

## Local Planning Policy - Design Review Panel

### 1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy – Design Review Panel.

### 2. Purpose

To outline the establishment and operation of a Design Review Panel for the City of South Perth (the City).

### 3. Application

This policy applies to planning proposals on land within the City.

The City encourages the use of the Design Review Panel (DRP) early in the design concept stage.

### 4. Objectives

- 4.1 To facilitate the establishment and operation of a DRP in accordance with the model process and guidelines outlined in State Planning Policy 7.0 – Design of the Built Environment and associated Design Review Guide.
- 4.2 To specify planning proposals that require review by the DRP.
- 4.3 To improve the design quality and functionality of new development within the City through independent expert advice.

### 5. Developments For Referral To Design Review Panel

The following planning proposals will be referred to the DRP for review:

- 5.1 Proposals with a multiple residential dwelling component.
- 5.2 Proposals with four or more residential grouped dwellings.
- 5.3 Any relevant scheme amendment, structure plan, local planning policy, precinct structure plan or local development plan.

- 5.4 Proposals for development approval which result in an intensification of the existing land use and include a works component that fall within the South Perth Activity Centre, the Canning Bridge Activity Centre or the Bentley Curtin Specialised Activity Centre.
- 5.5 Proposals which, in the opinion of the City, are likely to have a significant impact on the adjoining properties, surrounding area, or the locality.
- 5.6 Proposals for development approval to within a designated heritage area.
- 5.7 Proposals to be determined by the Joint Development Assessment Panel.

**6. Design Review Panel Recommendations**

The decision maker shall have due regard to the recommendations of the DRP when considering planning proposals.

**7. Terms Of Reference**

The Terms of Reference located at Appendix 1 outline the considerations around DRP membership, requirements for lodgement and process/purpose of review.

**8. Relevant Legislation, Policies, Documents**

- Planning and Development Act 2005*
- Planning and Development (Local Planning Schemes) Regulations 2015*
- Planning and Development (Development Assessment Panel) Regulations 2011*
- State Planning Policy 7.3 - Residential Design Codes of Western Australia
- City of South Perth Local Planning Scheme
- Appendix 1 – Design Review Panel Terms of Reference

**9. Document Control**

Adoption date	OCM 28 May 2013
Date Modified	22 February 2002, 6 March 2012, 17 April 2013, 25 March 2014, 3 March 2015, 22 March 2016, 27 June 2017, 17 December 2019, 31 October 2023
Strategic Community Plan Reference	Economy Environment (Built and Natural)

## Appendix 1 – Design Review Panel Terms Of Reference

### 1. Membership

- 1.1 The Design Review Panel (DRP) is to comprise of up to six (6) members, chosen by the Director of Development Services and Community Services and the Manager Development Services and endorsed by Council for appointment by the Chief Executive Officer.
- 1.2 The DRP should include members with expertise in one or more of the following disciplines:
  - (a) Architecture (essential)
  - (b) Landscape architecture (essential)
  - (c) Urban Design (essential)
  - (d) Heritage
  - (e) Sustainability and environmental design
  - (f) Services engineering
  - (g) Accessibility
  - (h) Transport Planning
  - (i) Planning
  - (j) Public Art
  - (k) Civil and/or structural engineering

### 2. Selection Criteria

- 2.1 The Design Review Panel (DRP) is to comprise of up to six (6) members, chosen by a selection panel and endorsed by Council for appointment by the Chief Executive Officer.
- 2.2 Detailed local knowledge of the composition and character of the City and/or expertise outside the local government area. The DRP should seek to provide a balance between those with detailed local knowledge and expertise outside the local government area in order to optimise the range and calibre of skills available.
- 2.3 A demonstrated high level of expertise, knowledge and practical experience in their particular field.
- 2.4 Experiences with the design and delivery of the types of proposals to be considered by the DRP.
- 2.5 Current registration with their relevant professional body.
- 2.6 Direct experience in design review.
- 2.7 The ability to work in a multi-disciplinary team.

- 2.8 Decision makers, Council Members and City employees are not eligible for appointment to the DRP.
- 2.9 Notwithstanding 2.8 above, City employees should participate in all design review in an advisory capacity, and to provide administrative and governance support.

### **3. Selection Criteria and Appointment of Panel Members**

- 3.1 The method of sourcing eligible persons for membership of the DRP group is at the discretion of the Chief Executive Officer, and may include, among other methods:
  - 3.1.1 Call for Expressions of Interest from suitably qualified persons.
  - 3.1.2 Consult with the relevant professional bodies.
- 3.2 When a vacancy occurs, details of eligible persons willing to serve as a member of the DRP group are to be presented to the Chief Executive Officer for approval.

### **4. Term of Appointment for Panel Members**

- 4.1 The appointment of a member of the DRP will be effective from the date of the City's receipt of written acceptance of an invitation concerning the appointment.
- 4.2 The term of appointment of any member is to be a maximum of two years, subject to the following:
  - 4.2.1 A member may be reappointed for one or more further terms, and
  - 4.2.2 The Chief Executive Officer may terminate the appointment of a member prior to the expiry of a member's term of appointment, if:
    - (a) The member is absent from more than three successive meetings without having obtained leave of absence from the City; or
    - (b) The Chief Executive Officer considers that the member is not making a positive contribution to deliberations of the group.

### **5. Panel Roles and Responsibilities**

#### All Members

All DRP Panel members must:

- 5.1 Provide independent, fair and reasonable professional advice relative to the State Planning Policy 7.0 Design of the Built Environment (SPP7.0) and relevant State and local policies and schemes.

- 5.2 Treat all discussions and information about applications with sensitivity and confidentiality.
- 5.3 Respond to and comment on material presented, providing clear and constructive feedback.
- 5.4 Disclose any actual or perceived conflicts of interest in writing for the record. Where an interest exists, the member must:
  - 5.4.1 Disclose the interest to the Chair as soon as possible, and before the meeting to ensure there is a quorum for all items; and
  - 5.4.2 If the interest is a pecuniary interest, the member must not take part in the consideration or discussion of the matter.
- 5.5 All disclosures of interest will be recorded in the panel meeting notes.

#### Panel Chair

- 5.6 The Chair of the Panel will be appointed by the Chief Executive Officer.
- 5.7 The appointed Chair will have extensive experience in design review and facilitation, and a proven ability to draw meaningful conclusions from the collective views expressed.
- 5.8 The Panel Chair is primarily tasked with running DRP meetings and is responsible for:
  - 5.8.1 Liaising with the nominated City officer about the operation of the Panel including advice regarding additional briefing material or requirements.
  - 5.8.2 Ensuring new members have been inducted and are briefed about Panel operations.
  - 5.8.3 Ensuring that the meeting agenda is followed.
  - 5.8.4 Welcoming and introducing the Panel, proponents and any observers present in the meeting.
  - 5.8.5 Facilitating interactive discussion and participation of all Panel members, key City attendees and proponents, enabling solutions to be brokered collaboratively.
  - 5.8.6 Ensuring that discussions remain focused on the application being considered and that advice relates to matters covered by the Design Principles contained in State Planning Policy 7.0 – Design of the Built Environment, relevant State and local policies and schemes.
  - 5.8.7 Ensuring consistency of panel advice between reviews.

- 5.8.8 Summarising the consensus view of the panel at the conclusion of the meeting.
- 5.8.9 Endorsing the final design review report or meeting minutes post meeting.
- 5.8.10 Briefing decision-makers on panel advice when required.

## 6. Lodgement Requirements

- 6.1 For development proposals requiring DRP referral under Local Planning Policy – Design Review, the applicant will be required to submit design material unless waived by the City.
- 6.2 Site analysis - Documentation relating to site analysis to demonstrate how the proposal responds to the existing site. Relevant information relating to site analysis include:
  - (a) Site location / wider context plan;
  - (b) Aerial photography;
  - (c) Local context plan (showing surrounding land uses);
  - (d) Site context and survey plan; and
  - (e) Elevations/pictures of the existing streetscape and other influencing factors.
- 6.3 Site design response
  - 6.3.1 Documentation to demonstrate how the design addresses the site constraints consistent with the design principles of State Planning Policy 7.0 – Design of the Built Environment.
  - 6.3.2 Relevant information relating to site design response include:
    - (a) Assessment of site opportunities;
    - (b) Building massing studies to consider the quantity and arrangement of built form within the three-dimensional boundary within which development can occur;
    - (c) Car parking strategy (for mixed use proposals or where departures from parking standards are proposed);
    - (d) Energy and resource reduction strategy (for multiple dwellings);
    - (e) Orientation study, including winter sun paths and overshadowing of site and adjoining properties;
    - (f) Prevailing breezes and ventilation strategies (for multiple dwellings);
    - (g) Relationship to public domain and surrounding properties;
    - (h) Investigation of amenity provided for occupants and neighbouring developments;
    - (i) Retention of existing trees and vegetation;
    - (j) Landscape design approach (deep soil zones, location and species of trees);
    - (k) Communal open spaces;
    - (l) Consideration of culturally relevant or heritage elements; and

- (m) Any relevant specialist advice.

## 7. Review Process

### 7.1 Process

Reviews will be undertaken in accordance with the model process outlined in State Planning Policy 7.0 – Design of the Built Environment and associated Design Review Guide.

### 7.2 Submission Deadline

Drawings and presentations must be submitted in accordance with the submissions deadline, which can be found on the City's website [here](#). Presentations are to be submitted in a PowerPoint format

### 7.3 Principles of review

The 10 Design Principles from the SPP7.0 will be used as the basis for design review. These 10 principles are summarised below:

- (i) Context and character – Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.
- (ii) Landscape quality – Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.
- (iii) Built form and scale – Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.
- (iv) Functionality and build quality – Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.
- (v) Sustainability – Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.
- (vi) Amenity – Good design provides successful places that offer a variety of uses and activities while optimising internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.
- (vii) Legibility – Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.
- (viii) Safety – Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.

- (ix) Community – Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.
- (x) Aesthetics – Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.

#### 7.4 Design proposal

7.4.1 Technical drawing material which clearly outlines the intended design proposal. Relevant information relating to design at pre-lodgement may include:

- (a) Development details.
- (b) Design quality statement outlining how the proposal responds to the ten design principles contained in Schedule 1 of State Planning Policy 7.0 – Design of the Built Environment.
- (c) Precedents that have informed the design proposal.
- (d) Site plan.
- (e) Floor plans.
- (f) Elevations of the proposal in context.
- (g) Sections of the proposal in context.
- (h) 3D images or visualisations.

#### 7.5 Presentation

Presentations are circulated to Panel Members prior to the meeting, once submitted no changes are permitted. Presentations are to be a maximum of 10 minutes to allow sufficient time for feedback from the panel.

### **8. Other Matters to Be Considered by The Design Review Panel**

The DRP does not report on compliance with policy or scheme, however it may be requested to examine proposals against Design WA and its suite of policies, any applicable State or local planning policy, any applicable local area planning framework document or plan, and any relevant provisions of the local planning scheme.

### **9. Fees**

Fees shall be in accordance with Council's adopted fees and charges.