

Architectural and Urban Design Advisory Panel

Policy Type: Local Planning Policy Policy Owner: Director Urban Planning	Policy No. LPP1.2 Last Review Date: 20 September 2016
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Policy Objectives

To detail the administration of the City of Melville Architectural and Urban Design Advisory Panel.

Policy Scope

The advisory 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.

Policy Statement

1 Status of the Architectural and Urban Design Advisory Panel:

- 1.1 The Architectural and Urban Design Advisory Panel (the Panel) provides professional and technical advice to City officers and Council in relation to the design of buildings and other related matters. The Panel performs an advisory function and does not make decisions on applications.
- 1.2 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.
- 1.3 The Panel is not a committee established pursuant to section 5.8 of the *Local Government Act 1995*.

2 Membership:

- 2.1 The Panel is to comprise up to six design professionals, appointed by the Chief Executive Officer to fulfill the requirements outlined in this Policy.
- 2.2 Selection Criteria for membership on the Panel include but are not limited to the following:
 - (a) Demonstrated knowledge of the composition, character and desired built form of the City of Melville.

- (b) Possession of relevant qualifications, expertise or experience relevant to the City of Melville in architecture, town planning, urban design or other applicable design profession.
 - (c) Eligibility for membership to the Royal Australian Institute of Architects, the Planning Institute of Australia or other relevant professional association as determined by the Chief Executive Officer.
- 2.3 Elected Members of the City of Melville and City officers are not eligible for appointment to the Panel.
- 2.4 Members of the Panel will be sourced via invitation or other method at the discretion of the Chief Executive Officer
- 2.5 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.
- 2.6 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.

3 Referral Requirements:

- 3.1 Development applications that fall within the following categories will be referred to the Panel for comment:
- (a) Non-residential development which, in the opinion of the delegated officer, is likely to have a significant impact on the City;
 - (b) Residential development which, in the opinion of the delegated officer, involves a substantial departure from the applicable maximum height standards identified by the Scheme or Policy;
 - (c) Residential development which comprises 10 or more dwellings;
 - (d) Residential development which, in the opinion of the delegated officer, involves a substantial departure from the Deemed-to-Comply provisions of the Residential Design Codes;
 - (e) Development which in the opinion of the delegated officer, is contentious, likely to be of significant community interest or involves unusual or unconventional design elements.
 - (f) Development assessment panel applications, which, as a result of public consultation, are the subject of opposition on relevant planning grounds.
- 3.2 Referral of applications in the above categories is required regardless of whether the application is to be determined by a Development Assessment Panel, Council or by an officer acting under delegated authority.



- 3.3 Other planning matters in the following categories may be referred to the Panel where it is considered that the City would benefit from Panel members input:
- (a) Proposed planning or design studies including structure plans, planning strategies, policies, precinct plans, design guidelines or amendments to the City's Local Planning Scheme No. 6;
 - (b) Any other matter relating to, but not limited to, the design of buildings or places or any issue relating to environmentally sustainable design.
- 3.4 The Panel 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 Meetings of the panel are held when required..
- 4.2 A Panel meeting cannot proceed unless a quorum comprising a minimum of two members is present.
- 4.3 Notice of meetings is to be given by way of distribution of agendas to each Panel member in advance of the meeting date.
- 4.4 Items listed on the agenda are to include information relating to the preliminary assessment of the proposal against relevant statutory criteria and an indication of the aspects of the proposal requiring the Panel's comment.
- 4.5 Meetings of the Panel are not open to the public.
- 4.6 The Director Urban Planning or Manager Statutory Planning shall convene and chair proceedings at meetings of the Panel.
- 4.7 Deputations by an applicant at a meeting of the Panel will only be permitted with the approval of the Director Urban Planning or the Manager Statutory Planning.
- 4.8 Having reviewed the proposal, the Panel members are to provide comments on advice in response to the particular matters requiring their comment, together with any other comments or advice the Panel wishes to provide.
- 4.9 Proceedings at the Panel meeting are to be recorded in the form of "notes". The notes shall document the comments and/or advice of the Panel.
- 4.10 Notes of the Panel meeting will be included within the body of any subsequent report on the particular development application or proposal under consideration.



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 Panel has a financial interest (as defined by the *Local Government Act 1995*) in a matter to be considered by the Panel, the member must disclose the interest to the conveyor 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 Panel has an impartiality interest in a matter to be considered by the Panel (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 Panel and details of any proposal before the Panel 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 A sitting fee is payable to each member of the Panel for attendance at a Panel 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 Residential Design Codes of Western Australia
Delegated Authority No:	DA-020: Planning and Related Matters

ORIGIN/AUTHORITY

Development and Neighbourhood Amenity Committee

11/03/03

Item No.

P03/1001

Reviews

Ordinary Meeting of Council

20/09/2011

P11/3246

Ordinary Meeting of Council

15/04/2014

P14/3485

Ordinary Meeting of Council

20/09/2016

P16/3718