

# Terms of Reference

Queensland Urban Design and Places Panel



**Queensland**  
Government

## Background

The Queensland Government has endorsed the Queensland Urban Design and Places Panel (panel) to advise state and local governments and project proponents on urban design and place making policy, as well as design aspects of major property development and infrastructure projects in Queensland.

As populations become increasingly urbanised, there is renewed emphasis on the importance of urban design enhancing quality of life and supporting the broader economic growth of cities, towns and places. The quality and identity of places is critical to attract increasingly mobile workers and businesses. Developing innovative strategies to sustain urban growth, guided by sound principles in urban design, can create places that people will be drawn to, and inspired by, into the future.

### 1 Purpose

- 1.1 The panel is a non-statutory advisory body with a statewide remit.
- 1.2 The panel is available to provide independent, expert and impartial design advice to the Queensland Government, Ministers, Queensland Government departments and agencies, local governments and project proponents as required.
- 1.3 The panel has been established to champion best practice urban design and help foster a holistic approach to land use and infrastructure planning that creates and supports economically sustainable, vibrant and adaptable urban places for people in Queensland.
- 1.4 The panel is established to:

Provide project specific and general advice on urban design, planning, architecture, landscape architecture, sustainability and built environment issues, specifically in relation to:

  - a. major property development and urban infrastructure projects in Queensland<sup>1</sup>
  - b. state government buildings and infrastructure projects
  - c. on the request of the relevant local government, private sector development proposals
  - d. implementation or other impediments/opportunities to achieve robust, well designed urban environments.
- 1.5 Facilitate leading practice urban design policy development through the state government.
- 1.6 Assist the government in promoting community and industry awareness of the nexus between achieving sustainability, prosperity and good urban design and built environment issues. The panel will also facilitate linkages between community expectations and government urban policy initiatives.

### 2 Who is on the panel?

- 2.1 The chair will be the Government Architect or their appointed nominee.

---

<sup>1</sup> This may include state, local or private sector projects referred to the Queensland Urban Design and Places Panel in accordance with these terms of reference

- 2.2 The panel pool of members will comprise a cross-section of built environment and design professionals, working throughout Queensland and across Australia. Members will be registered with relevant professional bodies (in their home state) and bound by respective codes of conduct.
- 2.3 A balance across a range of professional disciplines is required. However, it is acknowledged that on some projects a unique skill set or regional knowledge is required. A person is eligible for appointment as a member of the panel only if the person has extensive knowledge of and experience in one or more of the following:
- a. architecture, landscape architecture or urban design
  - b. land use, transport or infrastructure planning
  - c. education or health facilities design and master planning
  - d. social planning or community development
  - e. the construction or development industries
  - f. sustainability, heritage, conservation, ecology, natural resource or environmental management; OR
  - g. has other knowledge and experience the government considers appropriate
  - h. possesses relevant skills and experience to provide independent expert advice.
- 2.4 Following an open recruitment process, up to 36 applicants in addition to the Chair will be invited to serve as members of the Queensland Urban Design and Places Panel by the responsible Minister<sup>2</sup>. Panel member tenure will be for a period of up to three years. At the end of the tenure period, panel members may be invited to accept reappointment. Additional panel members will be recruited as required, including specialist experts where the complexity of a proposal warrants in-depth specialist evaluation to support the panel's consideration.
- 2.5 There is no limit on members that may re-nominate. However, as a general principle the panel will rotate approximately one third of its membership every two to three years.
- 2.6 The chair may co-opt an additional temporary member for the review of a specific project where it is considered that additional expertise is warranted.

### 3 Scope of reviews

- 3.1 During review sessions, the panel will provide independent and impartial advice on the design quality of development proposals to project proponents.
- 3.2 The panel's written advice will be provided through the chair to project proponents, whose summary recommendations will be informed by panel members' advice.
- 3.3 The panel will evaluate all projects against 'QDesign—Principles for good urban design in Queensland' (Appendix B).
- 3.4 The panel will be guided by the aims and principles of the Urban Design Protocol for Australian Cities (Appendix C); abides by the United Kingdom's Commission for Architecture

---

<sup>2</sup> Responsible Minister means the Minister with portfolio responsibilities for Urban Design in Queensland

and the Built Environment's (CABE) Ten Principles of Design Review (Appendix D) as well as the Queensland Government's Code of Conduct (Appendix A).

- 3.5 The panel will also have due regard to any relevant local, state or national plans, policies and guidelines including, but not limited to local planning instruments, urban design strategies and the like.
- 3.6 Specific projects considered by the panel shall be of state or regional significance and generally fall under one or more of the following criteria:
- a. adjacent to or will impact on a significant civic or green space (planned or existing), a major river or place of cultural heritage significance
  - b. have a strong spatial relationship with major existing or proposed infrastructure, in particular, transport, health, education, energy, cultural or entertainment facilities
  - c. a significant community facility or major infrastructure such as transport, health, education, cultural or entertainment, public recreation, civic space
  - d. propose to create new streets and/or revitalise existing streets in an urban context
  - e. designs for new government-funded facilities and major infrastructure (including government buildings or facilities, railway buildings, station works and pedestrian overbridges), within 800 metres of all existing or future rail, light rail or busway stations.
- 3.7 The panel can review and advise on matters of urban design where it relates to policy, program or research of the state.

## 4 Who may request advice from the panel?

- 4.1 The Minister or the Director-General responsible for urban design matters may seek the advice of the panel on any urban design or related planning issue as required. Business units in the department responsible for urban design may seek the advice of the panel.
- 4.2 Other ministers or directors-general may seek the advice of the panel on projects within their portfolio.
- 4.3 Local government may seek the advice of the panel on projects within their responsibility or on matters of urban design policy or priority urban areas and places.

## 5 Meetings

- 5.1 Membership will be drawn from a skills-based pool of up to 30 members which includes the chair. When sitting, the panel will generally be attended by up to five panel members together with the chair. A quorum will be two panel members and the chair.
- There will generally be one meeting of all panel members per year.
- 5.2 Membership will be determined on a project by project basis, at the discretion of the chair taking into consideration the issue/s to be discussed, experience, member availability and skill sets required.
- 5.3 Panel members may not appoint a proxy.

## 6 Secretarial, technical support and reporting

- 6.1 The Office of the Government Architect will provide secretariat support for the panel including services to support the function and operation of the panel.
- 6.2 The panel will report to the Minister as required though typically on an annual basis.

## 7 Remuneration

- 7.1 Remuneration is in accordance with Remuneration Procedures for Part-Time Chairs and Members of Queensland Government Bodies, in the category of Regulation, administration and advice, Level 2. Rates are currently set at \$400 where a meeting and/or preparation is greater than four hours, and 50 per cent (\$200) where a meeting and/or preparation is less than four hours. Consistent with Queensland Government Policy, public sector employees are not paid sitting fees.

## 8 Conduct and disclosure<sup>3</sup>

- 8.1 Members must act lawfully and with honour, integrity and professionalism.
- 8.2 The Code of Conduct for the Queensland Public Service applies to members of the Queensland Urban Design and Places Panel insofar as they use public resources or have access to official information.
- 8.3 If a member of the panel becomes aware that they have a conflict of interest in relation to a matter before the panel, the member must disclose the issue giving rise to the conflict to the panel.
- 8.4 Unless the panel otherwise directs, the member must not:
- a. take any further part in the consideration of the matter
  - b. be present when the panel considers the issue.
- 8.5 A failure to disclose a conflict of interest<sup>3</sup> may result in consequences including but not limited to:
- a. referral of the matter to the Crime and Corruption Commission
  - b. providing grounds for dismissal from the panel
  - c. the re-review and reconsideration by the panel of the matter under consideration or any recommendations made in relation to the matter.
- 8.6 For the purposes of this section, a member has a conflict of interest about an issue if the member has an interest, financial or otherwise, that could conflict or be perceived to conflict with the proper performance of the member's duties. A conflict of interest may be identified by the member as: actual, perceived, potential, which may be either pecuniary or non-pecuniary.
- 8.7 The chair, in consultation with the secretariat and/or Director-General responsible for urban design, may be required to actively manage conduct and disclosure of business to the panel.
- 8.8 Members of the panel are not to use or disseminate project proponent's intellectual property (IP) unless authority has been sought and given by the IP owner.

---

<sup>3</sup> For the purposes of section 8.1, 'members' refers to members of the Queensland Urban Design and Places Panel and other invited observers.

## 9 Confidentiality<sup>4</sup>

- 9.1 The panel is an independent entity and is entitled to make advice, endorsed by the panel, available to the public. However, the panel is required to have all advice noted by the Director-General responsible for urban design before it can be made public as some advice may be sensitive in nature.
- 9.2 Requests to exercise confidentiality or undertake probity agreements by the Director-General responsible for urban design must be adhered to by the panel and its members. All advice made public by the panel must include a statement noting it is the view of the panel only and not endorsed government policy.
- 9.3 Members (in their capacity as a panel member) must not communicate with the media on the business of the panel or the nature of any advice made by the panel. The chair is responsible for any media communications in consultation with the department's media team and the Minister for responsible for urban design matters.
- 9.4 The panel acknowledges that any advice provided to the state government, local governments and project proponents may be acted on.

## 10 Alterations to terms of reference

- 10.1 The terms of reference for the panel may be amended at the direction or with the agreement of the Minister responsible for urban design matters.
- 10.2 Proposals for alteration, amendment or addition to the terms of reference shall be given to the secretariat and considered by the panel prior to approval of the Minister responsible for urban design matters.

---

<sup>4</sup> For the purposes of section 9.2, 'members' refers to members of the Queensland Urban Design and Places Panel and other invited observer.

## Appendix

### Appendix A

Code of conduct: [www.forgov.qld.gov.au/code-conduct-queensland-public-service](http://www.forgov.qld.gov.au/code-conduct-queensland-public-service)

### Appendix B

*QDesign*: [www.hpw.qld.gov.au/aboutus/OQGA/Pages/QDesign.aspx](http://www.hpw.qld.gov.au/aboutus/OQGA/Pages/QDesign.aspx)

### Appendix C

National Urban Design Protocol: <http://urbandesign.org.au/>

### Appendix D

The 10 Principles of Design Review: [www.designcouncil.org.uk/resources/guide/10-principles-design-review](http://www.designcouncil.org.uk/resources/guide/10-principles-design-review)