



Design Excellence Panel

1. NAME

Design Excellence Panel

2. STATUS

Special interest group set up by resolution of North Sydney Council.

3. ESTABLISHED

Established: 13 June 2006

Reconstituted: 28 March 2011, 13 May 2013, 20 July 2015, 24 July 2017, 29 April 2019.

4. AIMS

- 4.1 To encourage high quality urban design in the North Sydney local government area.
- 4.2 To assist Council meet the relevant objectives under the *Community Strategic Plan 2018-2028*, *North Sydney Local Environment Plan (2013)* and *North Sydney Development Control Plan (2013)* and associated documents.

5. FUNCTIONS

- 5.1 The functions of the Design Excellence Panel shall include, but not be limited to, providing independent design advice to North Sydney Council staff and proponents on:
 - major development proposals, prior or post application lodgement;
 - proposed changes to council's planning controls;
 - planning studies and other design related projects; and
 - actions that could be taken to improve the above proposals.

6. POWERS OF PANEL

- 6.1 The Design Excellence Panel is an advisory body which does not have the power to bind the council.
- 6.2 The Design Excellence Panel does not have the power to incur expenditure.

7. MEMBERSHIP

- 7.1 In accordance with council's *Design Panel Policy*, membership is open to:
- well-known and respected professionals who are involved in the design of major projects and have extensive expertise in areas of architecture, urban design and/or landscape architecture; and
 - a community representative with a demonstrated understanding and experience in architecture, urban design, landscape architecture or a related field.
- 7.2 To ensure the Panel's independence, a Panel member cannot be a North Sydney Councillor or council employee.
- 7.3 The Design Excellence Panel will comprise of six (6) members consisting of:
- five (5) professionals; and
 - one (1) community representative.
- 7.4 A designated member of the Design Excellence Panel will be the Panel Chairperson. The role may be shared by more than one Panel member.
- 7.5 A designated council officer will be the Panel Coordinator. The role may be shared by more than one council officer.

8. MEETING PRACTICES AND PROCEDURES***Panel members***

- 8.1 The Design Excellence Panel will meet on an as needs basis.
- 8.2 Each Panel meeting will generally consist of up to four (4) members from the Panel.
- 8.3 A minimum of three (3) Panel members shall form a quorum for a Panel meeting.
- 8.4 A Panel meeting will generally be limited to four (4) hours' duration.
- 8.5 Panel members are required to provide independent, fair and reasonable professional advice and constructive feedback in relation to each matter under consideration at the Panel meeting.
- 8.6 Panel members will have one (1) week to acknowledge the receipt of the draft minutes and to advise the Panel Coordinator of any amendments required in the draft minutes. This should include additional comments and recommendations.

Panel Coordinator

The Panel Coordinator shall:

- 8.7 Set the meeting date, arrange for the preparation and circulation of the agenda and Panel member attendance.
- 8.8 Register the attendance of Panel members at each Panel meeting; and
- 8.9 Arrange for the preparation and distribution of draft minutes to the Panel members generally within one (1) week of the Panel meeting and incorporate the Panel's comments; and
- 8.10 Arrange for the distribution of the final minutes.

Panel Chairperson

The Panel Chairperson shall:

- 8.11 Run the Panel meeting by ensuring that the meeting agenda is followed and that allocated timeframes are adhered to;
- 8.12 Ensure the Panel discussion:
 - remains focussed on the matter under consideration; and
 - that sufficient consideration has been given to the application of *State Environmental Planning Policy No.65 – Design Quality of Residential Flat Development* and the *Apartment Design Guide* (Department of Planning & Environment 2015);
- 8.13 Liaise with the Panel Coordinator and other council staff about the operation of the Panel, as required.

9. TERMS AND CONDITIONS

- 9.1 Panel membership will be for a two-year term.
- 9.2 Notwithstanding clause 9.1, a member is eligible for reappointment by the General Manager for an additional two-year term.
- 9.3 Each Panel member:
 - Shall be paid \$1100 for each meeting attended; and
 - Shall be paid a retainer of \$2,000 a year (provided the Panel member has attended a minimum of two meetings within a 12-month period).
- 9.4 The Panel Chairperson shall be paid \$1400 for each meeting attended. If the role is shared, each Panel Co-Chairperson shall be paid \$1250 for each meeting attended.
- 9.5 All payment listed in this document includes GST.

10. CONDUCT PROTOCOLS FOR PARTICIPANTS

- 10.1 The provisions of council's *Code of Meeting Principles and Practices* shall apply.
- 10.2 All Panel members are required to observe the provisions of council's *Code of Conduct - Volunteers and Community Representatives*.
- 10.3 All Panel members as well as other participants are expected to observe the following protocols:

10.3.1 General Responsibilities:

- Be courteous to other Panel members, council officers and Councillors;
- Help to create an environment that is free of harassment and discrimination; and
- Protect the health, safety and welfare of yourself and others at meetings and related activities.

10.3.2 Declarations of Interest:

- Panel members are required to disclose any personal (non-pecuniary) or financial (pecuniary) interest in a matter under discussion, particularly when the interest is one of a pecuniary nature. Such declarations will be noted in the minutes.
- Note: a conflict of interest does not mean that you will be barred from participating in a meeting. Instead, it allows others to understand your position and prevents criticism of council activities or decisions at a later date.
- If you are paid lobbyist representing an individual or group, you are required under council's *Lobbyist Policy* to declare your role and to register as a lobbyist on council's *Lobbyist Register*.

10.3.3 Gifts or Benefits - Panel members should not offer to a Councillor or council staff member a gift or benefit that is:

- Designed to gain advantage for yourself or a group you represent; or
- May be perceived by the public to give advantage to you or a group you represent.

10.3.4 Alcohol and Drugs - Panel members and participants shall not attend meetings whilst under the influence of alcohol or other drugs that could impair your ability or cause danger to the safety of yourself or others.**11. ACCESS TO COUNCIL CODES, POLICIES AND GUIDELINES**

- 11.1 Related council codes, policies and guidelines, including the *Code of Meeting Principles and Practices*, *Code of Conduct for Councillors and Staff*, *Code of Conduct - Volunteers and Community Representatives* and *Lobbyist Policy* may be viewed on [Council's website](#) and/or hard copies may be obtained upon request from council's Corporate Planning and Governance Department.