous experience in working on groups/committees that deliver outcomes.

Removal of members

After receiving three separate apologies in a calendar year to a Scheduled Nowra CBD Revitalisation Committee by a Committee Member the Committee Chair will write to the Committee member asking them to reconfirm their interest in the committee and their ability to serve the committee.

After receiving a further apology to a Scheduled Nowra CBD Revitalisation Committee by a Committee Member the Committee Chair (if decided by the committee) will write to the Committee member asking them to show cause as to why their position should not be declared vacant and a replacement committee member be sought.

The response to the Show Cause and a recommendation of a way forward from the Committee will be provided to the Council for consideration of the ongoing membership of the individual.

7. MEETINGS

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

8. QUORUM

- 8.1. A quorum will consist of the smallest number of members above the 50% membership figure – that being Seven (7) (ie 50% of 13 is 6.5 members).

9. VOTING AND RECOMMENDATIONS

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

10. COMMUNICATION

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

11. PROMOTIONS BUDGET

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

- 11.1. The Committee shall allocate a promotions budget which will be a minimum of 10% of the total allocation from the Nowra Rates Subcategory.
- 11.2. The Promotional Event Budget will be allocated to the Nowra CBD Business Chamber Inc for the expenditure and completion of promotional activities.
- 11.3. The Nowra Business Chamber Inc will provide an annual report to Council on the promotional activities and related expenditure.

12. PARENT COMMITTEE

- 12.1. Ordinary Council Meeting.

13. CODE OF CONDUCT

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

14. REVIEW

This policy will be reviewed within 12 months of each Council election, or as required.