

## **BURWOOD DESIGN REVIEW PANEL TERMS OF REFERENCE**

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<b>Purpose</b>	<p>This Burwood Design Review Panel (BDRP) has been established to examine, evaluate and comment on the design aspects of development applications referred to the BDRP. This is taking into account the Design Excellence Clause contained in section 6.5 of the Burwood Local Environmental Plan.</p> <p>This is to ensure that an independent design review is completed and that a high quality design outcomes would be achieved by new development within the Burwood LGA; Recognising the growth and expansion of Burwood and status of the Burwood Town Centre as a strategic centre.</p>
<b>Function of BDRP</b>	<p>The BDRP will provide independent, expert and impartial advice on design quality matters in relation to development and pre-development applications.</p> <p>The role of the panel is advisory only. It has no delegated authority or power under any other function to determine any development application.</p> <p>However, recommendations or comments provided in response to the development application presented to the BDRP will be used to inform the assessment process.</p> <p>It is expected that the function of the Panel will include, but not be limited to:</p> <ul style="list-style-type: none"> <li>(a) Robust examination, evaluation and critique of the design aspects of a development proposal with respect to the achievement of a high degree of design quality and propose areas that can be improved by the applicant.</li> <li>(b) Evaluate the achievement for application subject to the Design Excellence provisions contained in the Burwood LEP, as relevant to the proposal.</li> <li>(c) Consideration of the strategic Burwood Council Planning documents, including the LEP and DCP, as well as SEPP 65 and Apartment Design Guidelines and other policies relevant to the consideration of the application.</li> <li>(d) Through the critical assessment of the development application provide proactive feedback to the applicant on focus areas or design changes required in order to better achieve the objectives of the relevant planning controls and more specifically achievement of design excellence or design quality;</li> <li>(e) Collaboratively engage with the applicant via any pre-DA meetings that might be requested prior to the formal lodgement of a development application.</li> </ul>



	<p>(f) Provisions, clear, concise and coordinated advice to applicant both verbally at the meeting and formally via meeting minutes.</p> <p>(g) At the request of the Director City Strategy, carry out a review of LEP or DCP controls as they relate to the achievement of design quality or design excellence.</p> <p>(h) At the request of the Director City Strategy, provide advice and commentary that might promote improve design quality outcomes across the Burwood LGA.</p>
<b>Referral Triggers</b>	<p>The scope of the BDRP is to provide expert and independent advice on the following developments:</p> <ul style="list-style-type: none"><li>• New developments within the B2 or B4 Zone over three (3) storeys which are subject to clause 6.5 Design Excellence of the Burwood LEP;</li><li>• All residential flat buildings or boarding houses 4 storeys or greater not located within a business zone;</li><li>• New developments containing ten (10) or more units of residential accommodation, bedrooms or comparable scale of development; or</li><li>• Any development or planning proposal deemed by the Director City Strategy to represent potential to significantly impact on the amenity of the locality or region.</li></ul>
<b>BDRP Membership</b>	<p>The BDRP will be conducted with a quorum of three members.</p> <p>A pool of at least five panel members will be established with contemporary experience with major development within a metropolitan, high growth urban setting. Extensive experience and qualification in at least one of the following fields will be required:</p> <ul style="list-style-type: none"><li>• Urban Design</li><li>• Architecture</li><li>• Landscape Architecture; and</li><li>• Urban Planning</li></ul> <p>Panel selection will be via a publically advertised EOI process. The panel will be selected on the basis of being professionals highly regarded in their field and have contemporary experience with comparable design review processes for major projects of a similar scale or standing.</p>
<b>BDRP Tenure</b>	<p>The panel will be convened for a period of not more than three years, at which time the panel will be reviewed.</p> <p>If a vacancy occurs in the membership of the panel, the General Manager may appoint an additional person to fill the vacant position to ensure appropriate coverage of expert skills on the panel.</p> <p>Council may in its absolute discretion, appoint suitable shortlisted applicants from a previous tender or expressions of interest process.</p>



<b>Chairperson</b>	<p>The Chairperson is responsible for the orderly conduct of the meeting and procedural matters whilst the panel review meeting is in progress:</p> <ul style="list-style-type: none"><li>• Monitoring general progress of the review meeting and management of agenda</li><li>• Coordinating verbal and written comments provided to the applicant in response to the design review as a single majority view</li><li>• Endorsing the formal comments provided to the applicant following the meeting</li><li>• If requested, provide a briefing to the Chair the Burwood Local Planning Panel or Sydney City East Planning Panel</li></ul>
<b>Appointment of Chairperson</b>	<p>As part of the EOI process, further nomination will be sought from prospective candidates, for the position of Chair and alternate Chair.</p> <p>It is preferred that the Chair, or alternate Chair, be present at all meetings to ensure consistent operation and consideration of matters referred to the panel.</p> <p>The Chair and alternative will be selected as part of the EOI review process.</p>
<b>BDRP Remuneration</b>	<p>Ordinary BDRP members would be remunerated based upon a day rate of \$1500 plus GST. The Chair would be remunerated based upon a day rate of \$2000 plus GST.</p> <p>The appearance fee is inclusive of the all work a BDRP Members does for a BDRP meeting, including preparation, site visits, the meeting itself and any review of minutes once the meeting is closed.</p> <p>Any additional meeting activities would be subject to an allowance of \$285 per hour of the Chair and \$214 per hour for ordinary members. This is specific additional work related tasks request by the Director of City Strategy.</p>
<b>Code of Conduct</b>	<p>All Panel members are required to read, understand and sign a conflict of interest declaration and confidentiality agreement prior to participating in the review meeting and abide by both agreements during the operation of the panel.</p> <p>Panel must act lawfully and with independency, integrity and professionalism whilst conducting themselves in the operation of the panel.</p>
<b>Meeting Schedule</b>	<p>The Design Review Panel will meet on a monthly basis, subject to items being eligible for referral to the panel.</p> <ul style="list-style-type: none"><li>• The Design Review Panel will occur on the last <b>XXXXX</b> of every month commencing at 9.30am</li><li>• If no items are scheduled to be presented to the DRP, the meeting will be cancelled with a minimum of one weeks notice.</li><li>• Should, an extra-ordinary meeting be required, these can be</li></ul>



convened at the request of the applicant with a minimum of two weeks notice. The applicant would be responsible for the full cost of panel members attending the meeting.

- Such extra-ordinary meetings are only expected to be required for major projects only, which require review of multiple design issues and longer than 1 hour for the panel to review the matter fully.

## Meeting Procedures

Each meeting will generally comprise the following tasks but will be formalised by an agenda prepared by Burwood Council and agreed with the DRP Chair.

The BDRP Chair is invited to conduct the meeting in any manner they see fit to ensure efficient use of DRP meeting time, facilitate a fair and open exchange of views for all parties. The general tasks may include:

- Site visit to allow panel members to familiarise themselves with area (as required)
- Briefing will be held at Burwood Council Offices, with the availability online meeting facilities if required.
- Pre-briefing to BDRP members by Council Officers on key issues related to each application
- Each application will be allocated 1 hour to be considered by the panel
- Short presentation from the applicant
- BDRP questions and review
- Chair to provide a verbal summary of advice at the closing of the meeting
- Debrief with the panel and review of draft statement of advice to the applicant, forming the minutes of the meeting

The applicant must provide briefing material ahead of the panel meeting. This should:

- Be provided to Council at least 7 days prior to the date of the panel meeting
- Include covering statement, including summary of relevant planning considerations and sufficient drawings for the DRP to review the design intent and provide meaningful feedback.
- Be in electronic format and suitable for transmission via email

The applicant must also pay the required fee specified in Council's Fees and Charges and as set by Council's Director City Strategy.

The required fee must be paid upon lodgement of the written documentation for referral to the meeting at least 7 days prior to the meeting.