

NSW SDRP pilot program: Guidelines for Project teams

Good design is NSW Government policy.

The NSW State Design Review Panel (SDRP) is one of a range of guidelines and processes that support good design.

This document sets out requirements for project teams who will be presenting to the pilot NSW State Design Review Panel (SDRP NSW). It should be read in conjunction with the NSW State Design Review Panel Introduction and Terms of Reference documents.

1. The NSW SDRP Service

The NSW SDRP is an independent and impartial evaluation process, where a panel of design and built environment professionals provide constructive feedback on the design of significant projects. Projects will be referred to the panel by DPE, or project teams may apply directly to GANSW to participate. Feedback is provided throughout the planning and approvals process. Early engagement with the panel is encouraged.

2. Role of the Design Advisor

Once your project is referred to the panel for review, a GANSW Design Advisor will be assigned to you. Your Design Advisor will provide liaison support for your project throughout the design review process and will be responsible for establishing a program for scheduled reviews with the panel.

3. Participants in Design Review

The project team should nominate up to six people to attend the review sessions, including:

- Design Lead – Project Architect or Lead Designer (to present the project at each session)
- Client or client's representative
- Other team members who can make a useful contribution – may include landscape architect, planning consultant, heritage architect, ESD consultant, engineers

Review sessions will be attended by up to four panel members and the Chair. The Chair will be the

Government Architect or their representative. The composition of the panel will be at the discretion of GANSW with selection of members determined in response to the project type and scale. The panel will also include an independent member nominated by the relevant local government and attending as their representative.

GANSW is committed to providing consistency and progressive certainty for proponents. To ensure this, a GANSW Design Advisor will be assigned to each project for the life of the design review process, and each session for any given project will always be run by the same Chair.

All panel members will be bound by the terms of reference including confidentiality and dealing with conflicts of interest. GANSW conflicts of interest policy follows the Department of Planning guidelines and will be assessed for all projects prior to reviews taking place.

Your Design Advisor along with the DPE Assessments Officer will attend all design review sessions.

Other attendees at review sessions will be considered observers and may include other agency representatives, eg Transport, Heritage (if relevant) and local government representatives. All observers will be required to sign a confidentiality agreement prior to the review session and must be approved by the Design Advisor and the proponent.

4. Site Visit

GANSW in consultation with the proponent and DPE Assessments Officer may facilitate a site visit for panel members prior to the first review session. This is more likely for larger projects where ongoing consultation may be necessary and is at the discretion of GANSW.

5. Structure of the review session

The design review session is an opportunity for your design team to present your proposal in person to the Panel. Each design review session will last approximately 1.5 hours. For complex projects this may be extended as agreed with your Design Advisor and as available within the agenda.

GANSW will endeavour to provide additional time for the first presentations to the Panel to allow a longer, more detailed presentation of the proposal. This is intended to ensure that subsequent reviews can be focussed on design development rather than project background.

As a guide each session will comprise:

Pre-briefing – 10 minutes (in camera)

Before the project team arrives, the Design Advisor and Assessment Officer will brief the panel on the basic facts of your project, including the planning context provided by the Assessment Officer.

Welcome

When the project team arrives, the Chair will introduce proceedings.

Project Introduction – 5 minutes

The client or their representative will introduce the project to provide an overview of the brief, main aims and objectives. This may include an outline of the procurement strategy for selecting the design team and should summarise any previous advice from internal or other design review panels.

Presentation – 25 minutes

The Design Lead presents the scheme including how they have responded to the key objectives of the project as well as the site and its context, the Better Placed objectives for good design, and any feedback provided at previous review sessions. This presentation should also include input from other key consultants where appropriate.

Panel Questions – 10 minutes

The panel members have an opportunity to ask questions for clarification by the project team.

Panel Review and summary – 30 minutes

Following questions, the panel will review the project, with comments and discussion moderated through the Chair. As per the terms of reference, all projects will be reviewed against the Objectives for Good Design as defined by Better Placed, and any other design guidelines relevant to the project or local government area.

After inviting any right of reply responses from the project team, the Chair will conclude the review by summarising key points of advice and provide clarification on any differences of opinion within the panel to ensure the project

team is left with a clear understanding of the Panel's view.

De-briefing – 10 minutes (in camera)

After the project team have left, the Chair and Panel will confer with the Design Advisor to ensure all comments and feedback are captured. The advice arising from the review will then be summarised in a letter from GANSW which will be distributed to the proponent, the project team and the DPE Assessment Officer within seven working days of the design review session. No new issues will be introduced during this closed discussion.

6. Subsequent Review sessions

Subsequent review sessions provide the opportunity for continued feedback to improve the design quality of the project. A minimum of three review sessions is typically recommended. Complex projects may require more. The design advisor will work with you to determine how many sessions are likely to be required.

Whilst project teams should consider the first review session as an opportunity to establish the key constraints and major issues, follow up review sessions will focus on design development and detailed analysis of the proposal. It will be clear from the previous review which elements of the proposal are supported by the Panel and the concerns that need to be addressed.

7. Documents to be prepared for Design Review Session

Project Information Form

Upon referral, the project information form will be filled in by the Design Advisor with the support of the proponent and design team. Details to be included in the form include project and planning information, the functional brief and project background along with details of the project team including participants in design review sessions. A short design statement is also required.

Pre-briefing package

A pre-briefing package should be issued to the Design Advisor five working days prior to the review session. This information is included in agenda papers to provide the panel with the overall context and objectives of the project and an indicative summary of what will be presented to the Panel.

The package should include:

- Location and site plan
- Summary site & context analysis
- Key plans / sections / elevations that support design statement
- Key 3D view/s or massing studies

This should be submitted as a PDF document suitable for printing at A4 or viewing on screen.

Max. 5-10 pages.

GANSW ADVISORY NOTE

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Panel Presentation – Initial review

This presentation should be assembled to clearly articulate the story of the project from analysis to concept development. Unless otherwise agreed with your Design Advisor this should include:

Detailed overview of the site and context including:

- Location plan indicating the proposal in relation to its surroundings
- Key site photographs
- Site & context analysis

Options considered during the concept design process including:

- Concept diagrams
- Massing and shadow analysis, as relevant

Concept proposal including:

- Diagrams to explain the conceptual framework and key design moves
- Site plan and key section/s indicating the proposal in relation to its surroundings
- Plans / sections / elevations at suitable scale and detail to describe the proposal
- 3D views / visualisations at a suitable level of detail for the scale of the proposal and stage of the design process. Note: It is not anticipated that these will be photo-realistic at concept design stage
- Key precedent images and other material as relevant to explain the scheme

All drawings should be clearly legible when viewed on an LCD screen or projection.

The presentation should be saved

as a single PDF file. The file should be saved in a manageable size up to 300dpi standard resolution. There is no minimum or maximum number of pages but please bear in mind the time constraint for presentations. If a physical model is available, we strongly recommend that it should form part of the presentation. Simple massing models through to detailed design models are very useful in describing the scheme, supporting informed discussion and review.

Limited video content can be accommodated, though this should not be relied upon for the presentation. Files should be supplied in a standard video format. On the day of the design review session, the design team should also bring a selection of key drawings, printed at appropriately legible scale. Max. 10 pages. Allow five copies for distribution to the Panel.

Panel Presentation – Subsequent reviews

Subsequent presentations to the Panel should be assembled to demonstrate design development based on previous advice.

Key changes should be clearly identified and summarised including comparison views and plans (where relevant). As per initial presentation, if a physical model is available, we recommend that it is updated and brought to the presentation.

The presentation should follow the format outlined above in addition to any drawings or further analysis requested by the panel. Your

Design Advisor will be available to provide advice on what should be included in your presentation.

Further information

For more information see the GANSW website ga.nsw.gov.au

Government Architect NSW

GANSW provides design leadership in architecture, urban design and landscape architecture. In this role, GANSW works across government, the private sector and the community to establish policy and practice guides for achieving good design. GANSW provides strategic advice across design, planning and development to support good policy, programs, projects and places.

Contact GANSW

GANSW makes every effort to keep its advice up to date. From time to time we will release new versions of these advisory notes. For further advice, or if you think there is information missing, please contact GANSW.

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