



Local Planning Policy 16 – Design Review Panel (LPP16)			
Management Procedure		Relevant Delegation	
Adopted	OCM 23 October 2018	Next Review Date	October 2020

Purpose

1. Background and Introduction

Design Review Panels (DRP) have been seen to function as providing effective independent critiques of development design. The review process is also held with considerable regard to decision making forums such as the State Administrative Tribunal (SAT) and the State Government’s Development Assessment Panels (DAP).

The City of Kalamunda is increasingly required to consider complex and significant planning proposals with multiple major design considerations. The DRP allows additional independent review of the design aspects of planning proposals and will add value to the successful delivery of developments within the City boundaries.

The City’s Local Planning Scheme No.3 (the Scheme) provides for the statutory basis for establishing Design Review Panel (DRP) and provides the City with the ability to refer planning proposals to the DRP for independent assessment and recommendation on design aspects of the proposal. This policy is intended to provide guidance relating to the implementation the DRP in the City of Kalamunda.

2. Application of Policy

This Policy applies throughout the City of Kalamunda to all planning proposals which are deemed to be ‘Significant Proposals’ as defined in Clause 6 of this Policy (Matters Required to be Referred to the Design Review Panel).

3. Statutory Authority / Legal Status

This Policy has been prepared under, and in accordance with, Schedule 2 of the Planning and Development (Local Planning Scheme) Regulations 2015 (the Regulations).

3.1 Relationship to Local Planning Scheme No.3

This Policy is a planning policy prepared, advertised and adopted pursuant to Part 2 of the Scheme. The Policy augments, and is to be read in conjunction with, the provisions of the Scheme relating to development.

If there is a conflict between this Policy and the Scheme, then the Scheme shall prevail.



3.2 Relationship to other state planning/development control policies

This policy has due regard to and should be read in conjunction with the relevant Statutory Planning Framework.

4. Policy Objectives

The primary objectives of this Policy are:

- a) To outline the types of development proposals that will be referred to the DRP;
- b) To detail the terms of reference of the DRP;
- c) To outline the roles and responsibilities of the members of the DRP and the City;
- d) To detail the information required to be provided to enable the DRP to consider a planning proposal; and
- e) To detail the procedure for holding DRP meetings, and the preparation and distribution of agendas and minutes.

Policy Statement

5. Terms of Reference

5.1 Role of the DRP

The role of the DRP is to provide independent, formal, technical and professional advice and recommendations to:

- a) Proponents and local government officers on the design quality of proposals;
- b) To decision makers (State and local governments, Development Assessment Panels, the State Administrative Tribunal) on eligible development applications or other proposals;
- c) To local government, where requested, on strategies, policies, master plans, precinct plans, local development plans, structure plans, activity centre plans, local planning schemes and amendments or other matters.

5.2 Status of advice

The DRP is advisory only and does not have a decision-making function. The panel advises on the design quality of proposals with reference to the Design Principles (from SPP 3.7) and the statutory planning framework. Decision makers should have due regard to the design review advice and recommendations in their deliberations.

For continuity between design review and local government and Development Assessment Panel assessment procedures, the Design Review Panel Chair may be requested to brief decision makers either through preparation of a briefing note or attendance at a meeting. Where a matter is referred to the State Administrative Tribunal for review, the Design Review Panel Chair may also be invited to attend proceedings as required by the Tribunal.

The DRP shall only deal with matters that have been referred to them by the Director of Development Services or authorised officer, or through a resolution of the Council.

Individual members of the DRP shall not provide advice directly to an applicant, owner, or Council member in respect to any item under consideration at a DRP meeting. Other than authorised City officer, the DRP Chair is the only person who should speak on behalf of the DRP should clarification regarding previous DRP recommendations or advice be sought.

5.3 Timing and number of reviews



The number of reviews needed will vary depending on the complexity of a proposal; however, three reviews are typically needed for the process to be effective.

Design reviews should occur before a development application is submitted. It is strongly recommended that the first design review takes place during the concept design stage to ensure that proponents can take advantage of the advice offered at a time where the design is flexible enough to accommodate change without impacting on time and cost constraints. A subsequent review should typically occur at a stage when the design has been further progressed. Depending on the outcome of the initial meeting, this review session will typically occur during design development or prior to the proposal being submitted for development approval (Pre-lodgement stage).

At building permit stage (after development approval) it is suggested that a check takes place by the Design Review Panel Chair or delegate, to ensure that the design quality of the proposal is consistent with the approved development application and any relevant conditions related to design quality.

5.4 Matters to be Considered

The DRP shall take into account matters including, but not limited to:

- a) The provisions of the United Kingdom's Centre for Architecture and the Built Environment's (CABE) principles of good design (refer Appendix 1 for further information in this regard);
- b) The Design WA documents and resources;
- c) The relevant statutory planning and policy framework relating to the planning proposal;
- d) The architectural quality of the design, including its relationship with adjoining or nearby developments;
- e) The impact of, and relationship with, a proposal on the streetscape on surrounding properties;
- f) The impact of the proposal on the character of the area, including consideration of significant cultural and natural features and landmarks;
- g) The extent to which the proposal addresses environmental sustainability principles;
- h) The extent to which the proposal addresses crime prevention principles; and
- i) Any heritage considerations.

5.5 Membership and Qualification

The DRP Panel will be established comprising up to five (5) community representatives and/or technical experts who, in the opinion of the City, have the relevant knowledge, experience, or expertise to give fair, reasoned, and non-biased advice on the matters referred to the DRP.

Members of the DRP should have appropriate contemporary experience and qualifications in one or more of the following areas:

- a) Architecture
- b) Landscape architecture
- c) Urban Design
- d) Heritage and urban conservation
- e) Sustainability and environmental design
- f) Services engineering
- g) Accessibility
- h) Transport planning
- i) Planning
- j) Public art
- k) Civil and/or structural engineering



Preference will be given to candidates that demonstrate the required experience and qualifications that also have local knowledge. Current registration with their relevant professional body is highly desirable.

To be independent and apolitical, decision-makers, elected members or officers must not be appointed to the Design Review Panel. However, City officers should participate in all design reviews in an advisory capacity to provide administrative and governance support.

5.6 Appointment and Resignation/Termination of Members

5.6.1 *Expressions of Interest*

The Chief Executive Officer (CEO) shall call for public nominations to the DRP. The CEO shall at the first opportunity elect the five members comprising a Chairperson, Deputy Chair, and three (3) members of the panel, plus two (2) alternate members, from amongst those nominees determined to be most suitable.

Expressions of Interest for DRP members should include a brief professional profile addressing the following selection criteria:

- a) Appropriate qualifications and demonstrated expertise in architectural design, landscape architecture or urban design, or other professional area if required;
- b) Ability to work in a multi-disciplinary team;
- c) Demonstrated expertise in design review, design critique or the provision of strategic advice on design quality issues;
- d) Knowledge or understanding of the State's Planning Framework, relevant City policies and development controls and design issues in the local area;
- e) Skills and experience in analysis and application of local planning strategies and policies;
- f) Ability to analyse, evaluate and offer objective and constructive feedback on complex design quality issues in design review, for evaluation of complex development applications and on strategic planning matters; and
- g) Good written and verbal communication to ensure that advice provided to proponents is clear and concise.

The term of office for any member of the DRP shall be for a period of five (5) years. Members can apply for reappointment at the end of this period.

5.6.2 *Resignation*

A DRP member who resigns at any time during their term of appointment is required to give their notice in writing to the CEO.

5.6.3 *Termination*

Should a member fail to attend three (3) consecutive meetings of the DRP without being granted a Leave of Absence by the DRP his/her appointment shall be automatically terminated. The CEO will notify any member, in writing, when their membership of the DRP is terminated. Members taking leave of absence for a period are requested to notify the CEO and any notified leave of absence will be recorded in the minutes of a DRP meeting held during that period.

In addition to the above, the CEO may terminate the appointment of any member prior to the expiry of his/her term, if

- a) The CEO, on advice from the elected Chair and/or the Director of Development Services, considers that the member is not making a positive contribution to the DRP; or
- b) The member is found to be in breach of the City of Kalamunda's Code of Conduct or in serious contravention of the Local Government Act 1995; or



- c) A member's conduct, actions, or comments brings the City of Kalamunda into disrepute.

5.6.4 *Vacancies*

Where a vacancy occurs details of eligible persons from the previous expressions of interest to serve as a member of the DRP shall be presented to the CEO for selection and approval. Should this process fail to determine a new member then the vacancy will be publicly advertised calling for expressions of interest. The term of appointment for any new member of the DRP shall be for the remaining period of the member vacating the DRP position.

5.7 Roles and responsibilities

A good working relationship between local government planners and Design Review Panel Members is essential, as it's important to have regular, consistent and clear communication between those involved in the design review and assessment processes.

5.7.1 *Roles and responsibilities of the City's Planning officers*

The City's planning officers are responsible for coordinating the operation of the Design Review Panel and support is required from suitably qualified local government officers, including senior officers. The role of the City's Planning officers is outlined below:

a) **Panel coordinator**

The local government should nominate a panel coordinator to assist in smooth communication regarding meetings and other panel matters. The roles and responsibilities of the panel coordinator include, but are not limited to:

- i. Circulate the annual meeting schedule, panel contact details and other material;
- ii. Act as the central point of contact between the panel members and other local government officers or stakeholders;
- iii. Prepare agendas, ensuring sufficient notice is provided to all parties (seven days is recommended);
- iv. Arrange site inspections where appropriate;
- v. Respond to requests for additional information from panel members in accordance with the established administrative procedures;
- vi. Arrange for relevant local government officers to attend meetings;
- vii. Arrange for notes or minutes to be taken at meetings and work with the report writer and arrange Chair endorsement of the notes, minutes and/or design review report;
- viii. Distribute the notes, minutes and/or report to relevant parties and make panel advice and/or recommendations available to the proponent within a specified time period (recommended 10 working days) of the panel meeting;
- ix. Arrange for the administration of fees, where charged, and membership remuneration payments;
- x. Prepare a summary of council, Development Assessment Panel and State Administrative Tribunal decisions on applications considered by the panel, as a means of providing feedback and optimising awareness of any other relevant matters.

b) **Senior planning staff**

Senior Planning Staff should provide the necessary administrative support and advice to the meeting including managing the meeting opening and closing proceedings and providing governance advice where requested by the panel Chair. The Chair should manage and facilitate the interactive design review discussion and identify the key recommendations for reporting.

c) **Planning officer**

For each proposal under consideration, a planning officer should present an overview of the site (or proposal) including history, current and future surrounding context as well as



compliance with planning controls and relevant design criteria. They will also convey any concerns raised through internal referral pathways (e.g. storm water, traffic/parking) if available.

d) Report writer

Local government is responsible for ensuring that notes or minutes are taken for all panel meetings. The notes will be used to formulate a design review report for the local government's use in reporting to Council, JDAP or other decision maker. Notes and reporting needs to be clear and unambiguous to all parties with appropriate terminology and phrasing.

5.7.2 Roles and responsibilities of the panel members

All panel members are required to:

- a) Provide independent, fair and reasonable professional advice relative to the SPP 7.0 Design Principles and relevant State and local policies and schemes;
- b) Treat all discussions and information about applications with sensitivity and confidentiality;
- c) Respond to and comment on material presented, providing clear and constructive feedback;
- d) Disclose any actual or perceived conflicts of interest in writing for the record (refer Part 10.6 of this Policy for further information in this regard).

5.7.3 Roles and responsibilities of the panel chair

The panel Chair is primarily tasked with running panel meetings and is responsible for:

- a) Liaising with the nominated local government officer about the operation of the panel including advice regarding additional briefing material or requirements;
- b) Ensuring new members have been inducted and are briefed about panel operations;
- c) Ensuring that the meeting agenda is followed;
- d) Welcoming and introducing the panel, proponents and any observers present at the meeting;
- e) Facilitating interactive discussion and participation of all panel members, key local government attendees and proponents, enabling solutions to be brokered collaboratively;
- f) Ensuring discussions remain focused on the application being considered and that advice relates to matters covered by the spp7.0 design principles, relevant state and local policies and schemes;
- g) Ensuring consistency of panel advice between reviews;
- h) Summarizing the consensus view of the panel at the conclusion of the meeting;
- i) Brief decision-makers on panel advice when required;
- j) Endorsing the agreed DRP meeting minutes; and
- k) Attend and present at Council meetings, Joint Development Assessment Panel meetings and/or SAT as requested by the Director of Development Services, or authorized officer.

5.8 Code of Conduct

Each member of the DRP is required to observe the City of Kalamunda's Code of Conduct. All members are expected to act in a responsible and professional manner with the information that they obtain through their role as a member of the DRP.

All members are encouraged to express their opinions and views without fear of reproach. It is therefore important that all members respect each other (often despite differences) and work together to create an open and trusting atmosphere.



Members are expected to accept collective responsibility for, and remain loyal to, the decisions of the DRP. This is to be upheld at all times, even when the member may not have agreed with the final decision reached by the DRP.

5.9 Confidentiality and Privacy

Members of the DRP may have contact with confidential or personal information retained by Council or presented to them in a DRP meeting. If so, members are required to maintain the security of any confidential or personal information and will not be permitted to access, use, divulge, or remove any information, unless that member is specifically authorised to do so by written instruction from the Council, the CEO, or the Director of Development Services.

5.10 Operational Funding and Remuneration

The City's operational budget allocates funds for engaging members of the DRP. Members of the DRP will be remunerated on the basis of an hourly sitting fee for attendance at the scheduled meetings, up to a maximum of three (3) hours, or for a longer period as resolved by the DRP and agreed by the Director of Development Services. In addition, the member can claim up to one (1) hour outside of the meeting for review of any item scheduled to be presented to the DRP. The sitting fee shall be determined by the Council and is to be reviewed in conjunction with the annual review of the City's Schedule of Fees and Charges.

If the Chair of the DRP is required to appear on the City's behalf as an expert witness at the State Administrative Tribunal or assist in the presentation of the City's recommendation to a Development Assessment Panel the member is to be paid at the rate adopted in the City's Schedule of Fees and Charges.

The Chair of the DRP shall be paid an additional hour (at the hourly rate) to compensate for their additional responsibilities that includes writing the recommendation of the DRP, and the review and endorsement of the draft DRP minutes.

6. Matters to be Referred to the Design Review Panel

6.1 Significant Proposals

Significant development applications are applications which are determined by the City to be of significant planning interest to the community. At the discretion of the Director Development or the Manager Approval Services, a development may be deemed to be significant where one or more of the following criteria apply:

- a) Residential development that comprises ten (10) or more dwellings;
 - b) Development that is greater than 10 metres in height (excluding Industrial development);
 - c) Commercial or Industrial development directly abutting land used for residential purposes;
 - d) Development that in the opinion of the City will have a significant impact upon the significance of a Heritage Place;
 - e) The planning proposal will likely result in a significant adverse amenity impact on the community by virtue of traffic, noise, dust, odour vibration, or other impacts.
 - f) Development that qualifies for determination by the Joint Development Assessment Panel; or
7. Development not referred to in items 1 through 6 above but which, in the opinion of the Manager Approval Services is:
- a) Of a complex or contentious nature;



- b) Likely to be of significant interest to the community;
- c) Has urban design, streetscape, building bulk, scale or design impacts;
- d) Is located on a prominent or significant site;
- e) Involves unusual or unconventional design elements; or
- f) Is likely to benefit from DRP consideration.

6.2 Other Planning Matters for Referral

The Director of Development Services, or authorised officer, may refer other planning matters to the DRP where it is considered that the City will benefit from their input, as follows:

- a) Proposed planning or design studies including planning strategies, policies, precinct plans, design guidelines, or amendments to the City's Local Planning Scheme; or
- b) Any other matter relating to, but not limited to, the design of buildings or places or any issues relating to environmentally suitable design.

6.3 Timing

The DRP will be convened in a timely manner to expedite the consideration of the proposal, depending on the availability of the members and the completeness of the material to be considered (see 7.0 below). Some matters may need to be referred to the DRP on more than one occasion.

The convening of a DRP will generally require a minimum lead period of 10 days. Referral of lodged Development Applications to the DRP is likely to extend the overall assessment period of the proposal.

7. Information Required to be Provided by the Applicant for design review

It is recommended that initial design reviews occur early, prior to the submission of a formal application, to ensure better design outcomes. The material required for design review should sufficiently reflect the stage of development of the proposal and illustrate site analysis, site design response and the intended design proposal. For early design reviews, drawings may be conceptual and diagrammatic.

7.1 Site analysis

It is particularly important to provide contextual information on drawings and information submitted for review, to assist in the panel assessing how well a proposal responds to its site and context.

The key elements of a site analysis include:

- a) Site location / wider context plan
- b) Aerial photograph
- c) Local context plan
- d) Site context and survey plan
- e) Streetscape elevations and sections

For residential proposals refer to relevant volume of the Residential Design Codes for more detail.

7.2 Design proposal



Sufficient drawing material should be presented to outline the intended design proposal; however, the emphasis should be on having enough information rather than having fully-resolved drawings of every aspect of the proposal.

The key elements of a pre-lodgment design proposal include:

- a) Development details
- b) Precedents and context that have informed the design proposal
- c) Site plan
- d) Floor plans
- e) Elevations of the proposal in context
- f) Sections of the proposal in context
- g) A schedule of proposed materials and colours to be used
- h) Draft design quality statement outlining how the proposal responds to the SPP 7.0 Design Principles.
- i) 3D images or visualisations if available
A statement on how the DRP's previous comments have been addressed (for applications undergoing further review)

For residential proposals refer to relevant volume of the Residential Design Codes for more detail.

8. Presentation to the Design Review Panel

In a maximum ten (10) minute presentation (unless an alternative is agreed upon by the DRP Chair) the applicant is to present plans and relevant information for the proposal, including:

- a) The aspirations of the project, as well as a contextual understanding of the site and how the project sits within, and relates to, its surroundings; and
- b) How the development addresses the design principles as outlined in Clause 9 a). of this policy (Format for DRP Design Review Advice) and the relevant development requirements, including any variations to the 'deemed-to-comply' provisions and how they impact on, or contribute to, the desired design outcome.

9. Format for DRP Design Review Advice

The summary of a design review and the recommendations of the DRP are to be provided to the applicant in written format within fourteen (14) working days of the date of the DRP meeting. These reviews are to have regard to the following:

- a) Design Principles (refer Appendix 2 – Principles of Good Design).
- b) Design Assessments
 - i. Design strengths, and
 - ii. How can the proposal be improved.
- c) Recommendation to Approval Services and/or applicant (one, or a combination of the below);
 - i. The design is supported,
 - ii. The design is supported and is of sufficiently high quality to satisfy the relevant scheme provisions in relation to discretionary matters such as density, plot ratio bonuses, or building height,
 - iii. The design can likely be supported subject to the following matters being addressed, and the DRP will further review the proposal at a subsequent DRP meeting prior to it making its final recommendation,
 - iv. The design will be supported subject to the following changes,
 - v. The design is not supported for the following reasons, or,



- vi. The design is at a concept stage only, the plans have not progressed to a stage where a recommendation can be provided

10. Meeting Procedure and Process

10.1 Schedule of Meetings

The DRP is proposed to meet on an as needed basis, with a maximum of one meeting per month, unless a "special" meeting is called by the Director of Development Services. An agenda for DRP meetings shall be prepared in accordance with the format in Appendix 3. Special meetings may be convened at any other time to deal with specific proposals or issues.

The location, date, and time of the meeting shall be advised to the members of the DRP at least ten (10) working days prior to the meeting. The agenda will be provided to the DRP members at least five (5) working days prior to the meeting.

The duration of the meeting shall be a maximum of three (3) hours unless the DRP resolves to extend the meeting to a particular time for the completion of business, and that extended time is agreed by the Director of Development Services.

10.2 Attendance and Quorum

From the five (5) appointed members, the DRP will comprise the Chair, Deputy Chair, and three other members. Where a member is unable to attend the meeting (subject to sufficient notice being given) the City's Director of Development Services or another authorised officer, in liaison with the Chair, will invite the alternate member.

The quorum for each meeting will be no less than three (3) DRP members. The Director of Development Services or other authorised officer is also required to be in attendance. If a quorum is not present within 30 minutes of the notified commencement time of the meeting, then the meeting shall lapse.

The determination of a proposal shall be the sole responsibility of the DRP members, with the Director of Development Services, or authorised officer, acting in an advisory role only. This advisory role includes briefing the committee members on each matter on the agenda and identifying any particular aspects upon which advice and/or recommendations are required.

The DRP Chair may request that external advice or expert knowledge be provided to the DRP, where it is deemed that such knowledge is not available from within the DRP members, or due to the nature, or type, of development. The City shall give all assistance to the DRP Chair and, where appropriate, approve such requests.

The owner of the land and/or the applicant shall attend the meeting and make a presentation on the proposal to the DRP. Following the presentation and any questions from the Committee members the Chair may request the presenters vacate the meeting prior the members further deliberating on the matter.

The matters under consideration by the DRP are generally confidential in nature and therefore DRP meetings will not be open to the public.

10.3 Panel Member preparation

All panel members should ensure that they are familiar with all information provided prior to the meeting and prepare comments in advance, to enable effective use of session time. If additional information is required prior to the meeting, a request should be submitted to the local government in accordance with the procedures advised during the induction.



10.4 Agenda

The agenda for each meeting (along with submitted drawings and other relevant documentation) shall be prepared by the Panel Coordinator and circulated to all panel members and meeting attendees at least one week prior to the meeting. A meeting agenda template can be found at Appendix 3.

The priority of agenda items for each meeting should be determined by the local government ensuring the scheduling of items has regard for the relevant statutory timeframes.

Each item should be allocated an appropriate duration on the agenda, to allow for the recommended design review meeting format. Additional time may be required for complex projects where this is appropriate. It is recommended that the meeting agenda does not exceed three hours.

An employee of the City shall be present at the meeting to record the minutes. These minutes will record a consensus agreement on actions and any points of agreement/disagreement, as well as any additional relevant comments and recommendations. They will not reflect the discussions verbatim but present a summary of issues or matters discussed during debate prior to consensus agreement being reached.

At the culmination of the meeting the Chair will read out the agreed actions, recommendations, and any other points of agreement to the meeting to ensure that they accurately reflect the consensus view. Within ten (10) working days of the date of the DRP meeting the minutes are to be compiled by a member of the City's Officers and presented in the form of:

- a) Explanatory comments on each proposal conveying the DRP's general views regarding the proposal;
- a) Formal recommendation to the City, where appropriate, reflecting the views of the majority of the members present at the meeting; and
- b) Any additional informal comments conveying the views of individual members, which may be included at the request of any member, subject to the approval of the Director of Development Services or other authorised officer.

The minutes will be checked and endorsed by the Chair and then distributed to all members who attended the meeting. The minutes will also be provided to the applicant.

All minutes of the DRP will be tabled at a Council meeting. If the matter is to be determined by the Council, then the minutes will be included as an attachment to the officer's report and referenced in the report. Where a Development Application is to be determined by a Joint Development Assessment Panel the relevant DRP minutes will be included as an attachment to the Responsible Authority Report (RAR) and referenced in the RAR. In addition to this, an original copy of the endorsed minutes will be kept for record purposes within the City.

10.5 DRP Comments and Advice

The DRP is to provide comments and advice to the City's Planning Officers to assist in providing pre and post lodgement advice to applicants, formulating recommendations to the Council or a Joint Development Assessment Panel on particular applications for development approval, or in determining applications under delegated authority. The DRP will also provide comments and advice on other planning related proposals presented to it.

The recommendations of the DRP are not binding on the City, however, they will be given due regard and used to assist the City in making better and more informed decisions.

The DRP is expected to provide comments and advice on a 'without prejudice' basis.



10.6 Conflict of Interest

All members of the DRP need to be aware that any conflict of interest, needs to be recognised. Members of the Design Review Panel are to be regarded as a “Committee Member” for the purposes of the definitions in the City of Kalamunda Elected Members Code of Conduct and therefore required to comply with the Code. On receipt of the agenda, if a member has an interest in the matter, then that member is required to declare the interest and the alternative member of the DRP is to be invited by the City. This will be noted in the minutes. Should the member declare an interest during the meeting, the declaration and the vacancy during discussion will be noted in the minutes. If a member is unsure as to whether they have an interest in the matter they are advised to raise the issue with the Director of Development Services, or another authorised officer.

Any member of the DRP who has a financial and/or proximity interest in a matter shall exclude themselves from the room and not participate in that part of the meeting. They may return upon conclusion of that section of the meeting.

11. Media Protocol

Members of the DRP are not to speak to the media in their capacity as a DRP member.

12. Definitions

Unless otherwise defined, words and expressions in this Policy are defined in Schedule 1 of Local Planning Scheme No.3 (the Scheme), the *Planning and Development Act WA 2005*, the *Planning and Development Regulations 2015*, the Residential Design Codes of WA, or as defined below:

“Design Review Panel”	A specialised panel of consultants selected by the Council in the manner and for the purposes specified in this Policy, which provides professional and technical advice to the City’s officers and the Council.
“Design Review Panel Chair”	
“Design Review Panel Member”	
“Design Review Panel Alternate Member”	
“Financial Interest”	has the same meaning as given by Section 5.60A of the Local Government Act 1995.
“Pecuniary Interest”	means an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.
“Proximity Interest”	has the same meaning as given by Section 5.60B of the Local Government Act 1995.



“Significant Development”	
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Appendix 1 – The CABE 10 Principles of Design Review

For design review to succeed it should be carried out professionally and offer consistently high standards in the quality of its advice. In order to achieve this, the following 'best practice' principles of design review should be used to guide the review process and set an appropriately high standard of conduct from panel members:

- a) Independent – It is conducted by people who are not connected with the proposal's promoters and decision-makers and ensures that conflicts of interest do not arise.
- b) Expert – It is carried out by suitably trained people who are experienced in design and know how to critique constructively. Review is usually most respected when it is carried out by professional peers of the project designers, because their standing and expertise will be acknowledged.
- c) Multidisciplinary – It combines the different perspectives of architects, urban designers, planners, landscape architects, engineers and other specialist experts to provide a complete, round assessment.
- d) Accountable – The Design Review Panel, and the advice that it provides to the local government (or other approval authority) must be clearly seen to work for the benefit of the public.
- e) Transparent – The Design Review Panel, membership, governance processes and funding should always be in the public domain.
- f) Proportionate – It is used on projects whose significance (either at a local or State level) warrants the investment needed to provide the service.
- g) Timely – It takes place as early as possible in the design process, because this can avoid a great deal of wasted time. It also costs less to make changes at an early stage.
- h) Advisory – The Design Review Panel does not make decisions, but it offers impartial advice that informs recommendations to the people who do.
- i) Objective – It appraises proposals according to measures that are reasoned and objective, rather than the stylistic tastes of individual panel members.
- j) Accessible – The recommendations arising from design review are clearly expressed in terms that design teams, decision makers and the public can all understand and make use of...



Appendix 2 – Principles of Design

When providing design review, it is expected that the DRP shall give due regard to the following Design Principles set by State Planning Policy 7.0 (as amended). Where a conflict exists between SPP 7.0 and this Policy, the provisions of SPP 3.70 shall prevail.

Individual principles may not apply equally to all projects, due to their location or type. At the commencement of a design review, the panel should determine which principles should be prioritized in the elevation process.

1. Context and character – *Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.*

The distinctive characteristics of a local area include its prominent natural and built features, social, economic and environmental conditions, the overall qualities of its built environment, local Aboriginal culture and history and significant post-settlement heritage. Successful places are distinctive and memorable, with a character that people can appreciate easily.

Good design responds intelligently and sensitively to these factors in order to positively contribute to the identity of an area including adjacent sites, streetscapes and the surrounding neighbourhood. Interpretative responses to context are encouraged; imitation of existing features should be avoided. New development should integrate into its landscape/townscape setting, reinforcing local distinctiveness and responding sympathetically to local building forms and patterns of development. Building materials, construction techniques and details should, where appropriate, enhance local distinctiveness.

Good design also responds positively to the intended future character of an area. It delivers appropriate densities that are consistent with projected population growth, and able to be sustained by existing or proposed transport, green and social infrastructure.

Consideration of local context is particularly important for sites in established areas that are undergoing change or identified for change. Context is also important for greenfield development, to ensure a site-specific response to existing landscape and topographical features.

2. Landscape quality – *Good design recognizes that together landscape and buildings operate as an integrated and sustainable system, with a broader ecological context.*

Outdoor spaces are important. Public spaces can include parks and nature reserves, as well as more formal squares, paved areas and streets. Designed with people in mind, they should be attractive and comfortable, offering opportunities for people to meet and socialise, bringing vitality and identity to a place.

Good landscape design protects existing environmental features and ecosystems, promotes biodiversity, offer a variety of habitats for flora and fauna, enhances the local environmental context and restores lost or damaged ecosystems, where possible. It considers environmental factors such as water and soil management, ground and site conditions, solar access, microclimate, tree canopy, urban heat island impacts, habitat creation and preservation of green infrastructure – balancing these against social, cultural and economic conditions.

Good landscape design employs hard and soft landscape and urban design elements to create external environments that interact in a considered manner with built form, resulting in wellintegrated, engaging places that contribute to local identity and streetscape character.

Good landscape design provides optimal levels of external amenity, functionality and weather protection while encouraging social inclusion, equitable access and respect for the public and



neighbours. Well-designed landscape environments ensure effective establishment and facilitate ease of long term management and maintenance.

3. Built form & 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.*

Buildings can define open spaces by enclosing them. Good design delivers buildings and places of a scale that responds to landform characteristics and existing built fabric in a considered manner, mitigating the potential for negative amenity impacts on both private land and the public realm.

The scale, massing and height of new development should respond positively to that of the adjoining buildings, the topography, the general pattern of heights, and the views, vistas and landmarks of the place, reinforcing a coherent local identity. The orientation, proportion, composition, and articulation of built form elements should deliver an outcome that is suited to the purpose, defines the public domain, contributes to the character of adjacent streetscapes and parks, and provides good amenity for people at ground level.

4. 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.*

Well-designed functional environments provide spaces that are suited to their intended purpose and arranged to facilitate good relationships to other spaces, and ease of use. Good design provides flexible and adaptable spaces to maximise their utilisation and accommodate appropriate future requirements without the need for major modifications.

Good build quality is achieved by using durable materials, finishes, elements and systems that are easy to maintain and weather well over time. The outcome should be a development that is well-detailed, resilient to the wear and tear expected from its intended use, is easy to upgrade and without excessive maintenance requirements. Consideration should be given to the full life-cycle of the proposal and mitigation of potential climate change impacts.

Good design accommodates services in an integrated manner, without detriment to the appearance, functionality and serviceability of the final outcome.

5. Sustainability – *Good design optimizes the sustainability of the built environment, delivering positive environmental, social and economic outcomes.*

Sustainable landscape and urban design adheres to established water-sensitive urban design principles, minimises negative impacts on existing natural features and ecological processes and facilitates green infrastructure at all project scales.

Sustainable built environments use passive environmental design measures at various scales, responding to local climate and site conditions by providing optimal orientation, shading, thermal performance and natural ventilation. Reducing reliance on technology for heating and cooling minimises energy use, resource consumption and operating costs over the life-cycle of the project.

Sustainable design also includes the use of sustainable construction materials, recycling, good waste management practices, re-use of materials and existing structures, harnessing of renewable energy sources, and total water cycle management.



6. *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.*

Places should incorporate a mix of uses that work together to create viable environments that respond to the diversity of the local community and its culture. New development should offer a range of uses and activities that contribute to the vitality of the place at different times of the day and week and provide choices of housing, shopping, employment and entertainment.

Well-designed external spaces provide welcoming, comfortable environments that are universally accessible, with effective shade as well as protection from unwanted wind, rain, traffic and noise. Good design mitigates negative impacts on surrounding buildings and places, including overshadowing, overlooking, glare, reflection and noise.

Good design provides internal rooms and spaces that are adequately sized, comfortable and easy to use and furnish, with good levels of daylight, natural ventilation and outlook. Delivering good levels of internal amenity also includes the provision of appropriate levels of acoustic protection and visual privacy, adequate storage space, and ease of access for all.

7. *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.*

Good urban design makes places easy to navigate, with recognisable routes, intersections and landmarks while being well-connected to existing movement networks. Sightlines are well-considered, with built form responding to important vantage points. Movement through a place should always be easy for everyone who uses it, whether they are on foot or by bicycle, public transport or private vehicle. Efforts should always be made to giving pedestrian movement priority over vehicular movement.

Good design provides environments that are logical and intuitive to use, at the scales of building, site and precinct. Consideration should be given to how the urban design of street environments can provide visual cues as to the street hierarchy.

Access and circulation within developments should contribute to a fine-grain network of direct and connected routes within and beyond the site and avoid creating large nonpermeable blocks.

Within buildings, legibility is served by a clear hierarchy of spaces with identifiable entries and clear wayfinding. Externally, buildings and spaces should allow their purpose to be easily understood, and provide clear distinction between public and private spaces.

8. *Safety – Good design optimizes safety and security, minimizing the risk of personal harm and supporting safe behavior and use.*

Safety and security is promoted by maximising opportunities for passive surveillance of public and communal areas and providing clearly defined, well-lit, secure access points that are easily maintained and appropriate to the purpose of the development.

Good design provides a positive, clearly defined relationship between public and private spaces and addresses the need to provide optimal safety and security both within a development and to the adjacent public realm.

The design of vehicular transport routes should integrate safety requirements in a manner that mitigates negative impacts on pedestrian amenity.



9. *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.*

Good design encourages social engagement and physical activity in an inclusive, equitable manner and considers how the activities inside buildings can bring life and activity to public spaces. Places should be able to accommodate change over time, create continuity with the past and respond to new social, market or environmental demands.

New development should have some capacity to adapt to changing demographics, an ageing population, new uses and people with disability. In residential proposals, good design achieves a mix of dwelling types, providing housing choice for different demographics, living needs and household budgets, and accommodating all ages and abilities.

10. *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.*

Good design resolves the many competing challenges of a project into an elegant and coherent outcome. At the precinct scale, good design delivers outcomes that are logical and guided by a consideration of the experiential qualities that it will provide. Consideration should be given to how the arrangement of built form and spaces can contribute to the setting of important buildings and landmarks, including public art. A well-conceived design addresses all scales, from the articulation of building form through to the selection and detailing of materials and building elements, enabling sophisticated, integrated responses to the character of the place.

In assessing design quality, consideration of aesthetics should not be limited to style and appearance; the coherence of the design concept and the cultural relevance of the proposal should also be taken into account.



Appendix 3 – Agenda Format

KALAMUNDA DESIGN REVIEW PANEL

DAY DATE 2020, TIMEPM

Meeting Date and Time:

Meeting Number: DAC2020/MEETING NO.

Meeting Venue: City of Kalamunda Administration Centre
2 Railway Road, Kalamunda

Attendance

DAC Members: INSERT MEMBER NAME Design Advisory Committee Chair
 INSERT MEMBER NAME Design Advisory Committee Member
 INSERT MEMBER NAME Design Advisory Committee Member
 INSERT MEMBER NAME Design Advisory Committee Member
 INSERT MEMBER NAME Design Advisory Committee Member

Officers in attendance: INSERT OFFICER NAME INSERT POSITION
 INSERT OFFICER NAME INSERT POSITION

Applicants: Item 1.1 Description of development at Lot LOT NUMBER (PROPERTY NUMBER)
 STREET, SUBURB WA
 Item 1.2 Description of development at Lot LOT NUMBER (PROPERTY NUMBER)
 STREET, SUBURB WA

Item 1: Declaration of Opening
 The Chair declares the meeting open.

Item 2: Attendance and Apologies

Item 3: Confirmation of previous reporting
 DAC2020/MEETING NO. MINUTES

Item 4: Declarations of interest
 Nil

Item 5.1 **Property Location:** Lot LOT NUMBER (PROPERTY NUMBER)
 STREET, SUBURB WA
Development Description: Description of development
Applicant: APPLICANT DETAILS
Owner: OWNER DETAILS
Reported by: OFFICER NAME, OFFICER TITLE

Value of Development: \$

Aerial:

MRS Zoning: MRS ZONE
LPS Zoning: LPS ZONE

LPS Zoning Map:
Applicable Policies / Structure Plans / Local Development Plans:
 APPLICABLE LPP'S
 APPLICABLE SPP'S

Background:
Proposed Development:



Reference Documentation:

- Attachment 1- TITLE OF ATTACHMENT
- Attachment 2 – TITLE OF ATTACHMENT
- Attachment 3 – TITLE OF ATTACHMENT

Item 5.1.1 **Pre-meeting** (panel members and local government officers only)

- Development assessment overview
- Technical issues

Item 5.1.2 **Design Review meeting** (all)

- Proponent welcome
- Presentation/response to prior recommendations
- Questions and clarification
- Discussion Confirmation of DAC advice/recommendations by the Chair

Item 5.1.3 **Post meeting (panel members and local government officers only)**

Item 6.2.3 **Post meeting (panel members and local government officers only)**

Item 7: **Status of Previous Items**

Property Location	Description	Status
Lot LOT NUMBER (PROPERTY NUMBER) STREET, SUBURB WA	Description of development	INSERT STATUS

Item 8: **Other business matters**
Nil

City of Kalamunda

Contact: INSERT OFFICER NAME, INSERT OFFICER TITLE

E: INSERT OFFICER EMAIL

T: INSERT OFFICER TELEPHONE



Appendix 4 – Minutes Format

KALAMUNDA DESIGN REVIEW PANEL

DAY DATE 2020, TIMEPM

Meeting Date and Time:

Meeting Number: DAC2020/MEETING NO.

Meeting Venue: City of Kalamunda Administration Centre
2 Railway Road, Kalamunda

Attendance

DAC Members: INSERT MEMBER NAME Design Advisory Committee Chair
 INSERT MEMBER NAME Design Advisory Committee Member
 INSERT MEMBER NAME Design Advisory Committee Member
 INSERT MEMBER NAME Design Advisory Committee Member
 INSERT MEMBER NAME Design Advisory Committee Member

Officers in attendance: INSERT OFFICER NAME INSERT POSITION
 INSERT OFFICER NAME INSERT POSITION

Applicants: Item 1.1 Description of development at Lot LOT NUMBER (PROPERTY NUMBER)
 STREET, SUBURB WA
 Item 1.2 Description of development at Lot LOT NUMBER (PROPERTY NUMBER)
 STREET, SUBURB WA

Item 1: Declaration of Opening
 The Chair declares the meeting open.

Item 2: Attendance and Apologies

Item 3: Confirmation of previous reporting
 DAC2020/MEETING NO. MINUTES

Item 4: Declarations of interest
 Nil

Item 5.1 **Property Location:** Lot LOT NUMBER (PROPERTY NUMBER)
 STREET, SUBURB WA
Development Description: Description of development
Applicant: APPLICANT DETAILS
Owner: OWNER DETAILS
Reported by: OFFICER NAME, OFFICER TITLE

Value of Development: \$

Aerial:

MRS Zoning: MRS ZONE
LPS Zoning: LPS ZONE

LPS Zoning Map:
Applicable Policies / Structure Plans / Local Development Plans:
 APPLICABLE LPP'S
 APPLICABLE SPP'S

Background:
Proposed Development:
Reference Documentation:



Attachment 1- TITLE OF ATTACHMENT
 Attachment 2 - TITLE OF ATTACHMENT
 Attachment 3 - TITLE OF ATTACHMENT

Item 5.1 RECOMMENDATIONS
A. INSERT RECOMMENDATION NO.1
B. INSERT RECOMMENDATION NO. 3
C. INSERT RECOMMENDATION NO. 3

Item 5.1 DESIGN PRINCIPAL ASSESSMENT

MATRIX			SUPPORTED
			PENDING FURTHER ATTENTION
			NOT SUPPORTED
			NOT CONSIDERED / DISCUSSED
DESIGN PRINCIPAL	DAC1	DAC2	DAC COMMENT
CONTEXT & CHARACTER			
LANDSCAPE QUALITY			
BUILT FORM & SCALE			
FUNCTIONALITY AND BUILD QUALITY			
SUSTAINABILITY			
AMENITY			
LEGIBILITY			
SAFETY			
COMMUNITY			
AESTHETICS			

Item 5.1.3 Post meeting (panel members and local government officers only)

Item 6.2.3 Post meeting (panel members and local government officers only)

Item 7: Status of Previous Items

Property Location	Description	Status
Lot LOT NUMBER (PROPERTY NUMBER) STREET, SUBURB WA	Description of development	INSERT STATUS

Item 8: Other business matters
 Nil

City of Kalamunda Contact:
 INSERT OFFICER NAME, INSERT OFFICER TITLE
 E: INSERT OFFICER EMAIL
 T: INSERT OFFICER TELEPHONE

