



# Urban Design Advisory Panel

## Terms of Reference

The Urban Design Advisory Panel ('the Panel') was formed by a resolution of the Hobart City Council on 16 July 2012 to assist the Council to promote quality urban design outcomes for significant development within the City of Hobart.

### 1. Purpose

The purpose of the Panel is to:

- Provide independent urban design advice promoting and advocating for design excellence and a high-quality urban environment.
- Provide advice to applicants on significant development prior to the lodgment of an application for a planning permit.
- Provide feedback to applicants and advice to the Council on formal planning applications for significant developments, limited to compliance with relevant urban design provisions of the Council's planning schemes.
- Provide advice to the Council on applications which have been appealed to the Tasmanian Civil and Administrative Tribunal if a revised design is proposed and the appeal grounds relate to urban design issues.
- Provide urban design advice to the Council as it sees necessary on appropriate urban design controls and on both City of Hobart and privately initiated relevant planning scheme changes.
- Provide urban design advice to the Council on significant City of Hobart capital works projects.
- Provide urban design advice to the Council on strategic planning projects, including but not limited to the preparation of precinct structure plans and masterplans, urban design guides, draft scheme provisions and infrastructure contribution plans.

### 2. Membership

Membership of the Panel is six members, including:

- a chairperson with suitable urban design and public administration experience;
- a member who currently holds an academic position in urban design (a proxy, nominated by the appointed member and approved by a Director, may attend if the appointed member is unable to attend);
- a nomination from the Tasmanian Chapters of the Australian Institute of

Architects (a proxy may attend if the nominated member is unable to attend);

- a nomination from the Australian Institute of Landscape Architects (a proxy may attend if the nominated member is unable to attend); and
- a member with both planning and urban design expertise.

In the event that the Tasmanian Government appoints a State Architect or similar position, that person shall also be entitled to form part of the Panel as an additional member.

Members will be appointed for a period of four years and are:

- required to declare if they have a conflict of interest, real or perceived, and may not take part in any Panel meeting for which they have declared a conflict of interest; and
- required to comply with the City of Hobart Elected Member Code of Conduct as if they were Elected Members;
- subject to confidentiality requirements, that apply to City of Hobart staff and consultants; and
- required to agree to these terms of reference as part of their contract with City of Hobart for specific services and terms.

### **3. Payment and Support**

Members, other than the State Architect or similar position, will be paid a fee of \$180 per hour (plus GST) for preparation, site inspections, attendance at meetings or workshops and finalising of minutes, with a maximum payment (plus GST) of \$950 for the chairperson and \$750 for all other members for any planning application.

When the Panel members are engaged to review and advise on capital works projects, strategic and/or policy matters the scope of their engagement will be provided ahead of time by City of Hobart officers. Payment charges will remain \$180 per hour (plus GST) but the maximum fee will be determined by the Director on a case by case basis.

City of Hobart will nominate a suitably experienced, qualified and authorised officer that will sit on the Panel as a liaison officer. This role will assist in conveying the urban design intent of major strategies, policies and projects that City of Hobart is partnering in and/or undertaking. It will also facilitate communication with those involved in the subsequent decision making process, such as Directors and Elected Members.

In addition, other City of Hobart officers will also attend meetings of the Panel,

providing secretariat and technical support, and advice on regulatory and specialist matters.

#### **4. Proposal Review**

Design assessment criteria and / or design guidelines in the relevant planning scheme will form the basis for review by the Panel. These are the only matters to be considered for formal planning applications.

In the absence of criteria or design guidelines within the planning schemes, the Panel may look at issues including the following for all other proposals where advice is being sought:

- quality of the architecture and its contextual relationship to Hobart;
- visual appearance and design principles including scale and composition, architectural details, articulation of facades and the treatment of rooftops;
- the relationship of the proposed development to street, public spaces and adjacent buildings and to the character of surrounding areas;
- the location of activities and their relationship to streets and public spaces particularly at the ground floor;
- the design of new or reinstated public realm and/or publicly accessible open space, in particular in terms of amenity, functionality, access and integration with Council's public realm design and standards.
- the design of pedestrian and vehicle entrances and access to and around buildings;
- the relationship to existing heritage buildings and significant open spaces in the vicinity;
- the amenity and quality of outdoor spaces associated with the development;
- the integration of publicly accessible artworks into the development;
- circulation and servicing;
- safety for users and pedestrians;
- the design of buildings to maximise sustainability; for example in water heating, lighting, heating, natural ventilation, and stormwater reduction, treatment, storage and re-use, and building materials and life cycle;
- to ensure efficient energy use systems are utilised, both within the

buildings and in relation to the entire development; and

- ensure protection and conservation of listed heritage buildings, items and sites; and
- significant vegetation in particular if unique, listed and/or provides considerable amenity such as through canopy shade.

The Panel shall consider proposals that meet the following criteria:

- Proposals requiring planning consent that are located within the area covered by the *Sullivans Cove Planning Scheme 1997* and the *Hobart Interim Planning Scheme 2015* (Central Business, General Business, Commercial and Urban Mixed Use Zones and when proposed developments exceed 2000 m<sup>2</sup> in floor area or 3 storeys in height). Once the City of Hobart has transitioned to the *Tasmanian Planning Scheme* (Urban Mixed Use, Local Business, General Business, Central Business, and Commercial Zones), any proposed development which exceeds 2,000m<sup>2</sup> in floor area or 3 storeys in height.
- Any City of Hobart capital works project with a value of \$2 million or greater, which is intended for public use, or to which the public have regular access and that the Council or the Chief Executive Officer consider would benefit from receiving urban design advice.
- Any other development that a Director considers that the Council would benefit from receiving urban design advice.

## 5. Reference Material

The Panel will have due regard to the following key documents, if relevant, when providing advice:

- *Hobart Interim Planning Scheme* and the *Sullivans Cove Planning Scheme*, as long as they remain current;
- Tasmanian Planning Scheme, once adopted;
- 30 Year Greater Hobart Plan;
- Transport Strategy;
- Central Hobart Precincts Structure Plan and associated Urban Design Framework;
- any future Structure Plans;

- any future Urban Design Guidelines;
- any future streetscape and public realm masterplans and designs; and
- any other relevant policy, strategy and/or design.

## **6. Frequency and Location of Meetings**

Meetings of the Panel are to be conducted on an as needed basis. The Panel members will be advised by email and will be given five working days' notice.

Meetings will not be open to the public and the subsequent minutes and reports prepared by the Panel are not to be distributed to any member of the public unless:

- agreed to by the proponent;
- if an application is considered by the Planning Committee, the minutes and report may be included in the agenda; or
- where the City of Hobart is legislatively obliged to do so.

Meetings will either be held in person at the City of Hobart offices or through video conferencing.

## **7. Meeting Administration**

A quorum is obtained by the attendance of at least three members of the Panel. In the absence of the chairperson, the Panel will elect an acting chairperson.

The advice provided to both Council and Council officers will be provided with reasons based on agreement from the majority of members in attendance.

Minutes and a report for each application will be prepared by a Council officer and reviewed by the chairperson to ensure a true and correct record of appropriate recommendations made at the meeting.

For a proposed application, the Panel's report on that application will be circulated to the Panel members and the proponent within 10 working days of the meeting.

For a formal planning application, a copy of the Panel's report on that application will be included as part of the agenda for that application to be considered by the Planning Committee. The Panel may, at its discretion, agree to release a copy of that report to the applicant at an earlier time, if it considers that this may allow the applicant to make improvements to its application.

Applicants/proponents are entitled to make a presentation to the Panel about their proposal and answer any questions from the Panel regarding the proposal.

**8. Review of Terms of Reference**

The Terms of Reference is to be reviewed at least every four years.

**9. Last Updated**

June 2023