

Design Review Panel Terms of Reference

City of Belmont



Purpose

The City of Belmont Design Review Panel (DRP) was established to provide independent, expert advice on the design quality of certain development proposals. It may also provide advice on major developments or other proposals where determined by the City.

Objectives

The key objectives of the DRP are to:

- Provide advice to the City on the design quality of proposals with reference to State Planning Policy 7.0 (SPP7.0) Design Principles as well as the Local Planning Framework.
- Facilitate greater awareness of built environment design quality matters and the benefits that may be realised through a constructive design review process.
- Provide independent, fair and reasonable design advice.
- Facilitate a performance-based approach to design review.

Authority, accountability and decision making

Status of Advice

The City of Belmont DRP is advisory only and does not have a decision-making function. The Panel advises on the design quality of proposals against the Design Principles in SPP7.0 and supporting State Planning Policies, with reference to the City's Local Planning Scheme and policy provisions. The advice is not a planning assessment or a technical or compliance assessment against the Australian Standards or National Construction Codes.

Outside of the design review processes under this Terms of Reference, members of the Panel shall not provide advice directly to an applicant, landowner, Elected Member or member of the public in respect to any proposal under consideration at a Design Review Panel meeting.

Membership

Composition

The DRP shall comprise a pool of experienced, multi-disciplinary built environment professionals with the majority of pool members having demonstrated expertise in effective design review. In addition to professional qualifications and experience, other requirements include:

- the ability to analyse, evaluate and report on complex design issues;
- the ability to work in a multi-disciplinary team, and
- good written and verbal communication and negotiation skills.

Member expertise may include but not be limited to:

- Architecture (**essential**) – *Chairperson must have an architectural background*
- Landscape Architecture (**essential**)
- Urban Design (**essential**)
- Civil, structural and services engineering
- Heritage
- Sustainability and environmental design

- Accessibility and universal design
- Transport planning

The appointed Panel or Session Chair will have extensive experience in design review and facilitation, and a proven ability to draw meaningful conclusions from the collective views expressed.

A person who is currently employed by, or who is an Elected Member of the City of Belmont, is not eligible for appointment as a member of the Panel.

Appointment and Term

Appointment to the DRP pool is through an Expression of Interest process, with the appointment of members to be undertaken by the City.

Appointment to the DRP pool will usually be for a term of three years. The Local Government may extend the term of appointment for up to 12 months without further advertising under specific circumstances.

The City of Belmont may terminate the appointment of any member of the pool prior to the expiry of the term of office if it is considered that the member is not providing a positive contribution to the intended function of the Panel, if the member has not demonstrated a satisfactory level of attendance at meetings, or where there is a breach of the Code of Conduct or other legislative requirements.

In the event that a pool member resigns their membership, has their appointment terminated, or is unable to continue to serve due to other unforeseen circumstances prior to the expiry of their term of office, the City of Belmont may appoint a replacement pool member with equivalent qualifications and expertise to serve for the remainder of the original member's term of appointment.

Following appointment to the pool but prior to sitting on a project panel, it is the responsibility of each pool member to ensure they have completed any mandatory training required under the *Local Government Act 1995* (including code of conduct) and any other training identified by the City of Belmont and that all conflict of interest requirements (including declaration and management plans) have been identified and provided to the City of Belmont as required by the *Local Government Act 1995*.

It is the responsibility of each Member to ensure they:

- have a clear understanding of their authority, responsibility and accountability as stated in these Terms of Reference and relevant legislation;
- have the appropriate skills necessary to fulfil their role on the Panel, and
- maintain the professional development, standards, and requirements of their profession (where required) during the term of their appointment.

Responsibilities

Panel Members

All Panel members should:

- Provide independent, fair and reasonable professional advice relative to the SPP7.0 Design Principles and relevant State and local planning schemes and policies.
- Treat all discussions and information about applications with sensitivity and confidentiality.
- Respond to and comment on material presented, providing clear and constructive feedback.
- When invited to form a Panel for a project review, disclose any interests to the nominated local government officer and the Panel Chair preferably prior to the meeting. for the record. Where a pecuniary interest exists, the member is not permitted to participate in any part of the meeting dealing with that item and a replacement pool member may be required.

- Read and ensure that they are familiar with all information provided prior to the session and prepare key points for discussion in advance.
- Request additional information prior to the review session, in accordance with the advised procedures, if required.

Chair

Chair responsibilities include:

- Liaising with the nominated local government officer about the operation of the Session Panel including advice regarding additional briefing material or requirements.
- Welcoming and introducing the Session Panel members, proponents and any observers present in the meeting.
- Ensuring that the review session agenda is followed.
- Seeking declarations regarding any conflict of interest.
- Facilitating interactive discussion and participation between Session Panel members, key local government attendees and proponents.
- Ensuring that discussions remain focused on the project being reviewed and that advice relates to matters covered by the SPP 7.0 Design Principles, and any relevant State and local planning policies and schemes.
- Ensuring consistency of Panel advice between reviews.
- Summarising the view of the Session Panel at the conclusion of the meeting.
- Managing any dissenting views from Panel members where they may occur, ensuring there is sound reasoning when a dissenting view is expressed and that it is accurately captured in reporting.
- Compiling the Design Review Report post meeting in consultation with the relevant local government officer, ensuring that the content is in line with the review discussion and the form follows the standardised reporting template.
- Briefing decision makers on Panel advice if required.

Operation and support

Panel Quorum

Each Design Review Panel must include at least two pool members and the Chair.

Design review sessions will be chaired by the Panel Chair or by a pool member appointed as the Session Chair.

Eligibility for review

Referral to the City of Belmont DRP is determined by the Manager Planning Services and will generally be in accordance with the criteria outlined in Local Planning Policy No. 22 Design Review Panel.

Reporting

The City of Belmont will provide administrative support to manage the scheduling, preparation and coordination, of review sessions.

Frequency and Timing of Meetings

Review sessions will generally be held on a fortnightly or as required basis. Advice of a scheduled review session, the agenda and information associated with each proposal shall be provided to panel members one week prior to the intended review session date.

Meetings may run for up to three hours and a maximum of three project design reviews will be undertaken at each meeting.