Policy
Design Review Panel

Policy Number
LPP 5.16

Policy Type
Local Planning Policy

Policy Purpose

Council at its meeting held on 14 April 2016 resolved to establish a Design Review Panel in accordance with the provisions of Town Planning Scheme No. 3 (TPS 3) for the purposes of providing independent expert design review advice for complex planning proposals. Council also resolved to draft a Local Planning Policy outlining type of development that will be referred to the Panel, a set of Design Principles that the panel will use for a basis for review and terms of reference for the panel.

The purpose of this policy is to outlining type of development that will be referred to the panel, a set of Design Principles that the panel will use for a basis for review and terms of reference for the panel.

Policy Statement

(1) <u>Statutory Basis</u>

The City of Cockburn Design Review Panel is established as a body with which the city may consult in assessing an application under the provisions of the City of Cockburn Town Planning Scheme No. 3. For clarity, the City of Cockburn Design Review Panel shall not constitute a committee as defined under Part 5 Division 2 Subdivision 2 of the *Local Government Act 1995.*

(2)   Panel Membership

1.   The membership of the Panel shall comprise of up to five (5) persons, with a minimum of three (3) required to consider any matter.

2.   Members shall be highly regarded with appropriate qualifications and substantial experience in one or more of the following areas:
   a)   Architecture
   b)   Urban design
   c)   Landscape Architecture

3.   A person who is currently employed by the City of Cockburn or who is an elected member of the Cockburn Council is not eligible for appointment as a member of the Panel.

4.   At least two panel members should demonstrate experience in the City of Cockburn or other Local Authority with similar forms of development.

5.   All panel members shall be appointed by the Council, following a public process of expressions of interest and a Chair determined by Council.

6.   Each nomination shall be accompanied by the names of a minimum of two professional referees. These should be independent professional peers who can specifically attest in writing as to the suitability of the candidate for membership of the Panel.

7.   Appointment of panel members will be based on consideration of their qualifications and experience which must include demonstrated effectiveness in design review of major development proposals of the kind which the panel will be required to review as part of its role.

8.   The term of office for panel members will be two (2) years, although Council may reappoint any member.

9.   The Council may terminate the appointment of any member of the Panel prior to the expiry of the term of office.

(3)   Role of the Panel

1.   The role of the Design Review Panel is to provide independent expert advice on the design quality of the following proposals:
   a)   Any proposal including a building that is 3 storeys or greater in height (above natural ground level), excluding single residential dwellings, grouped dwellings and industrial buildings;
   b)   Any proposal with 20 or more multiple dwellings (apartments);
   c)   Any proposal with an estimated cost of $10 million or more.
   d)   New Activity Centres

[2]

e)   Substantial Modification/Expansions to Activity Centres
f)   Any other proposal referred to the panel by the Director of Planning and Sustainability.

2.   The above criteria includes development across the City with the <u>exception</u> of the following areas which are already subject to an existing design review process administered and funded by a third party:
a)   Cockburn Central Town Centre – DevelopmentWA
b)   Cockburn Central West – DevelopmentWA
c)   North Coogee (Cockburn Coast/Shoreline portion developed by Landcorp only) – DevelopmentWA
d)   North Coogee (Port Coogee) – Fraser's Property Group

(4)   <u>Operation of the Panel</u>

1.   Preliminary Referrals
a)   A proposal that is under consideration by a potential applicant and is in the early stages of formulation but has yet to be submitted as a formal application for planning approval may be referred to the Panel.
b)   Preliminary referrals are encouraged during the planning phase of a development proposal. The decision to refer and timing of referral will be made by the Director Planning and Development and the Panel's design advice will be provided to applicants through City staff.
c)   Consideration of preliminary referrals by the Panel will not be forwarded to the Council for discussion as changes may be made prior to a formal application being lodged.
d)   Proponents will be encouraged to attend the relevant part of the Panel meeting and the formal comments of the Panel will be provided in a qualified form to the proponent through City staff.

2.   Formal Referrals

a)   A formal application for planning approval that has been submitted may be referred to the Panel.
b)   All formal eligible applications should be referred to the Design Review Panel. These applications will undergo a preliminary assessment by city staff having regard to the provisions of the Town Planning Scheme and relevant planning policies prior to consideration by the Panel. Information on compliance with the Scheme and policies will be made available to the Panel to assist in the formulation of the Panel's design advice.
c)   The decision of the timing of referral, and the number of referrals considered necessary, to the Panel shall be made at the discretion of the Manager Statutory Planning. In cases where, in the opinion of

[3]

the Manager Statutory Planning, an application may be incapable of approval under the provisions of the Town Planning Scheme, referral to the Design Review Panel may be denied and the application assessed without this information.

     d)   Where the Panel is considering a formal statutory planning matter, its advice will be included in the planning assessment and notes of the Panel meetings will be included as an attachment to that report. For the purpose of clarity, this also includes Responsible Authority Reports that are provided to the Development Assessment Panel.

     e)   Applicants will be invited to attend at the relevant part of the Panel meeting, however all formal communication with the Panel will be through the Manager Statutory Planning, who will liaise directly with the Chair. Panel members are strictly prohibited from individual communication with proponents or interested persons on business before the Panel outside of the meeting structure adopted by the Council.

     f)   Unless otherwise referred by Council, the Manager Statutory Planning will determine when and how often an item may be presented to the Panel.

(5)   <u>Design Principles</u>

1.   The Panel shall provide independent professional design advice on key aspects of development. The design advice should be provided in accordance with the following design principles (which form Attachment 1):

     a)   Context and Character;
     b)   Landscape Quality;
     c)   Built Form and Scale;
     d)   Functionality and Build Quality;
     e)   Sustainability;
     f)   Amenity;
     g)   Legibility;
     h)   Safety;
     i)   Community; and
     j)   Aesthetics.

2.   The Panel will not provide advice or report on issues such as scheme and policy compliance.

(6)   <u>Format of the Meeting</u>

1.   The Panel will meet at such place and time as notified to the members by the City.

2.   The appointed Panel Chair will preside as chairperson at every meeting of the Panel, unless due to unavailability they have delegated their role in advance to another panel member. If the Panel Chair is not present

[4]

within ten minutes after the time appointed for the commencement of the meeting, the members may choose one of their members to be chair for the purpose of that meeting.

3. Where the Panel is considering a proposal, the proponent will be invited to present that proposal to the Panel prior to the Panel considering the matter. Panel members may ask questions of the proponent relating to the proposal before it but shall not debate the proposal with the proponent. The proponent may remain after the presentation and during the design discussion process unless the Panel Chair specifically requests that the proponent not be present.

(7) <u>Roles and Responsibilities</u>

1. Chairperson

The Chair of the Panel will be appointed by the Council. In addition to presiding at the meetings, the Chair will have the following additional responsibilities:

a) Conducting design review meetings;
b) Liaising with City staff about design review planning, advising on expertise required for each review, requesting additional sitting members where required, and advising on additional briefing material that may be required;
c) Ensuring that the meeting agenda is followed and that allocated timeframes are adhered to;
d) Ensuring that discussions remain focused on the application being considered and that advice relates to the design principles as set out in Attachment 1;
e) Ensuring the advice and recommendations developed for each application is confirmed in the meeting for the purposes of minuting to reduce reporting timeframes;
f) Ensuring the panel endorses the minutes;
g) Liaising with City staff about the operation of the Panel, where required;
h) Ensuring new members have been inducted and are briefed about Panel operations;
i) Briefing decision makers – Council, JDAP and SAT members – on Panel advice when required; and
j) Assist the City with preliminary proponent discussions when required.

2. Panel Members

Panel members are required to:

a) Treat all discussions and information about applications with sensitivity and confidentiality;

[5]

b)   Provide independent, fair and reasonable professional advice relative to the Design Principles as set out in Attachment 1;

c)   Respond to and comment on material presented, providing constructive feedback to make amendments as required; and

d)   Disclose any pecuniary interests for recording in meeting minutes. Where a pecuniary interest exists, the member must disclose the interest to the Chairperson as soon as practicable, and preferably before the meeting to ensure there is a quorum for all items and must not take part in the consideration or discussion of the matter.

(8)   Recording of the Meeting

Notes will be taken at the meeting, recording its deliberation and attendance. The notes will be prepared by Council staff and ratified by the Panel Chair. The relevant notes for the proposal will be forwarded to the proponent in the format determined by the Manager Statutory Planning.

(9)   Frequency of Meetings

a)   Meetings will be held monthly unless not required.

b)   An informal agenda will be provided to Panel members five calendar days prior to the meeting.

c)   The Panel shall be attended by the Director Planning and Development and/or the Manager Statutory Planning and relevant officers as required.

d)   Administrative support will be provided by city staff.

(10)   Panel Member Fees

The members of the Panel will be professional hourly rates with the amount to be determined by the Council at the time of determining the Panel membership.

[6]

CITY OF COCKBURN

LOCAL PLANNING POLICY - DESIGN REVIEW PANEL

DESIGN PRINCIPLES

10 PRINCIPLES

Contents

1.   Context & 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, the overall qualities of its built environment, significant heritage elements, as well as social, economic and environmental conditions.

Good design responds intelligently and sensitively to these factors, interpreting rather than replicating existing features and enhancing the identity of the area, including the adjacent sites, streetscape and neighbourhood.

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 are able to be sustained by existing or proposed transport, green networks and social infrastructure.

Consideration of local context is particularly important for sites in established areas that are undergoing change or identified for change.

2.   Landscape Quality

Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.

Good landscape design protects existing environmental features and ecosystems, enhances the local environmental context and regenerates lost or damaged ecosystem functionality, where possible. It balances consideration of environmental factors such as water and soil management, ground conditions, solar access, microclimate, tree canopy, habitat creation and preservation of green infrastructure with 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 well-integrated, engaging places that contribute to local identity and streetscape character.

Good landscape design provides optimal levels of external amenity, functionality and weather protection while ensuring 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 provides development with massing and height that is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.

Good design achieves an appropriate built form by responding to its site, as well as surrounding built fabric, in a considered manner, mitigating negative impacts on the amenity of neighbouring properties and public realm.

Good design considers the orientation, proportion, composition, and articulation of built form elements, to deliver an outcome that is suited to the building's purpose, defines the public domain, maintains important views, contributes to the character of adjacent streetscapes and parks, and provides a good pedestrian environment at ground level.

4. Functionality & Build Quality

Good design meets the needs of users efficiently and effectively, balancing functional requirements to deliver optimum benefit and performing well over the full life-cycle.

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

Good build quality is achieved by using good quality and robust materials, finishes, elements and systems. Projects should be well-detailed, resilient to the wear and tear expected from its intended use, and easy to upgrade and maintain.

Good design accommodates required services in an integrated manner, without detriment to the overall design outcome.

5. Sustainability

Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.

Sustainable buildings utilise passive environmental design measures that respond 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 whole life-cycle of the project.

Other sustainable design measures include the use of sustainable construction materials, recycling, material re-use, harnessing of renewable energy sources, appropriate water management. Good design considers the ease with which sustainability initiatives can be maintained and managed.

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

6. Amenity

Good design optimises internal and external amenity for occupants, visitors and neighbours, contributing to living and working environments that are comfortable and productive.

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.

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.

7. Legibility

Good design results in buildings and places that are legible, with clear connections and memorable 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.

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.

Good design provides environments that are logical and intuitive, at the scale of building, site and precinct.

8.   Safety

Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour 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 adjacent public realm.

Designing for safety also involves mitigating any potential occupational safety and health hazards that might result from a development during its construction, maintenance and operation.

9.   Community

Good design responds to local community needs as well as the wider social context, providing buildings and spaces that support a diverse range of people and facilitate social interaction.

Good design encourages social engagement and physical activity in an inclusive manner, enabling stronger communities and improved public health outcomes.

In residential developments, good design achieves a mix of dwelling types, providing housing choice for different demographics, living needs and household budgets, and facilitating ageing-in-place.

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. A well-conceived design concept informs all scales, from

the articulation of building form through to materiality and detail, enabling sophisticated, integrated responses to the complexities of local built form and landscape character.

In assessing design quality, consideration of aesthetics should not be limited to style and appearance; it should also account for design integrity, creativity, conceptual coherence and cultural relevance in a proposal.

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