



## Design Review Panel

**Policy Type: Local Planning Policy**  
**Policy Owner: Director Urban Planning**

**Policy No. LPP1.2**  
**Last Review Date: ~~17 September 2019~~**

### Policy Objectives

To ensure the administration of the City of Melville Design Review Panel (DRP) is consistent with the process outlined by the State Government Design Review Guide - Guidance for local governments (the Design Review Guide) to set up and operate design review processes

To augment the provisions of the Design Review Guide where required.

### Policy Scope

The Design Review Panel is to:

- Provide comments and advice ~~to the Council and City officers, as required,~~ on architectural and urban design elements of certain development proposals.
- Advise on any other matters relating to urban design, amenity, landscape architecture and environmental sustainability as required ~~by the Council.~~
- ~~This policy does not apply to the Canning Bridge Design Review Panel~~

This policy applies to the role and function of the [City of Melville](#) Design Review Panel only.

### Policy Statement

#### 1 Status of the Design Review Panel:

- 1.1 Panel members either collectively or individually are not authorised to speak on behalf of the City or provide comment to the media in respect of any item under consideration.

#### 2 Membership:

- 2.1 The Panel ~~will is to~~ comprise ~~a maximum of up to ten~~ six design professionals, appointed by the Chief Executive Officer to fulfill the requirements outlined in this Policy.

The design review panel will be appointed as per the recommendations contained ~~on~~ [within Clause 5.6](#) of the Design Review Guide.

- 2.2 The term of appointment of a Panel Member will be for a maximum of two years. Appointment for additional terms may be approved by the Chief Executive Officer.



~~2.3~~ ~~2.3~~ —The Chief Executive Officer may terminate the appointment of a Panel member prior to expiry of their term if it is considered that the member is not providing a positive contribution to the intended function of the Panel or if the member has not demonstrated a satisfactory level of attendance at Panel meetings.

~~2.4~~ Where a project requires specific design expertise which is not available on the nominated panel or where conflicts of interest prevent the City from achieving a quorum of panel members in respect of a specific matter, the City reserves the right to appoint a member from the State Design Review Panel for the duration of that project.

### **3 Referral Requirements:**

3.1 Development applications for Major Development as defined by Local Planning Policy 1.1 Planning Process and Decision Making will be referred to the DRP.

3.2 Non-major development may be referred to the DRP for review at the discretion of the City delegated officer taking into account the indicative threshold table contained under Clause 7 of the Design Review Guideline.

3.3 Structure plans, activity centre plans, planning strategies, local planning policies, local development plans, precinct plans, design guidelines or amendments to the City's Local Planning Scheme No. 6 or any other matter relating to design of buildings and places may be referred to the DRP. .

3.4 The DRP will examine design elements of development applications and other planning proposals having regard to the statutory environment of the particular proposal including the provisions of the City's Local Planning Scheme No. 6, the Residential Design Codes and relevant Local and State Planning Policies.

### **4 Operations:**

4.1 DRP meetings will generally follow the meeting procedures, roles and responsibilities recommended in Clause 5.10, and Clause 6, and the Model Terms of Reference of the Design Review Guide unless otherwise modified in this policy.

4.2 A DRP meeting cannot proceed unless a quorum comprising a minimum of three panel members is in attendance.

4.3 Notes of the DRP meeting should be maintained and reported in accordance with Clause 6.6 of the Design Review Guide



**5 Code of Conduct:**

- 5.1 Each member of the Panel is required to observe the City of Melville Code of Conduct.

**6 Conflict of Interest:**

- 6.1 Where a member of the DRP has a financial interest (as defined by the *Local Government Act 1995*) in a matter to be considered by the DRP, the member must disclose the interest to the convenor of the meeting (in writing) and must not participate in or be present during any discussion on the matter.
- 6.2 Where a member of the DRP has an impartiality interest in a matter to be considered by the DRP (an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest arising from kinship, friendship or membership of an association), the member must disclose the nature of the interest to the convenor of the meeting, prior to any discussion on the matter.

**7 Confidentiality:**

- 7.1 Proceedings of a meeting of the DRP and details of any proposal before the DRP are to remain confidential unless such details are disclosed in an authorised manner by a City officer to the applicable applicant or presented in a report which is available to the public.

**8 Financial:**

- 8.1 As per Clause 5.7 of the Design Review Guide a sitting fee is payable to each member of the DRP for attendance at the meeting. The sitting fee will be reviewed annually.



### References that may be applicable to this Policy

Legislative Requirements:	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015
Procedure, Process Maps, Work Instructions:	Planning Application Directorate Procedure
Other Plans, Frameworks, Documents Applicable to Policy:	Local Planning Scheme No. 6 State Planning Policy 7.0 Design of the Built Environment State Planning Policy 7.3 Residential Design Codes Volume 1 State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments Design Review Guide - Guidance for local governments to set up and operate design review processes
Delegated Authority No:	DA-020: Planning and Related Matters

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### ORIGIN/AUTHORITY

Development and Neighbourhood Amenity Committee

11/03/03

### Item No.

P03/1001

### Reviews

Ordinary Meeting of Council  
Ordinary Meeting of Council  
Ordinary Meeting of Council  
Ordinary Meeting of Council

20/09/2011  
15/04/2014  
20/09/2016  
17/09/2019

P11/3246  
P14/3485  
P16/3718  
P19/3809