PUBLIC NOTICE

Draft Shellharbour Design Review Advisory Panel Policy

Shellharbour City Council is committed to improving the development application process and ensuring that the designs for future buildings contribute positively to the urban form and function of the City.

We have undertaken a review of the current process and identified actions that will provide a more efficient and effective service, including the establishment of a Design Review Advisory Panel. The Draft Shellharbour Design Review Advisory Panel Policy outlines the role of the panel, the process and types of proposals that will be heard by them, and how panel members will be selected.

On Exhibition
The Draft Policy will be available from the Shellharbour City Council administration office or libraries.

Public Submissions
Submissions are invited and will be received from 31 July 2019 until 4.00pm 28 August 2019.

Submissions must be received in writing and addressed to
The General Manager
Locked Bag 155
Shellharbour City Centre, 2529
or sent by email to council@shellharbour.nsw.gov.au

Enquiries can be directed to the Planning Manager 4221 6322

Carey McIntyre
General Manager
Shellharbour Design Review Advisory Panel Policy

1. **Policy Statement/Objective(s)**

   Shellharbour City Council is committed to delivering an efficient and effective service for processing Development Applications. In addition and through this process, Council is committed to ensuring that the design contributions of future building will contribute positively to the urban form and function of the City and will ensure local planning policies are actively achieved.

   This policy outlines the terms of reference of the Shellharbour Design Review Advisory Panel (DRP).

   It is proposed to establish a tailored DRP for Shellharbour. The DRP can be made-up of not more than 3 external design professionals (with an additional two alternates) – including, but not limited to registered architects, urban designers and landscape architects.

2. **Scope**

   The DRP is an advisory service and its role is to provide independent, expert advice on the design quality of development proposals. This policy will list the types of proposals to be heard by the DRP as well as the scope and selection criteria for the panel members.

3. **References**

   - Environmental Planning and Assessment Act 1979
   - Environmental Planning and Assessment Regulations 1979
   - Better Placed 2017, Government Architect, New South Wales
   - State Environmental Planning Policy No. 64 (Design Quality of Residential Apartment Development)
   - Shellharbour City Council Development Application Strategy 2019-2021

4. **External/Internal Consultations**

   Group Manager – City Development
   Executive Manager
   Public Officer
5. Definitions

Nil

6. Variation and Review

Council reserves the right to review, vary or revoke this policy.

Review History -

| Date Policy first adopted – version 1 | TBC |

7. Policy

7.1 General function

The primary functions are to:

- provide independent expert design advice on applications and policy for certain development types,
- assist in improving the design quality of developments.

7.2 Type of Development Proposals

The following development applications are required to be referred to the DRP:

a. Applications made under SEPP 65 (mandated by State Environmental Planning Policy No. 65 – Design Quality of Residential Apartment Development).

b. Vertical developments with three (3) or more storeys within Town Centres and Village and Neighbourhood Centres.

c. Multi-dwelling applications with a yield of 20 dwellings or more.

d. Senior Living Developments.

e. Non-residential developments with a cost of development value of $3MIL or greater.

f. Planning Proposals that aim to deliver increased height and density within existing urban areas with a determined built form outcome.

g. Draft land use policy with design provisions

In addition, any development proposals/draft land use policy outside of the above criteria nominated by an applicant and approved by the Director Community and Customers may be referred to the DRP for consideration.

7.3 Pre-development application discussions

This Policy encourages early input by a DRP and preferably at the pre-lodgement of a Development Application. The development types noted in section 7.2 will be heard by the DRP.

7.4 Post DA lodgement
In the event that development proposals listed in section 7.2 are not considered at the pre-DA stage as noted in section 7.3, such DA’s must be referred to the DRP. The fee payable will be in accordance with Councils Fees and Charges Policy.

In the event there is a major redesign between the pre-lodgement and lodgement stage, the development fee category will be ‘development proposal with major redesign’ and in accordance with Councils Fees and Charges Policy.

Where there has been modifications to the original proposal and additional advice is required by the Panel such subsequent advice will be charged at a reduced rate in accordance with Councils Fees and Charges Policy.

It will be at the discretion of the Director, Community and Customer if any such re-referral is required.

7.5 Membership

The DRP should consist of at least three members. However, it is recommended that two alternates also be appointed to ensure a quorum can be maintained.

Panel members should have expertise in:

- architecture,
- landscape architecture, or
- urban design.

Council is to ensure that design review panels have a mix of expertise.

External members of the SDRP rotate between meetings from this group.

7.6 Core selection criteria for panel members

The DRP members are selected by Council via Expressions of Interest and in accordance with the core selection criteria below.

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<tr>
<th>1. Appropriate qualification and demonstrated experience in relation to architecture, landscape architecture or urban design</th>
<th>2. Demonstrated highly developed skills and experience in urban analysis of local planning strategies and policies that contain development provisions for local development</th>
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<td>3. Knowledge or understanding of Shellharbour City Council’s policies and development controls</td>
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<td>4. Knowledge of the design issues of the local area and local community</td>
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<td>5. Ability to analyse, evaluate and report on complex design quality issues for development applications and strategic planning</td>
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<td>6. Ability to develop design options and/or recommendations to ensure appropriate application of local and state planning framework</td>
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<td>7. Ability to work in a multi-disciplinary team</td>
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<td>8. Good written and verbal communication skills including the ability to translate technical information into plain English</td>
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<td>9. Knowledge, commitment and ability to implement council policies and standards, including those that relate to Shellharbour City Council’s Core Values</td>
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7.7 Funding

In accordance with the Shellharbour Fees and Charges, Section 2.21.
7.8 Pecuniary and non-pecuniary interests

Design review panel members must disclose any pecuniary interests. Where a pecuniary interest exists, the member must:

- disclose the interest to the chair as soon as practicable, and preferably before the meeting to ensure there is a quorum for all items
- not take part in the consideration or discussion of the matter
- not vote on any advice or recommendations relating to the matter. Pecuniary interests should be recorded in panel meeting minutes.

7.9 Panel chairperson

The panel chair is responsible for:

- running design review meetings,
- ensuring that the meeting agenda is followed and that allocated timeframes are adhered to ensuring that discussion remains focused on the application or matter being considered,
- treat all discussions and information about applications with sensitivity and confidentiality
- provide independent, fair and reasonable professional advice relative to the design quality principles of the relevant Planning policy framework,
- provide written notes not more than 14 days after the DRP meeting, and
- the Chairperson must be agreed to prior to the DRP meeting taking place.

7.10 Panel members Panel members are required to:

- treat all discussions and information about applications with sensitivity and confidentiality,
- provide independent, fair and reasonable professional advice relative to the design quality principles of the relevant Planning policy framework, and
- respond to and comment on material presented, providing constructive feedback to make amendments as required.

7.11 Responsibility of Applicants and/or Proponents of Development Proposals

The applicants and/or proponents of development proposals shall comply with the provisions of this policy as well as provide the required documentation noted in section 8.

The applicant and/or proponent of development proposals must ensure all necessary information is submitted to Council in accordance with Checklist for Applicants and/or Proponents.

7.12 Frequency of Design Advisory Group Meetings

The SDRP will meet on an as needed basis.

7.13 Shellharbour City Council Code of Conduct

Panel members must abide by Councils Code of Conduct for Council Committee members, delegates of Council and Council advisors.
8. Related Forms

- Shellharbour Design Review Advisory Review Panel - Meeting Request for Application form
- Shellharbour Design Review Advisory Review Panel – Checklist for Applicants and/or Proponents

Note: Related forms can be located Online under “Forms”

9. Attachments

Nil

Policy Authorised by:

Name: TBC
Date: TBC