



northern
beaches
council

DESIGN & SUSTAINABILITY ADVISORY PANEL (DSAP)

CHARTER

1. Purpose

The Northern Beaches Council has established a Design & Sustainability Advisory Panel to provide high level independent expert advice on urban design, architecture, landscape architecture and sustainability for SEPP 65 applications, other residential development such as multi-unit housing, boarding houses and seniors living, as well as commercial and industrial applications. The advice provided by the Panel is aimed to assist applicants in preparing their applications and Northern Beaches Council in its promotion and delivery of high quality built environments and design excellence.

2. Scope

The Design & Sustainability Advisory Panel (the Panel) will provide high-level independent advice and expertise on matters relating to urban design, architecture, landscape architecture and sustainability including:

- Pre-lodgement applications for SEPP 65 applications, multi-unit housing developments, boarding houses and other development proposed under the Affordable Rental Housing SEPP, student housing, seniors housing, mixed use developments, shop top housing.
- Advice on the above proposals after the Development applications have been submitted.
- Development applications for large commercial and industrial development.
- Any other development application where council staff are of the opinion that the assessment would benefit from referral to the Panel.
- Significant capital works projects being delivered by Northern Beaches Council

Note – section 4.55 applications to modify an approval where the Design & Sustainability Advisory Panel provided advice will not be referred to the Panel for review (except where significant design changes are proposed)

3. Reference to material

The Panel will make recommendations and provide advice to Northern Beaches Council on matters referred to it having regard to the material forwarded to it in each case.

4. Function of the Panel

The Panel is an advisory panel and is not a committee of Northern Beaches Council. It has no power or authority, whether by delegation, agency or otherwise to exercise any function, right, duty or power of the Council, whether under a statute or other law, as a landowner, or in any other capacity. Opinions of the Design & Sustainability Advisory Panel are advisory only and do not have any determinative weight in relation to the assessment of an application.

5. Members

Northern Beaches Council will appoint a pool of members who are highly recognised in the design profession and who have demonstrated experience and knowledge of urban design, architecture, landscape architecture, sustainability, SEPP 65 and the Apartment Design Guide.

The Panel will consist of 5 members at any one time selected from a pool on a rotating basis.

Rotating selection from the pool of members will allow the panel to be constituted to include particular expertise for particular matters if required. Members will be engaged for an initial term of three years and reviewed subsequently every three years.

If a member resigns from the Panel, Northern Beaches Council may appoint a replacement member who has similar skills and experience. The appointment may be made by the Chief Executive Officer, based on recommendations made by the Director Planning and Place.

Members of the Panel will be paid a fee for attending the panel meetings and provisions of other advice (this fee including site inspections, pre-reading and travel arrangements).

Members are expected to invoice Council for days worked in a timely manner.

6. Chairperson

A panel chair will be appointed by the Director Planning and Place. The member appointed as the Panel chair will chair the meeting, and review/signoff meeting minutes.

7. Conduct and Disclosures

Members must act lawfully and with honour, integrity and professionalism and comply with the Council's Code of Conduct.

Members who have a pecuniary or non-pecuniary interest in any matter which the Panel is asked to review, must disclose the nature of the interest as soon as practicable.

A disclosure about a pecuniary or non-pecuniary interest must be recorded in the minutes of the meeting.

8. Meeting Procedures

The Panel will meet at such place and time as notified to the members from Northern Beaches Council. It is expected that the Panel will meet monthly during ordinary business hours. However, depending on circumstances and needs, the number and frequency of meetings may change.

Panel meetings will ordinarily be scheduled for a full day (10am to 4.00pm). Shorter meetings will occur in the event that there is not a full agenda.

One hour will be allocated to each item on the agenda.

Each hour time slot will generally be structured as follows:

- Assessment planner/urban designer to provide a brief overview of the key issues with the DA (10 minutes);
- The applicant's representative and/or architect will present to the panel (30 minutes);
- Applicant leaves the meeting and the panel deliberate the matter with planning staff/urban design staff (20 minutes).

The meeting agendas are to be approved by the Executive Manager Development Assessment. The agenda and supporting documentation will be circulated to the members of the panel 7 days prior to the panel meeting. The 7 day period will provide the panel members with sufficient time to inspect the sites and review the documentation prior to the meeting commencing.

A staff member will be responsible for drafting the minutes of the meeting, which will be provided to the Panel Chair for signoff prior to distribution. The minutes are to include the following:

- a) A statement of the status and purpose of the meeting;
- b) Attendance, apologies and declaration of interest;
- c) Summary of recommendations

The minutes are to be finalised within 7 days of the meeting being held.

9. Consideration by the Panel and providing advice

The minutes of each Panel meeting will be made available to Council staff, and the applicant treated as being 'commercially in confidence' however subject to Government Information (Public Access) Act 2009. When the Development Application is lodged, the minutes will be placed on the Council's Application Search website. The minutes will also be included in development assessment reports and any reports provided to the Development Determination Panel, Northern Beaches Local Planning Panel or Sydney North Planning Panel.

10. Review

The charter and operations of the Design & Sustainability Advisory Panel may be reviewed by Northern Beaches Council from time to time and will be reviewed after the initial term of three years.