



# Melville Design Review Group – Terms of Reference

## Purpose

The Melville Design Review Group (MDRG) is to provide independent, expert advice regarding the design quality of development proposals identified in Local Planning Policy 1.2 – Design Review (LPP1.2) and in other circumstances in relation to any major development or other proposal required by the Council or any relevant Local Planning Scheme provision.

## Authority, Accountability and Decision Making

### *Status of Advice*

The MDRG is advisory only and does not have a decision-making function. The MDRG advises on the design quality of proposals against the Design Principles in SPP7.0 and supporting State Planning Policies, with reference to the LPP1.2 and policy provisions. The advice is not a planning assessment or a technical or compliance assessment against the Australian Standards or National Construction Codes.

Outside of the design review processes under this Terms of Reference, members of the MDRG are not to provide advice directly to an applicant, landowner, Elected Member or member of the public in respect to any proposal under consideration at a MDRG meeting.

### *Membership*

The MDRG is to comprise a pool of experienced, multi-disciplinary built environment professionals with the majority of pool members having demonstrated expertise in effective design review. In addition to professional qualifications and experience, other requirements include:

- the ability to analyse, evaluate and report on complex design issues,
- the ability to work in a multi-disciplinary team, and
- good written and verbal communication and negotiation skills.

Member expertise may include but not be limited to:

- Architecture
- Landscape Architecture
- Urban Design
- Planning
- Heritage
- Sustainability (including environmental design, systems ecology, urban water expertise)
- Accessibility and universal design
- Public and population health
- Transport planning
- Civil, structural and services engineering
- Public art

A person who is currently employed by, or who is an Elected Member of the City of Melville, is not eligible for appointment as a member of the MDRG.

Appointment to the MDRP pool is through an expression of interest process and will usually be for a term of 2 years. Prospective members will be highly regarded within their field and will be endorsed by two professional referees (independent professional peers) who can attest in writing to the suitability of the candidate for membership of the MDRG.

The City of Melville may terminate the appointment of any member of the pool prior to the expiry of the term of office if it is considered that the member is not providing a positive contribution to the intended function of the MDRG, if the member has not demonstrated a satisfactory level of attendance at meetings, or where there is a breach of the Code of Conduct or other legislative requirements.

In the event that a pool member resigns their membership, has their appointment terminated, or is unable to continue to serve due to other unforeseen circumstances prior to the expiry of their term of office, the City of Melville may appoint a replacement pool member with equivalent qualifications and expertise to serve for the remainder of the original member's term of appointment.

The Council may appoint one or more members as a MDRG Chair or Deputy Chair. Following appointment to the pool but prior to sitting on a MDRG meeting, it is the responsibility of each pool member to ensure they have completed any mandatory training required under the *Local Government Act 1995* (including code of conduct) and any other training identified by the City of Melville and that all conflict of interest requirements (including declaration and management plans) have been identified and provided to the City of Melville as required by the *Local Government Act 1995*.

It is the responsibility of each **Error! Bookmark not defined.**Member to ensure they:

- have a clear understanding of their authority, responsibility and accountability as stated in these Terms of Reference and relevant legislation,
- have the appropriate skills necessary to fulfil their role on the MDRG, and
- maintain the professional development, standards, and requirements of their profession (where required) during the term of their appointment.

A MDRP meeting shall comprise a maximum of 6 members with a Chair and five other panel members (one being a community representative).

A MDRP meeting may not proceed unless a quorum comprising a minimum of 3 members is present.

Design review sessions will be chaired by the MDRG Chair or by a pool member who has been appointed as a Session Chair.

## **Member Responsibilities**

### *Group Members*

All group members should:

- Provide independent, fair and reasonable professional advice relative to the SPP7.0 Design Principles and relevant State and local planning schemes and policies.
- Treat all discussions and information about applications with sensitivity and confidentiality.
- Respond to and comment on material presented, providing clear and constructive feedback.
- When invited to form a group for a project review, disclose any interests to the nominated local government officer and the MDRG Chair preferably prior to the meeting. for the record. Where a pecuniary interest exists, the member is not permitted to participate in any part of the meeting dealing with that item and a replacement pool member may be required.
- Read and ensure that they are familiar with all information provided prior to the session and prepare key points for discussion in advance.
- Request additional information prior to the review session, in accordance with the advised procedures, if required.

### *Chair and Deputy Chair/s*

The appointed MDRG Chair or Session Chair will have extensive experience in design review and facilitation, and a proven ability to draw meaningful conclusions from the collective views expressed. Responsibilities include:

- Liaising with the nominated local government officer about the operation of the Session MDRG including advice regarding additional briefing material or requirements.
- Welcoming and introducing the Session MRDG members, proponents and any observers present in the meeting.
- Ensuring that the review session agenda is followed.
- Facilitating interactive discussion and participation between Session MRDG members, key local government attendees and proponents.
- Ensuring that discussions remain focused on the project being reviewed and that advice relates to matters covered by the SPP 7.0 Design Principles, and any relevant State and local planning policies and schemes.
- Ensuring consistency of MRDG advice between reviews.
- Verbally summarising the view of the Session MRDG at the conclusion of the meeting
- Managing any dissenting views from MDRG members where they may occur, ensuring there is sound reasoning when a dissenting view is expressed and that it is accurately captured in reporting.
- Reviewing the Design Review Report post meeting in consultation with the City's administration representative, ensuring that the content is in line with the review discussion and the form follows the standardised reporting template
- Briefing decision makers on MDRG advice (if required).

## **Meetings, Operation and Support**

### *Eligibility for review*

Referral to the MDRG will generally be in accordance with the criteria outlined in clause 3 'Referral Requirements' of LPP1.2 unless otherwise referred to the MDRG by the City's Principal Statutory Planner. Items which do not have the City as the responsible authority for assessment and reporting (i.e. MRS, Part 11B and other State Government application types) will not be referred to the MDRG for comment.

### *Design review sessions and reporting*

The City of Melville administration will provide administrative support to manage the scheduling, preparation and coordination, of review sessions.

Reviews will be based on the 10 Design Principles from SPP 7.0 and undertaken in accordance with the model process outlined in the Local Government Design Review Manual.

Minutes will be taken by the City of Melville staff and then final minutes referred to the Chair for review and ratification. Once confirmation is received, minutes are to be forwarded to the proponent.

Minutes in respect of pre-application and technical matters will not be made publicly available. Minutes from formal internal referrals will be published via the relevant development application reporting process (Council Reports or DAP Reports).

MDRG reports will be as per Appendix 2 within this Term of Reference and be issued within 10 working days of the design review session, unless otherwise advised by the Principal Statutory Planner.

### *Frequency and timing of meetings*

Review sessions will generally be held on a monthly as required basis (first Wednesday of every month) but can be scheduled at the any time in response to urgent matters. Advice of a scheduled review session, the agenda and information associated with each proposal shall be provided to MDRG members one week (7 days) prior to the intended review session date.

Meetings may run for up to three hours and a maximum of three project design reviews will be undertaken at each meeting.

### *Remuneration*

The members of the MDRG will be paid sitting fees for each meeting attended.

MDRG members are to be paid per hour (ex GST) for the duration of the meeting, plus up to one hour of preparation per item as per the schedule below.

<b>Hourly Schedule of Rates</b>	<b>Fee</b>
Chairperson	\$329
Other MDRG Member	\$299

The Chairperson will receive an above-standard fee due to the additional responsibility of the role. It is expected that if there is a particular contentious design issue that the Chair will represent the MDRG at a DAP or Council meeting if required.

The MDRG members are to provide a cost breakdown per item and invoice the City within one month of the meeting date.

Should a member of the MDRG appear for the City as an expert witness at the State Administrative Tribunal, the member will be paid at a mutually agreed hourly rate consistent with the qualifications, experience and professional status of the member.

The fees paid to each member are to be market tested annually to ensure the City can attract and retain the required expertise to sit on the MDRG.

### *Code of Conduct*

All MDRG members are required to abide by the City's Code of Conduct (Employees).

It is expected that MDRG members are fully prepared for each meeting, self-report any real or perceived conflicts of interest, act in the interests of the City, and act in a professional and respectful manner. Failure to adhere to the Code of Conduct and this Terms of Reference may result in removal from the MDRG.

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<b>ORIGIN/AUTHORITY</b>		<b>Item No.</b>
Canning Bridge Activity Centre Plan Design Review Panel	22/05/19	N/A
<b>Reviews</b>		
EOI for Melville Design Review Panel	28/10/25	N/A

## **Appendix 1 – Agenda Template**

# Project Name

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Subject [Project name DR#]  
Date [Day Month Year]  
Time [00:00-00:00]  
Location [Location and/or video conference]

Design Reviewers [Name] Panel Member (Chair)  
[Name] Panel Member (Architecture)  
[Name] Panel Member (Landscape Architecture)  
[Name] Panel Member (Urban Design)  
[Name] Panel Member (Other)  
[Name] Panel Member (Other)

Proponent Team [Name] Client and Development Manager –  
[Name] Architect –  
[Name] Landscape architect –  
[Name] Planner –  
Sustainability –  
Structural engineer –  
Mechanical engineer –  
Electrical engineer –  
Hydraulic engineer –  
Building certifier –  
QS –  
Waste –  
Transport –  
Arborist –

Local Government Staff [Name] [Role]  
[Name] [Role]  
[Name] [Role]  
[Name] [Role]

Stakeholders (if applicable) [Name] [Role (Agency)]

Observers (if applicable) [Name] [Role]

## Declarations

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[insert any declarations]

## Apologies

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[insert any apologies]

## Melville Design Review Panel Agenda

1 / 1.5 - hour  
review

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<b>Pre-Review Meeting – Panel Members and Staff Only</b>		<b>10 / 15 mins</b>
0:00	Welcome and Panel Briefing	5 mins
0:05	Panel Caucus	5 mins
<b>DRP Session – All</b>		<b>40 / 55 mins</b>
0:10	Chair Welcome, Overview of session, Procedures, Introductions	5 mins

Chair Acknowledgement of Country, Chair opens the Design Review

### **Design Team Briefings**

0:15 Design presentation 10 / 20 mins

### **Design Review**

0:35 Review Discussion (including questions) 20 / 25 mins

1:00 Summary by the Chair 5 mins

Chair closes the Design Review

1:05 Manager outlines reporting timeframes and closes meeting

**Post Review – Panel Members and Staff only 5 / 10 mins**

1:10 Panel member discussion 5 / 10 mins

1:20 Session close

## **Design principles**

### **1. Context and Character**

Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.

### **2. Landscape Quality**

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

### **3. Built form and scale**

Good design ensures that the massing and height of development is appropriate to its settings and successfully navigates between existing built form and the intended future character of the local area.

### **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.

### **5. Sustainability**

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

### **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.

### **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.

**8. Safety**

Good design optimises safety and security, minimising the risk of personal harm and supporting safe behavior and use.

**9. Community**

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

**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.

**Appendix 2 – Panel Report Template**

**Melville Design Review Report Template**

**Item no. – (enter proposal and address)**  
**(enter date)**

<b>Melville Design Review Report</b>		
Subject	[Proposal name DR]	
Date	[Day Month Year]	
Time	[00:00-00:00]	
Location	[Location and/or video conference]	
Design Reviewers	[Name] [Name] [Name] [Name] [Name] [Name]	Panel Member (Chair) Panel Member (Architecture) Panel Member (Landscape Architecture) Panel Member (Urban Design) Panel Member (Other) Panel Member (Other)
Project Team	[Name] [Name] [Name] [Name] [Name]	Client and Development Manager – Architect – Landscape architect – Planner – Sustainability – Structural engineer – Mechanical engineer – Electrical engineer – Hydraulic engineer – Building certifier – QS – Waste – Transport – Arborist –
Local Government Staff	[Name] [Name] [Name] [Name]	[Role] [Role] [Role] [Role]
Stakeholders (if applicable)	[Name]	[Role (Agency)]
Observers (if applicable)	[Name]	[Role]
<b>Briefings</b>		
Relevant Authorities	[Name]	[Role]
Project Team	[Name]	[Role]
<b>Declarations</b>		
[Name]	[Role]	[Nature of declaration]
<b>Design Review Report endorsement</b>		
Reviewer's signature		

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	Chair, [Name]
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Design quality evaluation	
	Supported
	Pending further attention
	Not yet supported
	Yet to be addressed
Principle 1 <b>Context and character</b>	<i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i>
	<p><b>Strengths</b></p> <ol style="list-style-type: none"> <li>[Comment]</li> <li>[Comment]</li> <li>[Comment]</li> </ol> <p><b>Areas for improvement</b></p> <ol style="list-style-type: none"> <li>[Comment]</li> <li>[Comment]</li> <li>[Comment]</li> </ol>
<b>Recommendations</b>	[Comments, with clear recommendations]
Principle 2 <b>Landscape quality</b>	<i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i>
	<p><b>Strengths</b></p> <ol style="list-style-type: none"> <li>[Comment]</li> <li>[Comment]</li> <li>[Comment]</li> </ol> <p><b>Areas for improvement</b></p> <ol style="list-style-type: none"> <li>[Comment]</li> <li>[Comment]</li> <li>[Comment]</li> </ol>
<b>Recommendations</b>	[Comments, with clear recommendations]
Principle 3 <b>Built form and scale</b>	<i>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.</i>
	<p><b>Strengths</b></p> <ol style="list-style-type: none"> <li>[Comment]</li> <li>[Comment]</li> <li>[Comment]</li> </ol> <p><b>Areas for improvement</b></p> <ol style="list-style-type: none"> <li>[Comment]</li> </ol>

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	<ol style="list-style-type: none"> <li>2. [Comment]</li> <li>3. [Comment]</li> </ol>
<b>Recommendations</b>	[Comments, with clear recommendations]
Principle 4 <b>Functionality and build quality</b>	<i>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.</i>
	<p><b>Strengths</b></p> <ol style="list-style-type: none"> <li>1. [Comment]</li> <li>2. [Comment]</li> <li>3. [Comment]</li> </ol> <p><b>Areas for improvement</b></p> <ol style="list-style-type: none"> <li>1. [Comment]</li> <li>2. [Comment]</li> <li>3. [Comment]</li> </ol>
<b>Recommendations</b>	[Comments, with clear recommendations]
Principle 5 <b>Sustainability</b>	<i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i>
<b>Comments</b>	<p><b>Strengths</b></p> <ol style="list-style-type: none"> <li>1. [Comment]</li> <li>2. [Comment]</li> <li>3. [Comment]</li> </ol> <p><b>Areas for improvement</b></p> <ol style="list-style-type: none"> <li>1. [Comment]</li> <li>2. [Comment]</li> <li>3. [Comment]</li> </ol>
<b>Recommendations</b>	[Comments, with clear recommendations]
Principle 6 <b>Amenity</b>	<i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i>
	<p><b>Strengths</b></p> <ol style="list-style-type: none"> <li>1. [Comment]</li> <li>2. [Comment]</li> <li>3. [Comment]</li> </ol> <p><b>Areas for improvement</b></p> <ol style="list-style-type: none"> <li>1. [Comment]</li> <li>2. [Comment]</li> <li>3. [Comment]</li> </ol>
<b>Recommendations</b>	[Comments, with clear recommendations]

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<b>Principle 7 Legibility</b>	<i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i>
	<p><b>Strengths</b></p> <ol style="list-style-type: none"> <li>1. [Comment]</li> <li>2. [Comment]</li> <li>3. [Comment]</li> </ol> <p><b>Areas for improvement</b></p> <ol style="list-style-type: none"> <li>1. [Comment]</li> <li>2. [Comment]</li> <li>3. [Comment]</li> </ol>
<b>Recommendations</b>	[Comments, with clear recommendations]
<b>Principle 8 Safety</b>	<i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i>
	<p><b>Strengths</b></p> <ol style="list-style-type: none"> <li>1. [Comment]</li> <li>2. [Comment]</li> <li>3. [Comment]</li> </ol> <p><b>Areas for improvement</b></p> <ol style="list-style-type: none"> <li>1. [Comment]</li> <li>2. [Comment]</li> <li>3. [Comment]</li> </ol>
<b>Recommendations</b>	[Comments, with clear recommendations]
<b>Principle 9 Community</b>	<i>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.</i>
	<p><b>Strengths</b></p> <ol style="list-style-type: none"> <li>1. [Comment]</li> <li>2. [Comment]</li> <li>3. [Comment]</li> </ol> <p><b>Areas for improvement</b></p> <ol style="list-style-type: none"> <li>1. [Comment]</li> <li>2. [Comment]</li> <li>3. [Comment]</li> </ol>
<b>Recommendations</b>	[Comments, with clear recommendations]
<b>Principle 10 Aesthetics</b>	<i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i>
	<p><b>Strengths</b></p>

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	<ol style="list-style-type: none"> <li>1. [Comment]</li> <li>2. [Comment]</li> <li>3. [Comment]</li> </ol> <p><b>Areas for improvement</b></p> <ol style="list-style-type: none"> <li>1. [Comment]</li> <li>2. [Comment]</li> <li>3. [Comment]</li> </ol>
<b>Recommendations</b>	[Comments, with clear recommendations]

<b>Concluding Remarks</b>

<b>Design Review progress</b>			
	<i>Supported</i>		
	<i>Pending further attention</i>		
	<i>Not yet supported</i>		
	<i>Yet to be addressed</i>		
	<i>DR1</i>	<i>DR2</i>	<i>DR3</i>
Principle 1 - <b>Context and character</b>			
Principle 2 - <b>Landscape quality</b>			
Principle 3 - <b>Built form and scale</b>			
Principle 4 - <b>Functionality and build quality</b>			
Principle 5 - <b>Sustainability</b>			
Principle 6 - <b>Amenity</b>			
Principle 7 - <b>Legibility</b>			
Principle 8 - <b>Safety</b>			
Principle 9 - <b>Community</b>			
Principle 10 - <b>Aesthetics</b>			

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