

Planning and Regulatory.PChrystal/JGaynor  
Reference: 5042774 & 5059539  
Phone: 1



5 December 2014

Ms Teresa McMichael  
Director  
Legislative Council  
Select Committee on the Planning Process in Newcastle and  
the Broader Hunter Region  
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Dear Ms McMichael

**INQUIRY ON THE PLANNING PROCESS NEWCASTLE AND THE BROADER  
HUNTER REGION – QUESTIONS ON NOTICE – RESPONSES FROM THE CITY  
OF NEWCASTLE**

In response to questions taken on notice at the Committee of Inquiry hearing held on  
7 November 2014 and evidence presented by staff from the City of Newcastle,  
please find attached our written responses.

If you require further information I can be contacted on -----

Yours sincerely

Peter Chrystal  
DIRECTOR PLANNING AND REGULATORY

# INQUIRY INTO THE PLANNING PROCESS IN NEWCASTLE AND THE BROADER HUNTER REGION

| Question  | Witness Statement  | Council Comment  |
|---|--|--|
| <p>1. Have there been any recent decisions from Council regarding the truncated rail line?</p>  | <p>The Council I believe at the last meeting – I would need to confirm the record – resolved to write either to the Premier or the Minister in relation to a number of items, one of which included the rail line.</p>   | <p>At the Ordinary Council meeting on 23 September 2014, Council resolved in relation to item 82 - Exhibition of Draft Newcastle Transport Strategy that:</p> <ol style="list-style-type: none"> <li>1 <i>Council place the draft Newcastle Transport Strategy (Attachment A) on public exhibition for a period of 28 days.</i></li> <li>2 <i>That the amended report come back to Council for endorsement following the exhibition period.</i></li> <li>3 <i>Council notes that the goal of increasing public transport use by 400% will be extremely difficult unless the rail line to Newcastle is kept open. That the General Manager write to the NSW Government signaling our commitment to increasing public transport usage and advising that achievement of this goal will be made extremely difficult if the rail line to Newcastle is cut.</i></li> </ol> <p>No 'Division' was called for accordingly the Minutes reflect that the motion was "Carried". The Deputy Lord Mayor gave notice of a rescission motion on Part 3 of the resolution. Extract of Council Minutes is at Attachment 1.</p> <p>At the Ordinary Council meeting on 28 October 2014, NOM 28/10/14 – Rescission Motion – Item 82 Exhibition of draft Newcastle Transport Strategy sought to rescind part 3 of the resolution from 23/9/14. The rescission motion was put and lost. No 'Division' was called for accordingly the Minutes reflect that the motion was "Defeated". Extract of Council Minutes is at Attachment 2.</p> |
| <p>2. What was the view of the Council at that meeting regarding the truncated rail line?</p>   | <p>I would have to confirm the minutes. I am sorry, I do not recall it.</p>  | <p>Answer given at 1</p>   |
| <p>3. You do not recall that at the last meeting of Council a letter was written by the elected Councillors opposing the truncation of the rail line?</p> | <p>I believe – and again I would need to confirm this – that it related to the view in the submission from the Councillors on the notice of motion that they believed achieving some of the targets for public transport would be difficult with the removal of the heavy rail line.</p> | <p>Answer given at 1</p>   |

## INQUIRY INTO THE PLANNING PROCESS IN NEWCASTLE AND THE BROADER HUNTER REGION

| Question   | Witness Statement   | Council Comment  |
|--|---|--|
| 4. Basically they opposed it?  | I would have to confirm that. I do not want to read into what the Councillors' view is. They have asked us to write and say that they believe it is difficult.  | Answer given at 1  |
| 5. How many residential development applications have you received for the Newcastle central business district (CBD) in the past year?   | I have not got that number, I would have to take that on notice.  | <p>A total of 35 development applications were submitted between 7 November 2013 and 20 November 2014 in respect of existing or proposed residential buildings in the Newcastle City Centre (ie. Newcastle, Newcastle East and Newcastle West).</p> <p>Australian Bureau of Statistics data shows that between 2006 and 2011, the number of medium and high density dwellings in the city centre increased from 1,782 to 2,323 dwelling units (increase of 541 units).</p> |
| 6. Let us look at it another way. What has been the increase in the population of residents in the Newcastle CBD?  | Again, I do not have the specific details before me.  | <p>For the suburbs of Newcastle, Newcastle East and Newcastle West, the population in 2006 was 2,997 persons. In 2011, the population was 3,770 persons; an increase of 773 people.</p> <p>(data from Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011).</p>  |
| 7. Okay. Let us look at it another way. There has been significant development in Newcastle, is that correct? Roughly how many DAs would have been approved for medium-to high-rise density in the Newcastle CBD in, say, the past five years? | We approve in the order of 2,000 applications a year across the local government area and a number of those, as you can imagine, will not commence in the year that they are approved. I do recall there has been a report provided to the Councillors in relation to the number of approvals and commencements in the CBD. I am happy, with the permission of the Committee, to provide that to you at a later date. I do not have that with me. | Answer given at 5  |
| 8. What are the current height restrictions on the GPT site?   | They vary but there were three specific AHDs (Australian Height Datum) that were provided. From the top of my head I do not recall, but I believe 55, 58, 65 are the kind of numbers but I would need to confirm.   | <p>There is a range of maximum heights applicable to different parts of the site, as follows:</p> <p>Maximum building height (m) – 20, 24, 27 and 35<br/> Maximum building height (RL) – 54.5m (one location) and 58.9m (two locations)</p>  |

## INQUIRY INTO THE PLANNING PROCESS IN NEWCASTLE AND THE BROADER HUNTER REGION

| Question  | Witness Statement   | Council Comment   |
|---|---|---|
| 9. You say 55, 58, 65?  | I would need to check to confirm in the SEPP.   | Answer given at 8   |
| 10. If you could provide what the maximum storeys are that were allowed on that site and what the increase was under the SEPP that would be good.   | If I might, I am aware that they are inside, that information is contained in the Department of Planning's submission as well. They were responsible for the instrument.        | Answer given at 8   |
| 11. They have been saying that they are opposed now to the closure of the rail line, that they would be opposed to any development on that site, I guess. Has the Council looked at any other options in regard to opening up the waterfront other than the removal of the rail line? | In terms of historical, I would have to take that on notice. I am not aware of any but whether or not previous Councils or other administrations have, I would have to confirm. | In the Hunter Street Revitalisation Strategic Framework adopted by Council in December 2010, the need to <i>'improve the connectivity of Hunter Street to surrounding nodes of economic vitality such as Marketown and the Honeysuckle, and coastline and harbourside destinations'</i> was part of the vision (p9). The key opportunity to achieve was seen as removal of the rail line. The document identifies that <i>"removal would provide new opportunities for alternative forms of transport, development, greenspace or a combination of all three....."</i> (p33). Specific actions to achieve this included investigating new north-south linkages such as a link across the vacant site (State rail land) at the northern end of Darby Street to the foreshore area (p24). |
| 12. If you could take on notice any other options that have been looked at and any cost benefit analysis that the Council has done and provide that to the Committee?   | I can do that.  | Answer given at 11. Council has not undertaken any cost benefit analyses. All recommended investigation works placed on hold following announcement of Newcastle's inclusion in State Environmental Planning Policy (Urban Renewal) 2010.   |

## INQUIRY INTO THE PLANNING PROCESS IN NEWCASTLE AND THE BROADER HUNTER REGION

| Question   | Witness Statement   | Council Comment  |
|--|---|--|
| <p>13. How long has there been an Executive Assistant employed for the Lord Mayor or Acting Lord Mayor</p>   | <p>In terms of detail, I could not give you the exact dates. I was aware that the previous Lord Mayor had an assistant and the current Lord Mayor has had, I believe, an assistant from early in the term, but if you want details I would have to take that on notice.</p> | <p>Staff of the Lord Mayor's Office are employees of the Council employed by the General Manager of the Council as per the Local Government Act 1993 regarding staff.</p> <p>A Secretary (position title) was appointed for the Lord Mayor in April 1998. The title of this position was changed to Personal Assistant in 2003 and then to Executive Assistant in October 2011. The current title, changed in 2012, is Chief of Staff.</p> <p>The recruitment of the Chief of Staff was outsourced to the Local Government Association of New South Wales.</p> <p>The Lord Mayor's office also has second position that has changed over time from administration assistant to executive assistant. The level of staffing in the Mayor's office has been stable at two EFT since, at least 1999.</p> |
| <p>14. Could you take it on notice?</p>  | <p>Certainly</p>  | <p>Answer given at 13</p>  |
| <p>15. And also could you provide a copy of the job description and whatever possible legal basis there is to provide an executive assistant, to provide political and strategic advice to the Lord Mayor and Council's view on whether or not that is consistent with the Local Government Act and the restrictions on providing assistants to Councillors and members. Would you be able to provide me with those?</p> | <p>I am happy to provide you with the job description and the dates.</p>  | <p>A copy of the position descriptions for the Chief of Staff and Secretary to the Lord Mayor are at Attachment 3a and 3b.</p>   |

# INQUIRY INTO THE PLANNING PROCESS IN NEWCASTLE AND THE BROADER HUNTER REGION

| Question  | Witness Statement  | Council Comment   |
|---|--|---|
| <p>16. Would it be true – and you can take this on notice – that Council made an inquiry of the secretariat of this Committee about whether it was appropriate for the General Manager to sign off on the submission and you were given advice to the effect that we would expect it to go through whatever approval process you have. You were given that advice. I am happy for you to take that on notice and provide an answer.</p> | <p>Thank you.</p>  | <p>Council made enquiries to the Committee secretariat concerning the appropriateness of releasing a copy of Council's written submission to elected members having regard to the statement made in the Committee Chairman's letter of 30 September 2014, addressed to Council's General Manager, namely:</p> <p><i>"Please note that no one, including the author, may distribute the submission unless authorised by the committee. Anyone who republishes a committee document apart from the Parliament to its committees is subject to the laws of defamation. Submissions are confidential until the committee makes them public. Submissions are usually published by the committee and placed on the committee's website."</i></p> <p>Council's Manager Council and Legal Services received oral confirmation from the Committee staff of that prohibition, and advice that the submission to be lodged with the Committee on 24 October 2014 was likely to be published by the Committee by either 29 October 2014 or 30 October 2014. The General Manager strictly complied with the Committee's requirements.</p> <p>Councillors were advised of this by way of an All Councillor Memo on 27 October 2014 and again, once the submission was published by the Committee by way of an All Councillor Memo on 30 October 2014. Copies of these Councillor memos are at Attachment 4a and 4b.</p> |
| <p>17. Can you provide the Committee with whatever documents staff provided to Council to assist them with their decision-making on 25 February 2014?</p>   | <p>In relation to the Lord Mayoral Minute?</p>   | <p>Answer at 18</p>   |
| <p>18. Correct</p>  | <p>The Lord Mayoral Minute is a matter that is brought to the chamber, in essence, at the behest of the Lord Mayor at that time.</p> | <p>Council's Code of Meeting Practice, drawn from the Local Government Act and the Local Government General Regulations 2005, provides for the Lord Mayor (at clause 44): <i>"to put to a Council or Committee of Council Meeting, without notice, in the form of a written, signed minute (<b>Lord Mayoral Minute</b>), any matter that the Lord Mayor wishes to bring to the attention of the Meeting. The Lord Mayor is entitled to put a Lord Mayoral Minute to an Extraordinary Council Meeting if notice of the Lord Mayoral Minute is included in the notice of the Extraordinary Council Meeting."</i> This is consistent with clause 243 of the Local Government (General) Regulation.</p>   |

## INQUIRY INTO THE PLANNING PROCESS IN NEWCASTLE AND THE BROADER HUNTER REGION

| Question   | Witness Statement  | Council Comment  |
|--|--|--|
| 19. No assistance was provided by staff?   | I was not aware of any. Certainly we were not asked for any.   | Answer at 18   |
| 20. There is an urban design review panel under 65.  | Design review panel, yes.  | Answered at Hearing  |
| 21. They provided a submission on the changes to the East End State Environmental Planning Police (SEPP), do you remember that?  | In July, yes.  | Answered at Hearing  |
| 22. Why did you not give that to the Councillors at the time?  | As a matter of course, we do not give urban design consultative committee advice to the Councillors.   | Answered at Hearing  |
| 23. Would there have been a prior report from the design review panel?   | I am sorry?  | Answer at 25   |
| 24. Would there have been a report prior to the July report?   | Sorry, on what?  | Answer at 25   |
| 25. On the proposed SEPP and the changes to the East End development.  | I am not aware of one, but I am happy to check the minutes.  | There is no report.  |
| 26. If there was an interim report in February or March, could you please provide a copy of it to this committee and an explanation, if it does exist, why it has not been provided before now to the Councillors or the public? | I do not believe there was, but I will confirm that for you; I am happy to do so. We endeavoured on two separate occasions – March and April; I will confirm the dates – to have UrbanGrowth and the Department present to the design consultative group, but the Department was unable to attend on both of those occasions. I am not aware of any other report being made, but I will confirm our records. | Arrangements were made for NSW Planning & Infrastructure (NSW P&I) staff to brief the Urban Design Consultative Group (UDCG) at their (UDCG) meeting of 16 April 2014. A representative of NSW P&I subsequently advised Council that they were unable to attend that meeting and sought to attend a subsequent meeting. NSW P&I subsequently withdrew from attending UDCG meetings that were held on 21 May 2014, 18 June 2014 and 16 July 2014. |

# INQUIRY INTO THE PLANNING PROCESS IN NEWCASTLE AND THE BROADER HUNTER REGION

| Question   | Witness Statement  | Council Comment  |
|--|--|--|
| 27. Following up those questions about the Lord Mayoral Minute, was there any notice of motion or was the first time the Council saw it when it was tabled at the meeting? | That is correct.   | Answered at Hearing  |
| 28. There was no notice of motion?   | No   | Answered at Hearing  |
| 29. I assume there was a vote?   | Yes, there would have been.  | Answered at Hearing  |
| 30. What was the vote?   | I would have to check Council minutes to be accurate on that. We are happy to take that one on notice and provide it to the committee. | <p>An extract of the Minute related to the Lord Mayoral Minute considered at the Ordinary Council meeting of 25 February 2014 is at Attachment 5a.</p> <p>With regard to the vote, the minutes show the item was carried.</p> <p>At the Ordinary Council meeting on 25 March 2014, a rescission motion on the Lord Mayoral Minute was put - NOM 25/03/14 – Rescission Motion – Item 1 LMM25 February 2014 – Commitment to the Continuing Revitalisation and Future Prosperity of the City of Newcastle. The motion was put and lost. An extract of the Council minutes related to this item is at Attachment 5b.</p> <p>At an Extraordinary Council meeting held on 25 March 2014, at the request of Councillors Doyle and Osborne on urban renewal in Newcastle and the proposed changes to the LEP and DCP, after debate, Council resolved to note the report (submitted by Crs Doyle and Osborne) and reaffirm its support for the revitalisation of the Newcastle city centre. The minutes from the meeting are attached at Attachment 5c.</p> |
| 31. I am trying to establish whether all the Councillors were in support of the Lord Mayor and his resolution.   | I think she has taken it on notice.  | Answer given at 30.  |
| 32. Can you take that on notice?   | Yes  | Answer given at 30   |



## INQUIRY INTO THE PLANNING PROCESS IN NEWCASTLE AND THE BROADER HUNTER REGION

| Question  | Witness Statement              | Council Comment  |
|---|--------------------------------|--|
| <p>33. These are the questions on notice. What was the vote on the motion? Was there any notice of motion? Was there any dissent from the motion and who was present?</p>   | <p>Yes</p>                     | <p>Answer given at 30.</p>   |
| <p>34. I do feel sorry for you both having to come here as Directors and Strategic Planning Services when I think the General Manager should be fronting the Committee. When will the General Manager come back from leave?</p> | <p>I would have to confirm</p> | <p>The General Manager returned to work on 24 November 2014. Attachment 6 shows that the Committee Secretariat were advised on 30 October 2014 that the General Manager would be on annual leave and unable to attend the hearing scheduled for 7 November 2014.</p> |

# INQUIRY INTO THE PLANNING PROCESS IN NEWCASTLE AND THE BROADER HUNTER REGION

## Attachments

Attachment 1 – Extract from Council Minutes - CCL 230914 – Exhibition Draft Newcastle Transport Strategy

Attachment 2 – Extract from Council Minutes - NOM 28\_10\_14 Rescission Motion - Item 82 Exhibition of Draft Newcastle Transport Strategy

Attachment 3a – TCoN - Position Description - Chief of Staff (Oct 12)

Attachment 3b – PD Secretary to the Mayor

Attachment 4a – Memo - 27\_Oct\_2014 All Councillors - NSW Government Upper House Inquiry - Planning Process in Newcastle and the Broader Hunter Region

Attachment 4b – Memo - 30\_Oct\_2014 All Councillors - NSW Government Upper House Inquiry Planning Process in Newcastle and the Broader Hunter Region - Council Submission

Attachment 5a – Extract from Council Minutes LMM 25\_02\_2014 Commitment to the Continuing Revitalisation and Future Prosperity of the City of Newcastle

Attachment 5b – Extract from the Council Minutes NOM 25\_3\_14 Rescission Motion - Item 1 LMM 25 February 2014 Commitment to the Continuing Revitalisation and Future Prosperity of the City of Newcastle

Attachment 5c – Extract from the Minutes of the Extraordinary Council meeting – Item 27 – CCL 25\_3\_14 Urban Renewal in Newcastle - Proposed Changes to the LEP and DCP

Attachment 6 – Invitation to appear at public hearing reply from RVictorino

# **ATTACHMENT 1**

**SUBJECT: CCL 23/09/14 - EXHIBITION OF DRAFT NEWCASTLE  
TRANSPORT STRATEGY**

**MOTION**

Moved by Cr Crakanthorp, seconded by Cr Doyle

- 1 Council place the draft Newcastle Transport Strategy (**Attachment A**) on public exhibition for a period of 28 days.
- 2 That the amended report come back to Council for endorsement following the exhibition period.
3. Council notes that the goal of increasing public transport use by 400% will be extremely difficult unless the rail line to Newcastle is kept open. That the General Manager write to the NSW Government signaling our commitment to increasing public transport usage and advising that achievement of this goal will be made extremely difficult if the rail line to Newcastle is cut.

Councillor Tierney foreshadowed officer's recommendation.

**PROCEDURAL MOTION**

Moved by Cr Osborne, seconded by Cr Luke

Council vote on Parts 1 and 2 together and Part 3 in seriatim.

**Carried**

**MOTION**

Moved by Cr Crakanthorp, seconded by Cr Doyle

- 1 Council place the draft Newcastle Transport Strategy (**Attachment A**) on public exhibition for a period of 28 days.
- 2 That the amended report come back to Council for endorsement following the exhibition period.

**Carried**

**MOTION**

Moved by Cr Crakanthorp, seconded by Cr Doyle

- 3 Council notes that the goal of increasing public transport use by 400% will be extremely difficult unless the rail line to Newcastle is kept open. That the General Manager write to the NSW Government signaling our commitment to increasing public transport usage and advising that achievement of this goal will be made extremely difficult if the rail line to Newcastle is cut.

**Carried**

The Deputy Lord Mayor gave notice of a rescission motion on Part 3 of the resolution.

**RESOLVED:** (Councillors Crakanthorp/Doyle)

- 1 Council place the draft Newcastle Transport Strategy (**Attachment A**) on public exhibition for a period of 28 days.
- 2 That the amended report come back to Council for endorsement following the exhibition period.

**RESOLVED:** (Councillors Crakanthorp/Doyle)

- 3 Council notes that the goal of increasing public transport use by 400% will be extremely difficult unless the rail line to Newcastle is kept open. That the General Manager write to the NSW Government signaling our commitment to increasing public transport usage and advising that achievement of this goal will be made extremely difficult if the rail line to Newcastle is cut.

The Deputy Lord Mayor gave notice of a rescission motion on Part 3 of the resolution.

# **ATTACHMENT 2**

**SUBJECT:            NOM 28/10/14 - RESCISSION MOTION - ITEM 82  
                          EXHIBITION OF DRAFT NEWCASTLE TRANSPORT  
                          STRATEGY**

**MOTION**

Moved by Cr Compton, seconded by Cr Waterhouse

Council rescind paragraph 3 of resolution of Item 82 Exhibition of Draft Newcastle Transport Strategy.

*Council notes that the goal of increasing public transport use by 400% will be extremely difficult unless the rail line to Newcastle is kept open. That the General Manager write to the NSW Government signaling our commitment to increasing public transport usage and advising that achievement of this goal will be made extremely difficult if the rail line to Newcastle is cut.*

If paragraph 3 can not be rescinded in isolation Council rescind the whole item and motion.

**Defeated**

# **ATTACHMENT 3A**



## Position Description

|                               |   |
|-------------------------------|---|
| <b>Position Title:</b>        | Chief of Staff, Office of the Lord Mayor  |
| <b>Business Group:</b>        | Executive Management  |
| <b>Business Unit:</b>         | Office of the Lord Mayor  |
| <b>Salary Point:</b>          | SP 15   |
| <b>Position Reports To:</b>   | The Lord Mayor  |
| <b>Staff Management:</b>      | Yes. The Chief of Staff may only direct staff within the Office of the Lord Mayor. Contact with other members of Council staff is to be via the General Manager or the relevant Director. |
| <b>Budget Responsibility:</b> | No  |
| <b>Date PD Reviewed:</b>      | October 2012  |

### Organisation Context of Position

Newcastle City Council employs over 900 staff and is responsible for a local government area of 187km<sup>2</sup>. Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, Newcastle City Council has a variety of locations across the City and encompasses 3 Groups:

- Planning & Regulatory
- Corporate Services
- Infrastructure

The Business Units that form the Executive Management function are:

- General Manager's Office
- Lord Mayor's Office
- Council and Legal Services

### Workplace Health & Safety

|                       |   |
|-----------------------|---|
| <b>WH&amp;S Level</b> | 5 |
|-----------------------|---|

For specific WH&S Responsibilities, Authorities & Accountabilities applicable to this position, the position holder shall refer to the WH&S Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WH&S Responsibilities, Authorities & Accountabilities.

## Position Responsibilities

- To provide high level, confidential administrative support to the Lord Mayor.
- To provide the Lord Mayor with high quality strategic and policy advice, and be responsible for overall management of the Office of the Lord Mayor.
- Supervise the day-to-day operations of the Office of the Lord Mayor, and to provide leadership and motivation to all staff in the office.
- Prepare and manage the day-to-day operation of the Office of the Lord Mayor and financial arrangements, including the supervision of accounts for office expenses.
- Liaise and negotiate with the community, business and constituent groups, and act as representative of the Lord Mayor as required
- Work with other staff in the office to deal with issues on a strategic and pre-emptive basis, and effectively manage significant issues as they arise.
- Ensure that staff within the office maintain the highest ethical standards, exercise discretion and maintain confidentiality of sensitive issues handled within the office.
- Manage the provision of superior research analysis and advice in a timely manner on internal and external issues relevant to Council and the city.
- Provide the Lord Mayor with quality, strategic and proactive advice and effectively respond to significant issues as they arise.
- Ensure the Lord Mayor is well briefed and provided with information on all relevant issues.
- Manage projects and issues on behalf of the Lord Mayor as directed. This includes the preparation of submissions to Government (in conjunction with Council staff), including researching and preparing briefs on issues as directed by the Lord Mayor.
- Human resource management and performance management of staff, including the employment of staff in line with Council's policies and procedures.
- Liaise with Councillors and Council staff and monitor and manage key issues on behalf of the Lord Mayor.
- Be accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour, and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.
- Act in accordance with delegated authority.
- Any other accountabilities or duties as directed by the Lord Mayor which are within the employee's skills and /or competence. Further, attend any training as required by the Lord Mayor or General Manager.

# Position Selection Criteria

## Essential

1. Significant experience in office administration at a senior level, with highly developed organisational skills and attention to detail.
2. Superior oral communication skills, including negotiation and influencing skills with a clear and concise written communication style.
3. Demonstrated capacity to conduct research and manage projects to achieve timely outcomes
4. Knowledge and understanding of the political process and the relationship of Council to State Government, along with knowledge and understanding of legislation and regulations applicable to Council.
5. Ability to lead and manage a team in an output focussed environment
6. Ability to identify and respond to emerging issues which have a political and / or policy impact and to provide proactive advice
7. Experience and skill in exchanging information, verbally and in writing with a wide range of key contacts including councillors, business and community groups, members of parliament and a wide variety of agencies and individuals as required by the Lord Mayor.
8. Demonstrated experience in policy and research at a leadership level. This experience may have been gained in government, utilities, industry bodies or other environments marked by sensitivity to regulatory, political and community issues.
9. Current Driver's licence.

# **ATTACHMENT 3B**

## POSITION DESCRIPTION

|                               |                               |
|-------------------------------|-------------------------------|
| <b>Position:</b>              | Secretary to the Lord Mayor   |
| <b>Business Group:</b>        | Executive Management          |
| <b>Service Unit:</b>          | Governance                    |
| <b>Salary Point:</b>          | To be evaluated               |
| <b>Position Reports To:</b>   | The Lord Mayor                |
| <b>Staff Management:</b>      | Responsible for own work only |
| <b>Budget Responsibility:</b> | No                            |
| <b>Date PD Reviewed:</b>      | December 1999                 |

### Organisation Context of Position

Newcastle City Council employs over 1,000 staff and is responsible for a local government area of 214km<sup>2</sup>. Newcastle has a population of 143,000 and is the business and cultural centre of the Hunter region, home to over 560,000 people. In the heart of the Hunter Region, Newcastle City Council has a variety of locations across the City and encompasses 4 Business Groups:

- City Services
- Community Development
- Corporate Services
- Strategic Planning & Development

Additional to this the Executive Management Unit is responsible for governing Council activities in the areas of Governance and Human Resources Management Unit.

Governance is the system by which organisations are directed and managed. The Governance Section of Council is therefore responsible for providing the overall direction and management of Council. It is broken up into the following Service Elements:

- Council Services Team
- General Manager's Office
- Lord Mayor's Office

### Occupational Health & Safety

|                       |         |
|-----------------------|---------|
| <b>OH&amp;S Level</b> | Level 6 |
|-----------------------|---------|

For specific OH&S Responsibilities, Authorities & Accountabilities applicable to this position, the position holder shall refer to the OH&S Responsibilities, Authorities & Accountabilities matrix in the OH&S Management System. The person accepting the position will be required to sign off that they have received and understood their OH&S Responsibilities, Authorities & Accountabilities.

## Position Responsibilities

- Manage the Lord Mayor's Office.
- To provide high level secretarial services and support to the Lord Mayor and Lady Mayoress.
- To assist the Lord Mayor to plan and implement the goals and objectives of the Lord Mayor's Office.
- To promote the image of the Lord Mayor's Office as both efficient and courteous in all its operations.
- Provide effective organisation and planning for the attendance of the Lord Mayor and Lady Mayoress at functions and meetings with overall control of the diary.
- Juggle competing interests, anticipate emerging issues and manage an effective flow of action under pressure.
- Liaise with Councillors, Council Staff, business and the community and monitor and manage key issues on behalf of the Lord Mayor.
- Manage the physical, financial and human resources of the Lord Mayor's Office to ensure it effectively supports the conduct of the Lord Mayoral roles and responsibilities.
- Research and collate all necessary briefing materials / speech notes for meetings and functions attended by the Lord Mayor and Lady Mayoress.
- Manage the administrative systems within the Lord Mayor's Office and modify, improve and set up new systems where necessary.
- Organise and co-ordinate civic and ceremonial functions.
- Deal effectively with all correspondence, telephone inquiries and communication.
- Highly developed and proven skills in office administration and secretarial experience with outstanding organisational skills.
- Experience in the preparation, administering and monitoring of a budget.
- Experience in organising functions such as the Lord Mayoral Debutante Ball and Civic Receptions.
- Written communication skills to be able to prepare responses to correspondence received by the Lord Mayor.
- Oral communication skills are required to draw out from the client what they are seeking and to provide information or advice or referral.
- Experience in meeting deadlines and paying attention to detail whilst dealing with conflicting and varied demands.
- Demonstrated success in the design, implementation and maintenance of high quality office systems and processes using applications such as Microsoft Office suite of products particularly Word, Excel and PowerPoint.
- Proven ability to exercise initiative and a highly developed sense of judgement and ability to solve multifaceted problems and to maintain confidentiality.
- The position will involve making relatively high level decisions.
- Exchanges information, verbally and in writing with a wide range of key contacts including councillors, business and community groups, members of Parliament and a wide variety of agencies and individuals as required by the Lord Mayor.
- The position is required to develop and maintain links with the Administration of Council and liaise with Units, Divisions and Teams, including the General Manager and Divisional Directors in managing issues and providing effective information flows.

# Executive Management

- Often required to use negotiation and conflict resolution skills in order to resolve matters such as irate clients.
- Is required to act with discretion and maintain confidentiality at all times.
- Shares information with, provides advice to, and mentors other team members.
- The position will be responsible for leading and enhancing a positive team based approach with the Lord Mayor's Office.
- Identifies needs of customers and contacts, and determines appropriate response including referring on where necessary.
- Undertakes continuous quality improvement of administrative systems and processes within the Lord Mayor's Office.
- Has a high responsibility as a frontline representative for the quality of representation of the Lord Mayor's office both internally and externally.
- The position will be required to deal with both routine and non-routine matters, having minimal reference to the Lord Mayor yet be aware of what matters need to be brought to the attention of the Lord Mayor.
- The position will be accountable for the Lord Mayor's Office running efficiently and effectively in all dealings with internal and external clients.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

## Position Selection Criteria

### Essential

1. Proven track record in administration with highly developed organisational skills.
2. Demonstrated knowledge of the principles of management practices, financial management, human resource management and event management.
3. Proven ability to exercise initiative and judgement, to demonstrate self sufficiency and flexibility, and to maintain confidentiality.
4. Experience in meeting deadlines and paying attention to detail whilst dealing with conflicting and varied demands.
5. Excellent skills in team participation and leadership, promotion, negotiation, conflict resolution and problem solving.
6. Driver's Licence.
7. Relevant secretarial and / or office management qualifications and / or comprehensive secretarial experience at an executive level.
8. Ability to draft correspondence and speech notes, and assist with reports.
9. Keyboard, oral and written communication skills.
10. Demonstrated success in the design, implementation and maintenance of high quality office systems and processes using applications such as Microsoft Office suite of products particularly Word, Excel and PowerPoint.



# **ATTACHMENT 4A**

---

## Internal Memo

**TO:** All Councillors  
**CC:** General Manager  
**FROM:** Director Planning and Regulatory  
**DATE:** 27 October 2014  
**SUBJECT:** NSW Government Upper House Inquiry – Planning Process in Newcastle and the Broader Hunter Region

---

This memo is in response to email requests from Councillor Doyle on 22 and 23 October 2014, in relation to the above matter. I also refer to a previous memo to Councillors, dated 21 October 2014, responding to a related request (ECM #4998751) from Councillor Doyle as to whether Council has ever sought or received any submissions from its Urban Design Consultative Group (the Group) regarding the SEPP for inner city development.

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As previously advised Council is endeavouring to finalise and lodge its written submission by late this afternoon, being the deadline for submissions. The submission is being prepared based on previous Council resolutions, with input from Development and Building Services regarding the status of the development application included in the inquiry terms of reference. It is noted that Council resolved to support the Newcastle Urban Renewal Strategy at its meeting of 25 February 2014.

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**Peter Chrystal**  
**DIRECTOR PLANNING AND REGULATORY**

Encl



Charter  
**Urban Design Consultative Group**

November 2012

|                             |  |
|-----------------------------|--|
| Policy Title:               | Urban Design Consultative Group Charter  |
| Policy Owner:               | Director Future City   |
| Prepared by:                | Manager Development and Building Services  |
| Approved by:                | General Manager  |
| Date Approved:              | 16 November 2012   |
| Version:                    | 1.1  |
| Revision Date:              | 31 December 2015   |
| Amendments:                 | Nil  |
| Relevant Legislation/Codes: | <i>Environmental Planning and Assessment Act, 1979</i><br><i>State Environmental Planning Policy 65 – Design Quality of Residential Flat Buildings</i><br><i>Newcastle Local Environmental Plan 2012</i> |
| Related Policies/Documents: | Code of Conduct<br>Code of Meeting Practice<br>Media Policy  |
| Related Forms:              | Committee Member Undertaking   |

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## **The City of Newcastle**

### **Urban Design Consultative Group**

#### **1 History**

- 1.1 The Urban Design Consultative Group (the UDCG) was originally established as the Urban Design Advisory Panel (Panel) in the mid-1980s under the Chair of Professor Barry Maitland. It was an initiative of the then Director of Environment and Planning to provide independent urban design and architectural advice on major development proposals within the Central Business District.
- 1.2 The Panel was reconstituted in 1998 as the Urban Design Consultative Group under Chair Professor Peter Webber, with five members, each of whom is independent of Council and has expertise in one or more of the disciplines nominated in State Environmental Planning Policy No 65 – Design Quality of Residential Flat Development (SEPP65).
- 1.3 The UDCG continues to operate as an independent advisory Group to Council and is also recognised by the Minister for Planning as a SEPP 65 Design Review Panel.

#### **2 What is Urban Design?**

- 2.1 Urban design is the collective term used to describe the process of designing and shaping cities, and towns. Whereas architecture focuses on individual buildings, urban design address the larger scale of groups of buildings, of streets and public spaces, whole neighbourhoods and districts, and entire cities, to make urban areas functional, attractive and sustainable.

#### **3 Objective**

- 3.1 To provide independent advice to Council about the quality of the urban design and amenity on development applications under consideration by Council and the Hunter and Central Coast Joint Regional Panel.

#### **4 Purpose**

- 4.1. Examine, evaluate and critique the design aspects of major commercial, industrial, residential, community and civic developments prior to the determination of the relevant development application.
- 4.2. Assess the design quality of development proposals and identify how the development could be improved by design changes.
- 4.3. Critique concept plans for proposed developments prior to submission of a development application and provide comments to applicants, and their consultants and advisers, on recommended modifications to improve the design quality of the development.
- 4.4. Advise Council staff of its assessment of the design quality of development proposals so that the consent authority can determine whether such applications warrant support because they contribute to an improvement in the built fabric of the City.



- 4.5. As requested by the Director Future City (or equivalent Director responsible for development control), carry out a review of development control provisions as they relate to the urban design and architectural outcomes for the City as contained in any environmental planning instrument or development control plan that applies to the City of Newcastle local government area.
- 4.6. As requested by the Director Future City (or equivalent Director responsible for development control),
  - 4.6.1. Critique concept plans for proposed civic developments prior to submission of a development application and
  - 4.6.2. Carry out a review of proposed civic projects, including major changes or upgrades to civic spaces, including parks, foreshores and major streets.
- 4.7. Undertake the functions of a Design Review Panel as outlined in clause 27 of SEPP 65 – Design Quality of Residential Flat Development.
- 4.8. Undertake the functions of a Design Review Panel as outlined in clause 7.5(6) of Newcastle LEP 2012.

## **5 Applications to be considered**

- 5.1 The UDCG provides advice on development applications for:
  - 5.1.1 Residential flat buildings
  - 5.1.2 Multi dwelling developments comprising six or more dwellings
  - 5.1.3 New buildings or major extensions in commercial centres
  - 5.1.4 Seniors Housing developments
  - 5.1.5 Industries, storage facilities and warehouses over 2000m<sup>2</sup> floor space
  - 5.1.6 Hospitals, schools and churches
  - 5.1.7 Subdivisions on land of 2Ha or greater in area
  - 5.1.8 The erection or alteration of a building within the Newcastle City Centre that seeks to vary the floor space ratio or building height (by not more than 10%) from that which is allowed by the relevant clauses of the Newcastle Local Environmental Plan 2012
  - 5.1.9 Any other development referred by the Director Future City (or equivalent Director role managing the development assessment role of Council)

## **6 Pre-DA Options**

- 6.1 Pre-DA consultation with the UDCG is strongly recommended. Experience has shown that attending a meeting of the UDCG prior to lodging a formal development application is beneficial to the applicant and to a quality outcome. Attendance at a pre-application discussion allows an applicant to present concept drawings and a brief outline of the proposal for the initial consideration and comments of the UDCG prior to the preparation of detailed architectural, and landscape plans.
- 6.2 Should the UDCG have fundamental concerns about any aspect of the design concept, such matters can be addressed before detailed plans are prepared.
- 6.3 Following consideration of a pre-development application proposal, the applicant will be provided with a copy of the UDCG's recommendations,

including any design changes required to improve the quality of the proposed development.

- 6.4 Following consideration of a development proposal the UDCG will advise the Council Officer assessing the relevant development application of its opinion. This will allow the officer to determine whether the proposal will contribute to an improvement in the built fabric of the City. The UDCG has no delegated authority to determine applications.
- 6.5 A fee will be payable by the applicant in accordance with Council's adopted Schedule of Fees and Charges. These fees are structured so that second referrals to the UDCG are less expensive as the UDCG often does not need to revisit the site and the extent of review is reduced. The operation of the UDCG will be funded, through the Development and Building Services Unit (or equivalent role managing the development assessment role of Council) budget.

## **7 Submission Requirements**

- 7.1 Generally the UDCG considers applications post-lodgement with Council. In this case the following submission requirements should, at a minimum, be included within the submitted documentation supporting the development application:
  - 7.1.1 Architectural Plans (floor, elevation, sections)
  - 7.1.2 Landscape Plans
  - 7.1.3 Drainage Plans and levels
- 7.2 The UDCG strongly recommends the following information be made available for consideration by the Group:
  - 7.2.1 3D Perspectives
  - 7.2.2 Photo montages (taken from adjoining street locations to present realistic views)
  - 7.2.3 Physical model of street and surrounding street block

## **8 Meeting Procedures**

- 8.1 Meetings of the UDCG are not open to the general public. Applicants will be invited to attend the meeting to discuss their proposal but will not be present during UDCG deliberations. The UDCG endeavours to put all relevant matters on the table at the meeting with the applicant however, from time to time, further issues may become evident during detailed reviews following the meeting. The UDCG will bring any additional matter to the applicant's attention as a matter of urgency.
- 8.2 The UDCG currently meets monthly and will consider each development application as soon as possible after community consultation of the application concludes. This allows the UDCG to provide feedback to the Council officer at an early stage of the assessment process so that the applicant can be advised.
- 8.3 Additional meetings may be scheduled by the General Manager, or the Director Future City (or equivalent Director role managing the development assessment role of Council) (or their nominee).

- 8.4 The UDCG provides its advice to Council officers in the context of the Design Quality Principles as contained in Part 2 of SEPP 65 – Design Quality of Residential Flat Development.
- 8.5 In providing their comments using these Ten Principles the UDCG will provide focused advice to Council Officers for assistance with the DA assessment and guidance to the applicant on relative 'weighting' of issues within the UDCG review/assessment. For example, the need for an energy efficient design (while still important and addressed elsewhere by mandatory requirements) is likely to be considered less important than impacts on the streetscape by a major new building.
- 8.6 The consolidated written reports of, and by, the UDCG will identify the UDCG's conclusion/recommendation and, where relevant, will outline the debate (alternate views) in reaching that conclusion. The reports are intended to provide opportunity for the applicant to understand the UDCG expectations by noting that the application is:
- 8.6.1 Not supported – with direction provided on what issues are major and fundamental and what issues should be given 'regard'.
  - 8.6.2 Supported – notwithstanding that this may be a 'on balance' outcome.
- 8.7 Council, through the Development and Building Services Unit (or equivalent role managing the development assessment role of Council) will provide the venue and business papers for all committee meetings.

## **9 Members**

- 9.1 Membership at the establishment of this Charter is:
- 9.1.1 Professor Peter Webber, Emeritus Professor of Architecture from the University of Sydney, the Chair,
  - 9.1.2 Dr Phillip Pollard, Chartered Architect, Director of Amenity Urban and Natural Environments Pty Ltd (urban design and landscape architecture),
  - 9.1.3 Mr Bruce Yaxley, Consulting Architect/Urban Designer, Lecturer at the University of NSW (urban design), nominee of the University of Newcastle
  - 9.1.4 Mr Colin Brady, Registered Architect, Director Colin Brady Architecture + Planning (urban design and heritage architecture)
  - 9.1.5 Mr Mark Lawler, Registered Architect, nominee of the Australian Institute of Architects, Newcastle Chapter.
- 9.2 Council's Manager, Development and Building Services (or nominee) also attends the meeting.
- 9.3 The UDCG is to have no more than 5 members.

## **10 Term and other conditions of office.**

- 10.1 At the discretion of the Director Future City (or equivalent Director role managing the development assessment role of Council), in consultation with the General Manager, appointments to the UDCG will be made on a two-yearly basis following an expression of interest.
- 10.2 Termination of membership will be by expiration of the nominated membership time period, or where the Director Future City (or equivalent Director role

managing the development assessment role of Council), in consultation with the General Manager, recommends disbanding of the UDCG or where membership is otherwise terminated by the General Manager, in consultation with the Director Future City (or equivalent Director role managing the development assessment role of Council).

- 10.3 With the exception of the Chair, the remaining positions on the UDCG will be by alternate year half 'Expression of Interest' to maintain continuity of approach ie: 2 positions are sought in alternate years to the remaining 2 positions. All existing UDCG members are eligible for reappointment. For Year 1 the initial positions to be renominated will be the Australian Institute of Architects (AIA), Newcastle Chapter nominee and University of Newcastle Architect School nominee.
- 10.4 The position of Chair is an honorary position and is offered with unlimited tenure subject to changes made by Council in consultation with the Group. Should this position become available it is to be filled by virtue of expressions of interest from among the members of the UDCG at the time the vacancy occurs.
- 10.5 The position of the nominee of the Australian Institute of Architects (AIA), Newcastle Chapter is as advised by the AIA, Newcastle Chapter.
- 10.6 The position of the nominee of the University of Newcastle is as advised by the Dean of Architect School, University of Newcastle.
- 10.7 In considering the expressions of interest to the positions the Council will consider the expertise the nominee has in any one or more of the following disciplines, namely, architecture, urban design, heritage conservation, environmental planning or landscape architecture. In forming the UDCG the Director (and General Manager) is to ensure that at least two members of the UDCG has extensive experience and appreciation of the design issues of the City of Newcastle and that all members, as far as possible, can demonstrate an individual and/or collective mix of the disciplines referred to above.
  - 10.7.1 NB: A person is not qualified for appointment as a member of the UDCG if the person is an officer or employee or is related to an officer or employee of Council. In this context an officer includes a Councillor.
- 10.8 Each appointee to the UDCG is required to conduct themselves in accordance with Council's Code of Conduct, including the obligation to declare and manage conflicts of interest at the commencement of all meetings.
- 10.9 A breach of the standards of the Code of Conduct may result in termination of membership of the UDCG in accordance with clause 10.2.

## **11 Quorum**

- 11.1 The quorum at a meeting is a majority of the members of the UDCG.

## **12 Expression of Interest Process**

- 12.1 Expressions of interest for representatives will be called for by way of notice:
  - 12.1.1 In a newspaper circulating in the Newcastle area;
  - 12.1.2 On Council's website; and

12.1.3 By way of any other medium deemed appropriate by the Facilitator.

- 12.2 Applicants will be assessed against the membership criteria by the selection panel comprising the UDCG Chair, the General Manager and the Director Future City (or equivalent Director role managing the development assessment role of Council). Such assessment may include an interview with the applicant and checking of references and qualifications.
- 12.3 The selection panel will by agreement or vote (each member having one vote on each prospective nominee) nominate the representatives to the UDCG.

### **13 Remuneration of Members**

- 13.1 Members of the UDCG are entitled to remuneration at the set rate of \$140 per hour (or other amount as agreed by the General Manager from time to time) for attendance at the meeting, and preparation of UDCG reports as required. Travel time is not remunerated with the exception of the Chair, unless separate prior written agreement has been reached with the General Manager.

# **ATTACHMENT 4B**

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## Internal Memo

**TO:** All Councillors

**CC:** General Manager, EMT

**FROM:** Director Planning and Regulatory

**DATE:** 30 October 2014

**SUBJECT:** NSW Government Upper House Inquiry – Planning Process in Newcastle and the Broader Hunter Region - Council Submission

---

I refer to the previously circulated All Councillor Memo of 27 October 2014 on this matter (copy attached). As Councillors will recall a written invitation addressed to the General Manager was received from the Select Committee Chairman Reverend the Hon Fred Nile MLC (copy is attached). As previously advised, the letter from the Committee Chair to the General Manager clearly states:

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For the information of Councillors the Secretariat for the Select Committee on the Planning Process in Newcastle and the Broader Hunter Region has advised that Council's submission has now been made publicly available via the NSW Parliament website.

A copy of the submission (no. 244) can be found at the inquiry website at <http://www.parliament.nsw.gov.au/newcastleplanning>

For more information please contact the Manager Strategic Planning Services, Jill Gaynor on 4974 2707.

**Peter Chrystal**  
**DIRECTOR PLANNING AND REGULAORY**

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**CC:** General Manager  
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**SUBJECT:** NSW Government Upper House Inquiry – Planning Process in Newcastle and the Broader Hunter Region

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**DIRECTOR PLANNING AND REGULATORY**

Encl



Charter  
**Urban Design Consultative Group**

November 2012

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|-----------------------------|--|
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| Policy Owner:               | Director Future City   |
| Prepared by:                | Manager Development and Building Services  |
| Approved by:                | General Manager  |
| Date Approved:              | 16 November 2012   |
| Version:                    | 1.1  |
| Revision Date:              | 31 December 2015   |
| Amendments:                 | Nil  |
| Relevant Legislation/Codes: | <i>Environmental Planning and Assessment Act, 1979</i><br><i>State Environmental Planning Policy 65 – Design Quality of Residential Flat Buildings</i><br><i>Newcastle Local Environmental Plan 2012</i> |
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| 13 | Remuneration of Members .....            | 9 |

## **The City of Newcastle**

### **Urban Design Consultative Group**

#### **1 History**

- 1.1 The Urban Design Consultative Group (the UDCG) was originally established as the Urban Design Advisory Panel (Panel) in the mid-1980s under the Chair of Professor Barry Maitland. It was an initiative of the then Director of Environment and Planning to provide independent urban design and architectural advice on major development proposals within the Central Business District.
- 1.2 The Panel was reconstituted in 1998 as the Urban Design Consultative Group under Chair Professor Peter Webber, with five members, each of whom is independent of Council and has expertise in one or more of the disciplines nominated in State Environmental Planning Policy No 65 – Design Quality of Residential Flat Development (SEPP65).
- 1.3 The UDCG continues to operate as an independent advisory Group to Council and is also recognised by the Minister for Planning as a SEPP 65 Design Review Panel.

#### **2 What is Urban Design?**

- 2.1 Urban design is the collective term used to describe the process of designing and shaping cities, and towns. Whereas architecture focuses on individual buildings, urban design address the larger scale of groups of buildings, of streets and public spaces, whole neighbourhoods and districts, and entire cities, to make urban areas functional, attractive and sustainable.

#### **3 Objective**

- 3.1 To provide independent advice to Council about the quality of the urban design and amenity on development applications under consideration by Council and the Hunter and Central Coast Joint Regional Panel.

#### **4 Purpose**

- 4.1. Examine, evaluate and critique the design aspects of major commercial, industrial, residential, community and civic developments prior to the determination of the relevant development application.
- 4.2. Assess the design quality of development proposals and identify how the development could be improved by design changes.
- 4.3. Critique concept plans for proposed developments prior to submission of a development application and provide comments to applicants, and their consultants and advisers, on recommended modifications to improve the design quality of the development.
- 4.4. Advise Council staff of its assessment of the design quality of development proposals so that the consent authority can determine whether such applications warrant support because they contribute to an improvement in the built fabric of the City.

- 4.5. As requested by the Director Future City (or equivalent Director responsible for development control), carry out a review of development control provisions as they relate to the urban design and architectural outcomes for the City as contained in any environmental planning instrument or development control plan that applies to the City of Newcastle local government area.
- 4.6. As requested by the Director Future City (or equivalent Director responsible for development control),
  - 4.6.1. Critique concept plans for proposed civic developments prior to submission of a development application and
  - 4.6.2. Carry out a review of proposed civic projects, including major changes or upgrades to civic spaces, including parks, foreshores and major streets.
- 4.7. Undertake the functions of a Design Review Panel as outlined in clause 27 of SEPP 65 – Design Quality of Residential Flat Development.
- 4.8. Undertake the functions of a Design Review Panel as outlined in clause 7.5(6) of Newcastle LEP 2012.

## **5 Applications to be considered**

- 5.1 The UDCG provides advice on development applications for:
  - 5.1.1 Residential flat buildings
  - 5.1.2 Multi dwelling developments comprising six or more dwellings
  - 5.1.3 New buildings or major extensions in commercial centres
  - 5.1.4 Seniors Housing developments
  - 5.1.5 Industries, storage facilities and warehouses over 2000m<sup>2</sup> floor space
  - 5.1.6 Hospitals, schools and churches
  - 5.1.7 Subdivisions on land of 2Ha or greater in area
  - 5.1.8 The erection or alteration of a building within the Newcastle City Centre that seeks to vary the floor space ratio or building height (by not more than 10%) from that which is allowed by the relevant clauses of the Newcastle Local Environmental Plan 2012
  - 5.1.9 Any other development referred by the Director Future City (or equivalent Director role managing the development assessment role of Council)

## **6 Pre-DA Options**

- 6.1 Pre-DA consultation with the UDCG is strongly recommended. Experience has shown that attending a meeting of the UDCG prior to lodging a formal development application is beneficial to the applicant and to a quality outcome. Attendance at a pre-application discussion allows an applicant to present concept drawings and a brief outline of the proposal for the initial consideration and comments of the UDCG prior to the preparation of detailed architectural, and landscape plans.
- 6.2 Should the UDCG have fundamental concerns about any aspect of the design concept, such matters can be addressed before detailed plans are prepared.
- 6.3 Following consideration of a pre-development application proposal, the applicant will be provided with a copy of the UDCG's recommendations,

including any design changes required to improve the quality of the proposed development.

- 6.4 Following consideration of a development proposal the UDCG will advise the Council Officer assessing the relevant development application of its opinion. This will allow the officer to determine whether the proposal will contribute to an improvement in the built fabric of the City. The UDCG has no delegated authority to determine applications.
- 6.5 A fee will be payable by the applicant in accordance with Council's adopted Schedule of Fees and Charges. These fees are structured so that second referrals to the UDCG are less expensive as the UDCG often does not need to revisit the site and the extent of review is reduced. The operation of the UDCG will be funded, through the Development and Building Services Unit (or equivalent role managing the development assessment role of Council) budget.

## **7 Submission Requirements**

- 7.1 Generally the UDCG considers applications post-lodgement with Council. In this case the following submission requirements should, at a minimum, be included within the submitted documentation supporting the development application:

- 7.1.1 Architectural Plans (floor, elevation, sections)
- 7.1.2 Landscape Plans
- 7.1.3 Drainage Plans and levels

- 7.2 The UDCG strongly recommends the following information be made available for consideration by the Group:

- 7.2.1 3D Perspectives
- 7.2.2 Photo montages (taken from adjoining street locations to present realistic views)
- 7.2.3 Physical model of street and surrounding street block

## **8 Meeting Procedures**

- 8.1 Meetings of the UDCG are not open to the general public. Applicants will be invited to attend the meeting to discuss their proposal but will not be present during UDCG deliberations. The UDCG endeavours to put all relevant matters on the table at the meeting with the applicant however, from time to time, further issues may become evident during detailed reviews following the meeting. The UDCG will bring any additional matter to the applicant's attention as a matter of urgency.
- 8.2 The UDCG currently meets monthly and will consider each development application as soon as possible after community consultation of the application concludes. This allows the UDCG to provide feedback to the Council officer at an early stage of the assessment process so that the applicant can be advised.
- 8.3 Additional meetings may be scheduled by the General Manager, or the Director Future City (or equivalent Director role managing the development assessment role of Council) (or their nominee).



- 8.4 The UDCG provides its advice to Council officers in the context of the Design Quality Principles as contained in Part 2 of SEPP 65 – Design Quality of Residential Flat Development.
- 8.5 In providing their comments using these Ten Principles the UDCG will provide focused advice to Council Officers for assistance with the DA assessment and guidance to the applicant on relative 'weighting' of issues within the UDCG review/assessment. For example, the need for an energy efficient design (while still important and addressed elsewhere by mandatory requirements) is likely to be considered less important than impacts on the streetscape by a major new building.
- 8.6 The consolidated written reports of, and by, the UDCG will identify the UDCG's conclusion/recommendation and, where relevant, will outline the debate (alternate views) in reaching that conclusion. The reports are intended to provide opportunity for the applicant to understand the UDCG expectations by noting that the application is:
  - 8.6.1 Not supported – with direction provided on what issues are major and fundamental and what issues should be given 'regard'.
  - 8.6.2 Supported – not withstanding that this may be a 'on balance' outcome.
- 8.7 Council, through the Development and Building Services Unit. (or equivalent role managing the development assessment role of Council) will provide the venue and business papers for all committee meetings.

## **9 Members**

- 9.1 Membership at the establishment of this Charter is:
  - 9.1.1 Professor Peter Webber, Emeritus Professor of Architecture from the University of Sydney, the Chair,
  - 9.1.2 Dr Phillip Pollard, Chartered Architect, Director of Amenity Urban and Natural Environments Pty Ltd (urban design and landscape architecture),
  - 9.1.3 Mr Bruce Yaxley, Consulting Architect/Urban Designer, Lecturer at the University of NSW (urban design), nominee of the University of Newcastle
  - 9.1.4 Mr Colin Brady, Registered Architect, Director Colin Brady Architecture + Planning (urban design and heritage architecture)
  - 9.1.5 Mr Mark Lawler, Registered Architect, nominee of the Australian Institute of Architects, Newcastle Chapter.
- 9.2 Council's Manager, Development and Building Services (or nominee) also attends the meeting.
- 9.3 The UDCG is to have no more than 5 members.

## **10 Term and other conditions of office.**

- 10.1 At the discretion of the Director Future City (or equivalent Director role managing the development assessment role of Council), in consultation with the General Manager, appointments to the UDCG will be made on a two-yearly basis following an expression of interest.
- 10.2 Termination of membership will be by expiration of the nominated membership time period, or where the Director Future City (or equivalent Director role

managing the development assessment role of Council), in consultation with the General Manager, recommends disbanding of the UDCG or where membership is otherwise terminated by the General Manager, in consultation with the Director Future City (or equivalent Director role managing the development assessment role of Council).

- 10.3 With the exception of the Chair, the remaining positions on the UDCG will be by alternate year half 'Expression of Interest' to maintain continuity of approach ie: 2 positions are sought in alternate years to the remaining 2 positions. All existing UDCG members are eligible for reappointment. For Year 1 the initial positions to be renominated will be the Australian Institute of Architects (AIA), Newcastle Chapter nominee and University of Newcastle Architect School nominee.
- 10.4 The position of Chair is an honorary position and is offered with unlimited tenure subject to changes made by Council in consultation with the Group. Should this position become available it is to be filled by virtue of expressions of interest from among the members of the UDCG at the time the vacancy occurs.
- 10.5 The position of the nominee of the Australian Institute of Architects (AIA), Newcastle Chapter is as advised by the AIA, Newcastle Chapter.
- 10.6 The position of the nominee of the University of Newcastle is as advised by the Dean of Architect School, University of Newcastle.
- 10.7 In considering the expressions of interest to the positions the Council will consider the expertise the nominee has in any one or more of the following disciplines, namely, architecture, urban design, heritage conservation, environmental planning or landscape architecture. In forming the UDCG the Director (and General Manager) is to ensure that at least two members of the UDCG has extensive experience and appreciation of the design issues of the City of Newcastle and that all members, as far as possible, can demonstrate an individual and/or collective mix of the disciplines referred to above.
  - 10.7.1 NB: A person is not qualified for appointment as a member of the UDCG if the person is an officer or employee or is related to an officer or employee of Council. In this context an officer includes a Councillor.
- 10.8 Each appointee to the UDCG is required to conduct themselves in accordance with Council's Code of Conduct, including the obligation to declare and manage conflicts of interest at the commencement of all meetings.
- 10.9 A breach of the standards of the Code of Conduct may result in termination of membership of the UDCG in accordance with clause 10.2.

## **11 Quorum**

- 11.1 The quorum at a meeting is a majority of the members of the UDCG.

## **12 Expression of Interest Process**

- 12.1 Expressions of interest for representatives will be called for by way of notice:
  - 12.1.1 In a newspaper circulating in the Newcastle area;
  - 12.1.2 On Council's website; and

12.1.3 By way of any other medium deemed appropriate by the Facilitator.

12.2 Applicants will be assessed against the membership criteria by the selection panel comprising the UDCG Chair, the General Manager and the Director Future City (or equivalent Director role managing the development assessment role of Council). Such assessment may include an interview with the applicant and checking of references and qualifications.

12.3 The selection panel will by agreement or vote (each member having one vote on each prospective nominee) nominate the representatives to the UDCG.

### **13 Remuneration of Members**

13.1 Members of the UDCG are entitled to remuneration at the set rate of \$140 per hour (or other amount as agreed by the General Manager from time to time) for attendance at the meeting, and preparation of UDCG reports as required. Travel time is not remunerated with the exception of the Chair, unless separate prior written agreement has been reached with the General Manager.



LEGISLATIVE COUNCIL

SELECT COMMITTEE ON THE PLANNING PROCESS IN NEWCASTLE AND THE BROADER  
HUNTER REGION

30 September 2014

Mr Ken Gouldthorp  
General Manager  
Newcastle City Council  
PO Box 489  
Newcastle NSW 2300  
mail@ncc.nsw.gov.au

Dear Mr Gouldthorp

**Inquiry on the planning process in Newcastle and the broader Hunter region**

As you may be aware, the NSW Legislative Council's Select Committee is currently conducting an inquiry on the planning process in Newcastle and the broader Hunter region. A copy of the terms of reference and list of committee members is enclosed for your information.

On behalf of the committee, I would like to invite you to make a submission to the inquiry. The closing date for submissions is **Friday 24 October 2014**.

The committee intends to hold public hearings on Friday 7 November, Friday 21 November and Monday 24 November 2014. Further details will be published on the website as they become available.

Submissions can be lodged via the committee's website at [www.parliament.nsw.gov.au/newcastleplanning](http://www.parliament.nsw.gov.au/newcastleplanning), emailed to [planning@parliament.nsw.gov.au](mailto:planning@parliament.nsw.gov.au), faxed to (02) 9230 2981, or hard copies can be mailed to: The Director, Select Committee on the Planning Process in Newcastle and the Broader Hunter Region, Legislative Council, Parliament House, Macquarie Street, Sydney NSW 2000. Background information about [Legislative Council committees](#) and information about [making a submission](#) is attached to assist you with your submission.

Please note that no one, including the author, may distribute the submission unless authorised by the committee. Anyone who republishes a committee document apart from the Parliament or its committees is subject to the laws of defamation.

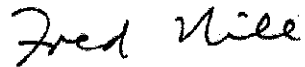
Submissions are confidential until the committee makes them public. Submissions are usually published by the committee and placed on the committee's website. If your submission contains information you do not wish to be made public, please mark it **confidential**. The committee will

consider all requests for confidentiality, but is not obliged to keep a submission confidential if it determines that it is not in the public interest to do so.

If you would like further information about the inquiry or making a submission, please do not hesitate to contact Ms Emma Rogerson on (02) 9230 2898. Please feel free to forward this information to any other interested parties.

The committee would greatly appreciate your contribution to this inquiry.

Yours sincerely

A handwritten signature in cursive script that reads "Fred Nile".

Revd the Hon Fred Nile MLC  
**Committee Chairman**



## LEGISLATIVE COUNCIL

### SELECT COMMITTEE ON THE PLANNING PROCESS IN NEWCASTLE AND THE BROADER HUNTER REGION

#### **Inquiry on the planning process in Newcastle and the broader Hunter region**

1. That a select committee be established to inquire into and report on aspects of the planning process in Newcastle and the broader Hunter Region.
2. The committee is to consider the role of the Department of Planning and Infrastructure, Newcastle City Council, UrbanGrowth NSW, Lake Macquarie Council, and the Hunter Development Corporation in the consideration and assessment of:
  - (a) State Environmental Planning Policy (SEPP) Amendment (Newcastle City Centre) 2014
  - (b) the Newcastle Urban Renewal Strategy
  - (c) the Whitebridge development plan in Lake Macquarie
  - (d) DA 2014/323 – Newcastle East End Development
  - (e) the decision to terminate the Newcastle rail line at Wickham and any proposal to construct light rail including along Hunter and Scott Streets, and
  - (f) any related matters.
3. That the committee report by 5 March 2015.

#### **Committee membership**

|                                     |                            |              |
|-------------------------------------|----------------------------|--------------|
| <b>Revd the Hon Fred Nile MLC</b>   | Christian Democratic Party | <i>Chair</i> |
| <b>The Hon Catherine Cusack MLC</b> | Liberal Party              |              |
| <b>The Hon Greg Donnelly MLC</b>    | Australian Labor Party     |              |
| <b>The Hon Greg Pearce MLC</b>      | Liberal Party              |              |
| <b>Mr David Shoebridge MLC</b>      | The Greens                 |              |
| <b>The Hon Lynda Voltz MLC</b>      | Australian Labor Party     |              |

# **ATTACHMENT 5A**

**ITEM-1 LMM 25/02/14 – COMMITMENT TO THE CONTINUING  
REVITALISATION AND FUTURE PROSPERITY OF THE CITY OF  
NEWCASTLE**

**MOTION**

Moved by Lord Mayor

- 1 Council is committed to driving the future prosperity of the City of Newcastle by:
  - (a) Fostering and supporting economic development and job creation
  - (b) Partnering with the NSW State government to deliver the Newcastle Urban Renewal Strategy and various catalyst projects and infrastructure initiatives, which will stimulate activity, jobs, development and investment in the City.
  - (c) Supporting the growth of the Port of Newcastle including the proposed Terminal 4, which is essential to ensure the long term benefits of the coal industry are maintained well into the future provided that the environmental concerns have been appropriately and scientifically addressed by the approval authority.
  - (d) Working with UrbanGrowth NSW (the lead NSW State agency for the revitalisation of the City Centre) to deliver significant catalyst projects for the City's revitalisation such as the Hunter Street Mall revitalisation project with The GPT Group, which UrbanGrowth believe "has strong potential to be one of the most exciting and significant urban renewal projects in the country".
  - (e) Noting the NSW State government's decision to lease the Port of Newcastle and supporting its decision to invest some of the proceeds in truncating the heavy rail and establishing a transport interchange at Wickham while consulting with the community about the community's preferred route for light rail.

**POINT OF ORDER**

Moved by Cr Osborne

That Part C and Part E be ruled out of order as they relate to State Government matters.

The Lord Mayor ruled against the point of order.

**PROCEDURAL MOTION**

Moved by Cr Osborne, seconded by Cr Crakanthorp

The motion be moved in seriatim.

**Defeated  
on casting vote**

The Lord Mayor put the motion.



**PROCEDURAL MOTION**

Moved by Cr Nelmes

Move dissent against the Lord Mayor's ruling to put the motion.

**Defeated  
on casting vote**

**For the Motion:**

Lord Mayor, Councillors Compton, Luke, Rufo, Tierney and Waterhouse

**Against the Motion:**

Councillors Crakanthorp, Doyle, Dunn, Nelmes, Osborne and Posniak.

**Carried  
on casting vote**

# **ATTACHMENT 5B**

**ITEM-3**                    **NOM 25/03/14 - RESCISSION MOTION - ITEM-1 LMM 25 FEBRUARY 2014 - COMMITMENT TO THE CONTINUING REVITALISATION AND FUTURE PROSPERITY OF THE CITY OF NEWCASTLE**

**COUNCILLORS:**    **N NELMES, J DUNN, S POSNIAK AND T CRAKANTHORP**

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**PURPOSE**

*The following Rescission Motion was received on 25 February 2014 from the abovementioned Councillors:*

**MOTION**

- 1 That Council's decision in respect of Item-1 LMM 25/02/14 – Commitment to the continuing revitalisation and future prosperity of The City of Newcastle from the Ordinary Council meeting 25 February 2014 be rescinded.
- 2 That Council is committed to driving the future prosperity of The City of Newcastle by:
  - (a) Fostering and supporting economic development and job creation
  - (b) Partnering with the NSW State government to deliver the Newcastle Urban Renewal Strategy and various catalyst projects and infrastructure initiatives, which will stimulate activity, jobs, development and investment in the City.
  - (c) Supporting the growth of the Port of Newcastle which is essential to ensure the long term benefits of the coal industry are maintained well into the future provided that the environmental concerns have been appropriately and scientifically addressed by the approval authority.
  - (d) Working with UrbanGrowth NSW (the lead NSW State agency for the revitalisation of the City Centre) to deliver significant catalyst projects for the City's revitalisation such as the Hunter Street Mall revitalisation project with The GPT Group, which UrbanGrowth believe "has strong potential to be one of the most exciting and significant urban renewal projects in the country". Ensure that any changes in building heights in the east end are publicly exhibited.

MINUTES OF THE ORDINARY MEETING OF THE CITY OF NEWCASTLE  
TUESDAY 25 MARCH 2014 AT 5.30PM

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- (e) Noting the NSW State government's decision to lease the Port of Newcastle and advocate that the total proceeds from the sale of the port privatisation are spent in the Hunter. Port proceed should address local major infrastructure projects like Stage 5 of the inner city by pass, the Art Gallery redevelopment, inner city car parking, improved public transport with a plan for light rail that encompasses the lower hunter not just 3 stops.

**ATTACHMENTS**

- Attachment A:** Item-1 LMM 25/02/14 - Commitment to the continuing revitalisation and future prosperity of The City of Newcastle.
- Attachment B:** Council's resolution in respect to Item-1 LMM 25/02/14 - Commitment to the continuing revitalisation and future prosperity of The City of Newcastle.

## Attachment A

**SUBJECT: LMM 25/02/14 – COMMITMENT TO THE CONTINUING REVITALISATION AND FUTURE PROSPERITY OF THE CITY OF NEWCASTLE**

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### PURPOSE

This is an exciting time for the City of Newcastle. We are seeing increased investment, development and people in our City and this trend is set to increase with many urban renewal projects reaching their delivery stage.

At this time, it is essential that Council signals its commitment to the continuing revitalisation and future prosperity of our City.

### RECOMMENDATION

- 1 Council is committed to driving the future prosperity of the City of Newcastle by:
  - (a) Fostering and supporting economic development and job creation
  - (b) Partnering with the NSW State government to deliver the Newcastle Urban Renewal Strategy and various catalyst projects and infrastructure initiatives, which will stimulate activity, jobs, development and investment in the City.
  - (c) Supporting the growth of the Port of Newcastle including the proposed Terminal 4, which is essential to ensure the long term benefits of the coal industry are maintained well into the future provided that the environmental concerns have been appropriately and scientifically addressed by the approval authority.
  - (d) Working with UrbanGrowth NSW (the lead NSW State agency for the revitalisation of the City Centre) to deliver significant catalyst projects for the City's revitalisation such as the Hunter Street Mall revitalisation project with The GPT Group, which UrbanGrowth believe "has strong potential to be one of the most exciting and significant urban renewal projects in the country".
  - (e) Noting the NSW State government's decision to lease the Port of Newcastle and supporting its decision to invest some of the proceeds in truncating the heavy rail and establishing a transport interchange at Wickham while consulting with the community about the community's preferred route for light rail.

**Attachment B**

**ACTION ITEM**

Ordinary Council  
25 February 2014

**SUBJECT: LMM 25/02/14 – COMMITMENT TO THE CONTINUING  
REVITALISATION AND FUTURE PROSPERITY OF THE CITY  
OF NEWCASTLE**

**MOTION**

Moved by Lord Mayor

- 1 Council is committed to driving the future prosperity of the City of Newcastle by:
  - (a) Fostering and supporting economic development and job creation.
  - (b) Partnering with the NSW State government to deliver the Newcastle Urban Renewal Strategy and various catalyst projects and infrastructure initiatives, which will stimulate activity, jobs, development and investment in the City.
  - (c) Supporting the growth of the Port of Newcastle including the proposed Terminal 4, which is essential to ensure the long term benefits of the coal industry are maintained well into the future provided that the environmental concerns have been appropriately and scientifically addressed by the approval authority.
  - (d) Working with UrbanGrowth NSW (the lead NSW State agency for the revitalisation of the City Centre) to deliver significant catalyst projects for the City's revitalisation such as the Hunter Street Mall revitalisation project with The GPT Group, which UrbanGrowth believe "has strong potential to be one of the most exciting and significant urban renewal projects in the country".
  - (e) Noting the NSW State government's decision to lease the Port of Newcastle and supporting its decision to invest some of the proceeds in truncating the heavy rail and establishing a transport interchange at Wickham while consulting with the community about the community's preferred route for light rail.

**Carried**

MINUTES OF THE ORDINARY MEETING OF THE CITY OF NEWCASTLE  
TUESDAY 25 MARCH 2014 AT 5.30PM

**MOTION**

Moved by Cr Nelmes, seconded by Cr Crakanthorp

- 1 Council's decision in respect of Item-1 LMM 25/02/14 – Commitment to the continuing revitalisation and future prosperity of The City of Newcastle from the Ordinary Council meeting 25 February 2014 be rescinded.
- 2 Council is committed to driving the future prosperity of The City of Newcastle by:
  - (a) Fostering and supporting economic development and job creation
  - (b) Partnering with the NSW State government to deliver the Newcastle Urban Renewal Strategy and various catalyst projects and infrastructure initiatives, which will stimulate activity, jobs, development and investment in the City
  - (c) Supporting the growth of the Port of Newcastle which is essential to ensure the long term benefits of the coal industry are maintained well into the future provided that the environmental concerns have been appropriately and scientifically addressed by the approval authority
  - (d) Working with UrbanGrowth NSW (the lead NSW State agency for the revitalisation of the City Centre) to deliver significant catalyst projects for the City's revitalisation such as the Hunter Street Mall revitalisation project with The GPT Group, which UrbanGrowth believe "has strong potential to be one of the most exciting and significant urban renewal projects in the country". Ensure that any changes in building heights in the east end are publicly exhibited
  - (e) Noting the NSW State government's decision to lease the Port of Newcastle and advocate that the total proceeds from the sale of the port privatisation are spent in the Hunter. Port proceed should address local major infrastructure projects like Stage 5 of the inner city by pass, the Art Gallery redevelopment, inner city car parking, improved public transport with a plan for light rail that encompasses the lower hunter not just 3 stops.

**PROCEDURAL MOTION**

Moved by Cr Doyle, seconded by Cr Osborne

Parts one and two of the motion be moved seriatim.

**Defeated**

MINUTES OF THE ORDINARY MEETING OF THE CITY OF NEWCASTLE  
TUESDAY 25 MARCH 2014 AT 5.30PM

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The motion moved by Councillors Nelmes and Crakanthorp was put to the meeting.

**Defeated**

Note: Council's decision in respect to Item 1 LMM 25/02/14 – *Commitment to the continuing revitalisation and future prosperity of The City of Newcastle* from the Ordinary Council meeting 25 February 2014 remains as resolved on that date.



# **ATTACHMENT 5C**

**SUBJECT: CCL 25/03/14 - URBAN RENEWAL IN NEWCASTLE -  
PROPOSED CHANGES TO THE LEP AND DCP**

**MOTION**

Moved by Cr Doyle, seconded by M Osborne

That

- 1 Council request the State Government to reopen the public exhibition period for the draft SEPP (Newcastle City Centre) 2014 for at least one month from Friday 28 March 2014.
- 2 The exhibition period for the associated DCP be extended for the same period of time as the draft SEPP.
- 3 Council organise two community briefings before the closing date for submissions on the Newcastle Development Control Plan to:
  - (a) Outline the key changes to the Newcastle Local Environmental Plan 2012 (LEP) that would arise from adoption of the recently exhibited State Environmental Planning Policy Amendment (Newcastle City Centre) 2014, compared with the current LEP 2012 and with the controls proposed in the 2012 Newcastle Urban Renewal Strategy (NURS);
  - (b) Explain how the proposed changes to the Newcastle LEP are reflected in the draft City Centre Development Control Plan currently on exhibition, and how the combination of these two instruments would work together in relation to the future development of the CBD;
  - (c) Clarify the current and future roles of the State Government and Council in relation to these two instruments and their implementation, particularly with respect to the provision of consent. The briefing should also clarify who will be the consent authority for the UrbanGrowth/GPT developments;
  - (d) Describe the extent of Newcastle City Council's future power to change its own LEP for Newcastle City Centre once the SEPP amendment has passed and there is no longer a SEPP governing Newcastle City Centre precinct.

**For the Motion:**

Councillors T Crakanthorp, T Doyle, J Dunn, N Nelmes, M Osborne and S Posniak.

**Against the Motion:**

The Lord Mayor, Councillors D Compton, B Luke, A Robinson, A Rufo, L Tierney and S Waterhouse.

**Defeated**

**MOTION**

Moved by Cr Osborne, seconded by Cr Doyle

That Council conveys its objection to the current Minister for Planning and Infrastructure and to Planning and Infrastructure NSW to those proposed changes to the Newcastle Local Environmental Plan LEP 2012 that will negatively affect Newcastle's build form, character and heritage, namely:

- 1 The change in height restrictions in East End part of the City.
- 2 Any change that adversely affects the protection of public views to and from the Christchurch Cathedral, and
- 3 Changes that add excessive bulk to developments in the Hunter Mall area.

**PROCEDURAL MOTION**

Moved by Cr Nelmes, seconded by Cr Crakanthorp

The Extraordinary Council meeting adjourn to 8 April 2014.

**For the Motion:**

Councillors T Crakanthorp, T Doyle, J Dunn, N Nelmes, M Osborne and S Posniak.

**Against the Motion:**

The Lord Mayor, Councillors D Compton, B Luke, A Robinson, A Rufo, L Tierney and S Waterhouse.

**Defeated**

**MOTION**

Moved by Cr Luke, seconded by Cr Tierney

Council note the report and reaffirm its support for the revitalisation of the Newcastle city centre.

**For the Motion:**

The Lord Mayor, Councillors D Compton, B Luke, A Robinson, A Rufo, L Tierney and S Waterhouse.

**Against the Motion:**

Councillors T Crakanthorp, T Doyle, J Dunn, N Nelmes, M Osborne and S Posniak.

**Carried**

**RESOLVED: (Councillors Luke/Tierney)**

Council note the report and reaffirm its support for the revitalisation of the Newcastle city centre.

# **ATTACHMENT 6**

**From:** Jill Gaynor  
**Sent:** Thursday, 30 October 2014 5:36 PM  
**To:** 'Rhia Victorino'  
**Cc:** Cathryn Cummins; Peter Chrystal  
**Subject:** RE: Newcastle planning inquiry - invitation to appear at public hearing

Thanks Rhia and Cathryn

Cathryn, I received your messages – much appreciated.

I confirm the NCC to attend the public hearings at 11.30 am on 7/11/14.

I look forward to discussing further with you regarding expectations, protocols and scope of the hearings.

At this stage representatives from Council will include Peter Chrystal, Director Planning and Regulatory and myself. Our General Manager will be on annual leave, or he would be attending. When we discuss protocols and scope etc, we will be able to determine if additional expertise from Council is required.

Regards

**Jill Gaynor | Manager**  
**Strategic Planning Services | Planning And Regulatory**  
**The City of Newcastle**  
**Phone:** +61 2 4974 2707 | **Fax:** +61 2 4974 2222 | **Mobile:** +61 457 707 732  
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**From:** Rhia Victorino [<mailto:Rhia.Victorino@parliament.nsw.gov.au>]  
**Sent:** Tuesday, 28 October 2014 2:22 PM  
**To:** Jill Gaynor  
**Cc:** Cathryn Cummins  
**Subject:** Newcastle planning inquiry - invitation to appear at public hearing

Dear Jill

Thank you for speaking with me regarding the first public hearing for our current inquiry into the planning process in Newcastle and the broader Hunter region.

As discussed, the Committee would like to invite representatives from The City of Newcastle to appear as witnesses at the hearing on Friday 7 November 2014 at the Novotel Newcastle Beach. At this stage, we are hoping that NCC could appear at 11.30 am for 1 hour.

If you could please let me know as soon as possible which representatives will be appearing, I would greatly appreciate it. Once confirmed, I will call back to discuss details of the hearing further.

In the meantime, if you have any questions please don't hesitate to email or give me a call on 9230 2641 (Monday-Wednesday) or my colleague, Cathryn Cummins on 9230 3311 (Thursday-Friday).

I look forward to hearing from you soon.

Kind regards  
Rhia

**Rhia Victorino**  
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