

Applications are currently being sought for members of Shoalhaven City Council's Nowra CBD Revitalisation Strategy Committee.

**Below is an extract of the Terms of Reference:**

### **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.

The Committee meets at the Nowra Administrative Centre approximately six (6) times per year. Meetings commence at 4pm.

Shoalhaven City Council encourages applications from Aboriginal community members.

| <b>1 Details of Applicant</b>  |                    |            |
|--|--------------------|------------|
| <b>Mr / Mrs / Miss / Ms Surname</b>  | <b>Given Name:</b> |            |
| <b>Email*</b>  |                    |            |
| <b>Postal Address</b>  |                    |            |
| <b>Phone: (H)</b>  | <b>(M)</b>         | <b>(B)</b> |
| <b>Do you identify as Aboriginal?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |                    |            |

\*Correspondence with Committee Members will be sent via email unless otherwise advised.

| <b>2 I am applying to represent the following organisation or group (if relevant)</b> |
|---|
|   |

| <b>3 I am applying for the membership for the following reasons:</b> |
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|  |

#### 4 I can bring the following skills / experience and attributes to the Committee:

#### 5 Signature of Applicant

Signed:

Date:

How did you hear about this opportunity?

- Newspaper  Social Media  
 Word of Mouth  Council Website  
 Other, please specify: \_\_\_\_\_

Please complete the above form and return by email to [governance@shoalhaven.nsw.gov.au](mailto:governance@shoalhaven.nsw.gov.au) or post to "The CEO, Shoalhaven City Council , PO Box 42, NOWRA NSW 2541"

Attachments of further information supporting your application are permitted.

Privacy Notification: Shoalhaven City Council is collecting the information on this Contact Details Form / Membership Application form in order to ensure correct contact information for the distribution of relevant information in relation to your role on the Committee (should you be successful). Contact information collected will be used solely by Council staff for the stated purpose. Individuals may apply for access to, or correction of, their personal information at any time.

**City Administrative Centre** Bridge Rd, Nowra, NSW, Australia, 2541  
[council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au) [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)  
Phone: (02) 4429 3111 Fax: (02) 4422 1816