

Harbour Foreshore Community Reference Group

This document outlines the objectives and structure of the Harbour Foreshore Community Reference Group (CRG), which will help City of Newcastle (CN) develop a masterplan to guide revitalisation of the Harbour Foreshore in Newcastle's East End. The CRG terms of reference will be used to guide each meeting of the CRG and inform the members of their responsibilities.

The Harbour Foreshore masterplan will develop a strong, innovative and creative vision which respects the foreshore's history and highlights its future. It will also explore opportunities for locals and visitors to access, utilise and enjoy the space in line with current and future community needs and expectations.

CN along with our external Consultant, Taylor Cullity Lethlean (TCL), and inclusive playspace partner Variety the Children's Charity (VCC) are committed to delivering a comprehensive community engagement program involving the CRG and other relevant stakeholders, that will help guide and shape the development of the masterplan.

A Harbour Foreshore Inclusive Playspace Design Reference Group (DRG) will be created and coordinated by CN and VCC, with a specific focus on playspace design, which is a unique element within the project. These will be coordinated into the masterplan.

1. Background and study area

CN adopted the Foreshore Plan of Management (PoM) in October 2015. The PoM is a legislative and guiding document for community land and outlines the city's long-term vision for the Foreshore Park precinct. The PoM identified the need to develop a masterplan to guide the future development of the precinct. Other priorities identified in the PoM included development of a regional-level inclusive playspace. Recognition of the establishment of the parkland and historical uses will form a crucial part of the plan.

The masterplan project is guided by the following key documents which can be accessed on our website:

- [Newcastle 2030 Community Strategic Plan \(2018\)](#)
- [Foreshore Plan of Management \(2015\)](#)
- [Newcastle Cycling Strategy and Action Plan \(2012\)](#)
- [Coal River Conservation and Tourism Management Plan \(2008\)](#)

The study area is located within the [Newcastle East Heritage Conservation Area](#), an item of local significance under Newcastle Local Environmental Plan 2012. Most of the western section of the park forms the State Significant Heritage Landscape, while the north eastern sections are within the Coal River Precinct, also of State significance. The study area is included within the Coal River Conservation and Tourism Management Plan. Places/items of State Heritage significance will be subject to Heritage NSW requirements, under the NSW Heritage Act 1977, in relation to future works.

Additional information can be found on the [Harbour Foreshore](#) project page.



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|---|-------------------|---|----------------|---|--------------------|
| 1 | Foreshore Reserve | 4 | Playground | 7 | Amphitheatre |
| 2 | Car park | 5 | Frog Pond | 8 | Amenities Building |
| 3 | Carriage Shed | 6 | Shortland Lawn | 9 | Community Garden |

2. Purpose

The purpose of the CRG is to enable two-way communication and engagement between CN and representatives of the Newcastle community as we develop a masterplan for the Harbour Foreshore.

CRG members will:

- Contribute to planning to reinvigorate the harbour foreshore in consideration of current and future community needs and expectations.
- Represent your user/stakeholder group (where applicable) in helping CN to inform the broader community of project objectives, status and outcomes.

CN will:

- Provide information to the CRG to assist in understanding any problems, alternatives and/or solutions.
- Work with stakeholders throughout the project, ensuring issues and concerns are understood and incorporated in decision making.

The CRG will complement other community engagement initiatives carried out by CN and VCC.

3. Facilitator

The CRG will be facilitated by an independent external facilitator who will prepare minutes following each meeting for distribution to members.

4. Membership

- 4.1 Composition of the CRG includes a mix of stakeholder/user group representation and selected from the broader community through an expression of interest process. CRG membership reflects the diversity of our community.

Community members:

Helen Cummings
Laura Shane
Garry Fielding
Tracey Stephens
Jamie Graham

Stakeholder members:

Christine Everingham, Newcastle East Residents Group & Sandhills Community Garden
Rob Russell, Awabakal Local Aboriginal Land Council
Mark Metrikas, Hunter Regional Committee of the National Trust
Joe Relic, Newcastle City Business Improvement Association
Neil Slater, local business owner
Doug Lithgow, Parks and Playgrounds Movement
Reena Bilen, Newy with kids
Justin Nyker, Mothership Events
Bruce Cooper, Port Authority of NSW

City of Newcastle Advisory Committee members:

Nathan Burford, Access Advisory Committee
Cr Emma White, Infrastructure Advisory Committee
David Moir, Liveable Cities Advisory Committee
Luke Russell, Guraki Aboriginal Advisory Committee

Cr Peta Winney-Baartz, Newcastle City Traffic Committee
Simon Grierson, Newcastle City Traffic Committee and Newcastle Cycling Working Party
Ashley Harrison, Youth Council
Cr Declan Clausen, Youth Council

Other members of the CRG will be officers from Assets and Projects, Parks and Recreation, Transport, and Major Events and Corporate Affairs Teams of CN. The Lord Mayor will be invited to attend these meetings.

- 4.2 Membership of the CRG will remain for the duration of the Harbour Foreshore Masterplan development, until early-mid 2021 or until the member resigns.
- 4.3 Community and Stakeholder members are not to send alternate representatives for meetings. Members may nominate an alternate delegate, if the principal member is unavailable or unable to continue participation in the CRG. The stakeholder or community group will advise CN of any changes to a nominated representative in writing to harbourforeshore@ncc.nsw.gov.au.
- 4.4 Where a vacancy occurs or there is a need for a further subject matter expert or further diversity as the scope of the project changes, appointment of a new member will be determined by Manager Assets and Projects.
- 4.5 CN, TCL and VCC representatives may attend each CRG meeting to provide information about the project and receive feedback from CRG members.

5. Duties of CRG members

- 5.1 Attend and participate in all CRG meetings.
- 5.2 Work co-operatively with other members in contributing to the development of a masterplan for the Harbour Foreshore.
- 5.3 Represent their organisation or community interests in the contribution of ideas and suggestions.
- 5.4 Assist CN to inform the broader community of project objectives, status and outcomes, as and when communicated on CN's website, and
- 5.5 Provide information on current usage and areas for improvement at the harbour foreshore.

6. Meetings

- 6.1 City of Newcastle will convene not less than three meetings, with the possibility of focus groups as required. The following is a guide to the timing of meetings and their purpose, which may vary as the process continues:
 - 6.1.1 Meeting 1 – Site Assessment and Vision – August 2020

The project team will present key findings from the detailed site assessment and background research, as well as Phase 1 Community Consultation results.
The design team will discuss their vision of the site, the potential future direction of the project, and seek CRG feedback on this proposal.
 - 6.1.2 Meeting 2 – Preliminary Concept Review - Pre- Phase 2 Community Consultation – November 2020

The project team will present draft concepts (up to 3 concepts) and seek feedback from the CRG prior to commencing Phase 2 Engagement.

6.1.3 Meeting 3 –Pre Public Exhibition Meeting – early 2021 TBC

The project team will present the draft Masterplan to the CRG before placing the masterplan on Public Exhibition, for broad community feedback.

- 6.2 Meetings may be held at the Newcastle City Hall, with meeting length to be a maximum of 2 hours. Online meetings may need to be incorporated, dependent upon the outcomes of the COVID-19 situation.
- 6.3 Meetings will not be open to observers.
- 6.4 The minimum time for the notice period for an upcoming meeting is 10 working days.

7. Conduct of meetings and confidentiality

- 7.1 CRG members must comply with City of Newcastle's [Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors, June 2019](#)
See additional information at: www.newcastle.nsw.gov.au/Council/Our-Responsibilities/Code-of-Conduct
- 7.2 CRG members must sign a Community and Stakeholder Representative Authority form provided by City of Newcastle.

8. Minutes

- 8.1 The independent facilitator will provide minutes of each meeting to the CRG and project team. A summary of key issues from the minutes will be published on CN's website. Items raised in the meeting will be assessed and inform the development of the masterplan by the project team.
- 8.2 The CRG will be kept informed of how feedback has been incorporated into the project prior to the following meeting.
- 8.3 Summaries of actions will be referenced in the Council report that will accompany the Draft Masterplan when submitted to the elected Council for adoption.

9. CRG Reporting Structure

- 9.1 The CRG is part of CN's review process and is not a decision-making body.
- 9.2 A community chair / spokesperson may be selected from community representative members of the CRG by way of an expression of interest. The community chair may be called upon to speak on behalf of the CRG publicly and channel feedback from the CRG to City of Newcastle outside of the meeting process.
- 9.3 Outcomes of CRG meetings will be reported to the Harbour Foreshore Project Control Group.
- 9.4 CN will present how items and ideas have influenced the design process at the next available meeting until the conclusion of the project.