

Nowra CBD Revitalisation Strategy Committee – Terms of Reference

Policy Number: POL19/61 • **Adopted:** 28/10/2014 • **Amended:** 21/02/2017, 16/05/2017, 27/3/2018, 25/09/2018, 18/12/2018, 26/03/2019, 20/09/19 • **Minute Number:** MIN14.765, MIN17.96, MIN17.390, MIN18.228, MIN18.764, MIN18.1012, MIN19.171, MIN19.658 • **File:** 50242E • **Produced By:** Finance, Corporate & Community Services • **Review Date:** 1/12/2020

1. ROLE

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

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

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

- 1.1. Recommend to Council possible refinement of, and improvements to, the Nowra CBD Revitalisation Strategy as the committee considers appropriate.
- 1.2. Develop a list of projects (with estimated costings) for Council to consider priorities over a rolling three year time frame, that will assist in achieving the ten elements of the Nowra CBD Revitalisation Strategy. The list is to be presented to an Ordinary Meeting of Council in February each year, and thus adopted by the Council.
- 1.3. Make a formal submission to Council's annual capital works budget as it relates to the Nowra CBD, in accordance with Council's budgeting process.
- 1.4. Monitor the expenditure of Council's annual capital works budget as it relates to the Nowra CBD, in particular;
 - 1.4.1. Approving design plans and specifications at the preliminary concept stage and prior to the detailed drafting and then at final approval stage.
 - 1.4.2. In cases where the General Manager (or delegate) determines that capital works within the Nowra CBD, will be tendered out, the Committee Chair (or delegate) will approve the tender documentation before tenders are advertised.
 - 1.4.3. The Committee Chair and delegate are to participate on tender evaluation panels for capital expenditure in the Nowra CBD.

- 1.4.4. Assign a Project Steering Working Group to endorse the payment of progress claims and endorse the approval of variations, for capital expenditure in the Nowra CBD.
- 1.4.5. In the case where Council staff undertake substantial capital expenditure (greater than \$150,000) in the Nowra CBD, the Committee will receive a report outlining progress (including expenditure updates) and plans at each of the Committee's Meetings.
- 1.5. Act as a communication conduit between Council and the CBD stakeholders in respect to the ten elements within the Nowra CBD Revitalisation Strategy and approved Capital Works within the Nowra CBD with reasonable support from Council, at Council's expense, as determined by the General Manager.
- 1.6. Assist Council in advocating to the community the adopted list of projects that seek to deliver on the ten elements of the CBD Revitalisation Strategy.
- 1.7. Provide a report to Council each quarter outlining the year to date expenditure of Council's annual capital works budget as it relates to the Nowra CBD and present a report to an Ordinary Meeting of Council in August each year that explains the capital expenditure and any non-expenditure, for the previous financial year.
- 1.8. Consult with relevant stakeholders as needed.

2. DELEGATED AUTHORITIES

- 2.1 To expend the funds allocated by Council annually from the Business – Nowra subcategory (currently \$500,000) to the CBD Nowra Revitalisation Strategy Committee, as the committee deems appropriate in accordance with objectives of the Nowra CBD Strategic Plan.
- 2.2 To establish Working Groups as deemed appropriate.
- 2.3 To promote the advantages of the CBD inside and outside the Local Government area, including making press releases and promoting the Nowra CBD Revitalisation Strategy and its projects.
- 2.4 Council will provide "in-kind" support to the committee in relation to
 - Project Design and Documentation
 - Facilitation of meetings
 - Preparation of reports for the Committee consideration

3. COMMITTEE MEMBERSHIP

- 3.1. Voting Members
 - Three Councillors
 - Director of Assets and Works or delegate
 - Director of Planning and Development Services or delegate
 - Two (2) Community members (non-business operator or CBD property owner)
 - One (1) Nowra CBD Retail/Business operators (non CBD property owner)
 - Two (2) Nowra CBD Property Owners
 - Two (2) Nowra CBD Business owner/operator
 - One (1) Nowra CBD Business Chamber representative

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.

3.2. Non-voting Members

- All Councillors who are non-committee members can attend (however cannot speak unless invited but have no voting rights)

3.3. Annually, following September Ordinary Council Meeting (where committees are reviewed) the Committee will appoint a Chairperson (to be ratified by Council) and Council reserves the right to appoint a Chairperson at any time.

3.4. The role of the chairperson is to:

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

4. WORKING GROUPS

4.1. The Working Groups are established to investigate suitable projects for funding by the CBD Revitalisation Strategy Committee following a suitable project and to meet with relevant Council staff/contractors (if not Council) at all stages of the project,

4.2. Team leaders are nominated as a point of contact between staff and committee for general day to day updates, not as the sole representative from the Nowra CBD Revitalisation Strategy Committee to attend meetings outside those held by the CBD Revitalisation Strategy Committee including progress meetings,

4.3. As project principal/client the Nowra CBD Revitalisation Strategy Committee reserve the right for all Working Groups members of the relevant Working Groups to attend and speak on matters addressed at such meetings,

4.4. The Nowra CBD Revitalisation Strategy Committee Working Groups members are to be notified in respect to any meeting(s) pertaining to CBD Revitalisation Strategy Committee projects and invited to attend.

5. APPOINTMENT OF MEMBERS

5.1. That appointments to the Nowra CBD Revitalisation Strategy Committee be made by the Council following recommendation from the Committee.

5.2. Recommendations for appointment of members will be made to the Nowra CBD Revitalisation Strategy Committee by a Membership Appointment Panel comprising of:

- Chairperson or Nominee of the Chairperson
- Council staff Committee member
- Governance Unit Manager

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.

6. MEETINGS

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

7. QUORUM

- 7.1. A quorum will consist of at least half of the voting committee membership plus one (Eight 8).

8. VOTING AND RECOMMENDATIONS

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

9. COMMUNICATION

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

10. PROMOTIONS BUDGET

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

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

9.3 The Nowra Business Chamber Inc will provide an annual report to Council on the promotional activities and related expenditure.

11. PARENT COMMITTEE

11.1. Ordinary Council Meeting.

12. CODE OF CONDUCT

12.1. All members of the Committee are to abide by Council's Code of Conduct and will be required to complete the necessary Pecuniary Interest Returns.

12.2. Where required by Council Policy members will be required to sign Council's Confidentially Agreement

12.3. All committees will be inducted into Council's Code of Conduct and refreshed as required by Council Policy.

13. REVIEW

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