



## Western Australian Planning Commission Agenda

Notice is hereby given the next meeting of the Western Australian Planning Commission will be:

**Wednesday, 25 June, 2025, 9:15 am**

1.	Meeting Opening and Commencement	
1.1	Acknowledgement of Country	
1.2	Apologies and leave of absence	
1.3	Disclosure of interests	
1.4	Disclosures of representation	
1.5	Declaration of due consideration	
1.6	Confirmation of Previous minutes - Wednesday, 28 May 2025	7 - 16
2.	Deputations and presentations	
2.1	Lifting of Urban Deferment - East Wanneroo District Structure Plan Precincts 7, 8 and Pt of Precinct 15 - Determination (Item 3.1)	17 - 23
	Presenters: (On Precinct 7) Rod Dixon – Rowe Group; Grant Shepherd – Hesperia; Robyn Hitchin – Rowe Group and Daniel Williams – Pentium Water	
2.2	Lifting of Urban Deferment - East Wanneroo District Structure Plan Precincts 7, 8 and Pt of Precinct 15 - Determination (Item 3.1)	24 - 30
	Presenters: (On Precinct 8) Rod Dixon – Rowe Group; Rod Gardiner – Qube; Stephen Carter – Qube and Christopher Green – Rowe Group	
2.3	Lifting of Urban Deferment - East Wanneroo District Structure Plan Precincts 7, 8 and Pt of Precinct 15 - Determination (Item 3.1)	31 - 32
	Presenters: (On Precinct 15) Damian Shephard – Stockland; Col Dutton – Stockland; Kasia Betka – CDP Town Planning & Urban Design and Shane McSweeney – Pentium Water	
3.	Non-confidential items for discussion, decision or noting	
3.1	Lifting of Urban Deferment - East Wanneroo District Structure Plan Precincts 7, 8 and Pt of Precinct 15 - Determination (RLS/1138, RLS/1132, RLS/11220)	33 - 66
	Attending Officers: Mathew Selby - Executive Planning Director, Land Use Planning; Rohan Miller - Planning Director, Schemes and Strategies and Anthony Muscara - Principal Planner, Schemes and Strategies	
	The key considerations identified in assessing this proposal are as follows:	

- Three lifting of Urban Deferment requests have been received and collectively seek to transfer approximately 496.08ha of land from the Urban Deferred zone to the Urban zone in the Mariginiup and Jandabup localities. The three requests are being considered as a consolidated proposal and facilitate primarily residential development with areas of public open space (POS), primary and high schools, servicing infrastructure, parkland links, roads etc;
- The *Perth and Peel@3.5Million/North-West Sub-Regional Planning Framework* identifies the subject land as primarily “Urban Expansion”, “Regional Roads (MRS) - Proposed” and “Public Purposes – Proposed” with a “Short-Medium Term (2015-2031)” staging timeframe;
- The WAPC approved *East Wanneroo District Structure Plan* (EWDSP) identifies the subject land as primarily residential with POS, local roads, transport corridor and public purposes - education. Three draft local structure plans (LSP) have been received for Precincts 7, 8 and 15. These LSP's have been supported by the City Wanneroo and are with the WAPC for a final determination;
- A District Groundwater Management Scheme is being progressed for the EWDSP area in consultation with the Department of Water and Environmental Regulation (DWER) and the Water Corporation. These hydrological investigations support a revision to the Stage 1 (development) area boundary in the EWDSP and informs the lifting of Urban Deferred area; and
- It is recommended that the WAPC support the lifting of Urban Deferment and the concurrent amendment of the *City of Wanneroo Local Planning Scheme No. 2* to the “Urban Development” zone. The proposal also provides the required planning framework for the WAPC to consider the LPS's for Precincts 7, 8 and Pt of Precinct 15.

### 3.2 State Design Review Panel Manual and Local Government Design Review Manual

67 - 309

**Attending Officers: Melinda Payne - Director, Design and Built Environment and Tim Greenhill - Manager Design Projects, Design and Built Environment**

At its meeting of 13 September 2023, the Western Australian Planning Commission (WAPC) resolved to update the WAPC Design Review Guide. The project adopted a staged approach and involved the separation of the document into State Government and Local

Government guidance to better suit the intended audiences. Internal advice also noted that the Design Review Guides would better operate as *Manuals* within the WAPC suite of documents.

Stage one concluded with completion of updates to the State Design Review Panel Manual (SDRPM) which was endorsed by the WAPC on 11 September 2024. At this same meeting the WAPC convened a Design Review Working Group and endorsed the Local Government Design Review Manual (LGDRM) for consultation. The final LGDRM has been informed through engagement with stakeholders and input from the Commissions Design Review Working Group (refer to Attachment A1). The Working Group also identified that further updates to the SDRPM would be sensible, and this updated Manual is returned to the Commission for endorsement (refer to attachment B1).

**4. Confidential items for discussion, decision or noting**

- 4.1 Western Australian Planning Commission Strategic Priority Workstreams (DP/10/00176)**
- 4.2 Residential Design Codes - Advice to Minister for Planning (PLH2024P1348)**
- 4.3 Priority Corridor Working Group Update (PLH2024P1324)**
- 4.4 Proposed Joint EPA and WAPC Guidelines on District Structure Plans (PLH2020P0075)**
- 4.5 WA Planning Manual - Draft Local Planning Schemes Chapter - Approval to Advertise (2023P0438)**
- 4.6 Potential Greater Bunbury Region Scheme Amendment - Part Lots 105 and 108 Jules Road, Gelorup - Pre-lodgement Advice (RLS/1146)**
- 4.7 WAPC Strategic Plan and Visual Identity Guidelines**
- 4.8 WAPC Committee Minutes**

**5. Urgent or other business**

**6. Meeting conclusion and closure**

## Information for WAPC members

**Quorum: 5 of 9 members**

	<b>Ms Emma COLE</b> WAPC Chairperson		<b>Mr Ray Haeren</b> WAPC Deputy Chairperson
	<b>Ms Megan ADAIR</b> WAPC Board Member		<b>Ms Jane BENNETT</b> WAPC Board Member
	<b>Ms Helen BROOKES</b> WAPC Board Member		<b>Mr Ryan HALL</b> WAPC Board Member
	<b>Mr Paul LAKEY</b> WAPC Board Member		<b>Ms Bianca SANDRI</b> WAPC Board Member
	<b>Ms Amanda SHEERS</b> WAPC Board Member		

The Western Australian Planning Commission (WAPC) is established under the *Planning and Development Act 2005* to provide independent advice to the Government on integrated land use planning and development, and to facilitate the preparation, implementation and delivery of state planning policies, strategies and plans through its functions and statutory decisions.

The WAPC's functions are defined under Section 14 of the *Planning and Development Act 2005* and include:

- advising the Minister for Planning on strategic land use planning and development, legislation and planning schemes.
- maintaining the State Planning Strategy to provide a vision for the future development of Western Australia.
- developing integrated land use planning strategies and policies for the coordination of transport, infrastructure and development.
- preparing and reviewing region schemes to cater for anticipated growth.
- researching and developing planning methods and models relating to land use planning, land development and associated matters (including monitoring land and housing supply).
- reserving and acquiring land for public purposes in region planning scheme areas.

- making statutory decisions on a range of planning application types including applications to subdivide land and significant development.

## Membership

The composition of the Board is in accordance with Section 10 of the *Planning and Development Act 2005*:

### 10. Membership of board

- (1) The board is to consist of 7 to 9 members appointed by the Minister.
- (2) The Minister must appoint 1 of the members to be the chairperson.
- (3) The Minister may appoint 1 or more other members to be deputy chairpersons.
- (4) A member cannot be a public service officer.
- (5) The terms and conditions of a member's appointment are to be determined by the Minister, subject to —
  - (a) any regulations made for the purposes of section 11(1); and
  - (b) section 12.
- (6) The Minister must ensure that, taken together, the members have what the Minister considers to be a suitable level of knowledge, expertise and experience in the following fields —
  - (a) urban and regional planning;
  - (b) subdivision of land;
  - (c) property development;
  - (d) planning and management of infrastructure;
  - (e) economic, social and environmental policy;
  - (f) public sector governance and administration.
- (7) In addition to the requirement of subsection (6), the Minister must ensure the following —
  - (a) that the chairperson, and at least 1 other member, each has what the Minister considers to be —
    - (i) extensive knowledge, expertise and experience in the field of urban and regional planning; and
    - (ii) a suitable professional qualification or accreditation in that field;
  - (b) that at least 1 member has what the Minister considers to be extensive experience in local government administration as either or both of the following —
    - (i) a member of the council of a local government;
    - (ii) an employee of a local government;
  - (c) that at least 1 member has what the Minister considers to be extensive experience of living and working in regions other than the following —
    - (i) the metropolitan region;
    - (ii) the region referred to in item 6 of Schedule 4.



## **Western Australian Planning Commission Minutes**

Wednesday, 28 May, 2025

**Members:** Commissioner Cole - Chairperson  
Commissioner Haeren - Deputy Chairperson  
Commissioner Bennett  
Commissioner Brookes  
Commissioner Hall  
Commissioner Adair  
Commissioner Lakey  
Commissioner Sandri  
Commissioner Sheers

**Observers:** Graham Hayward - Water Corporation  
Damien Hills - Department of Water and Environmental Regulation  
Anthony Kannis - Department of Planning, Lands and Heritage  
Justin McKirdy - Department of Transport

**Others present:** Victoria Brown - Coordinator, Planning Policy Framework  
Sam Boucher - Manager, Commission Business  
Mario Carbone - Planning Manager, Metro North East  
Eugene Carmody - Director, Strategic Projects  
Parker Cohen-Radosevich - Senior Commission Support Officer  
Andrew Cook - Planning Director, Metro North  
Paul Cunningham - Principal Planning Officer, Strategic Planning Initiatives  
Marion Dandridge - Planning Manager, Planning Frameworks  
Brent Davern - Senior Planner, Schemes and Strategies  
Michael Daymond - Strategic Advisor WAPC  
Nicholas Dufty - Program Director, Land Use Planning Policy  
Isla Finlay - Principal Planner, Metro Central  
Cate Gustavsson - Executive Planning Director, Land Use Planning  
Michelle King - Senior Commission Support Officer  
Timothy Leishman - Senior Planner, Metro Central  
Nicole Lucas-Smith - Director, Strategic Planning Initiatives  
Damien Martin - Executive Director, Infrastructure Planning and Policy  
Gary McGowan - Senior Planner, Metro Central South  
Rohan Miller - Planning Director, Schemes and Strategies  
Suzanne Roach - Principal Planning Officer, Reform, Design and State Assessment  
Phillida Rodic - Director Commission Services, Reform, Design and State Assessment

Dale Sanderson - Planning Director, Metro Central  
David Saunders - Assistant Director General, Land Use Planning  
Mathew Selby - Executive Planning Director, Land Use Planning  
Jacquie Stone - Executive Director, Policy  
Loretta Van Gasselt - Director, Land Use Planning Policy  
Rochelle Van Santen - Senior Policy Planner, Land Use Planning Policy  
Christine Zupan - Project Director, Mark Led Proposals

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## **1. Meeting Opening and Commencement**

The Chairperson declared the meeting open at 9:10am.

### **1.1 Acknowledgement of Country**

The Chairperson acknowledged the Whadjuk people of the Noongar Nation as the traditional owners and custodians of the land on which the meeting is taking place and welcomed members.

### **1.2 Apologies and leave of absence**

Nil.

### **1.3 Disclosure of interests**

Commissioner Bennett declared an Indirect Pecuniary Interest on Item 3.1 - Proposed MRS Amendment – Lakefarm Retreat Urban Precinct – Approval to Advertise. Commissioner Bennett advised that CLE Town Planning + Design, her employer, have provided services for Land Group WA on projects unrelated to the Lakefarm Retreat. Members agreed that Commissioner Bennett should not be present during the discussion and/or decision-making procedure on the item.

Commissioner Brookes declared a Perceived Impartiality Interest on Item 3.1 - Proposed MRS Amendment – Lakefarm Retreat Urban Precinct – Approval to Advertise. Commissioner Brookes advised that Urbaqua, her employer, have been engaged by the Department of Planning, Lands and Heritage to provide water management reporting for the Hepburn East development area which abuts this site. Members agreed that Commissioner Brookes is permitted to be present during the discussion and/or decision-making procedure on the item as it is unlikely to influence Commissioner Brookes's conduct in relation to the matter.

Commissioner Sandri declared a Perceived Impartiality Interest on Item 3.1 - Proposed MRS Amendment – Lakefarm Retreat Urban Precinct – Approval to Advertise. Commissioner Sandri advised that Tony Arias, who will be making a deputation at Item 2.1, is a former CEO of an organisation she sat on the Local Government board of. Members agreed that Commissioner Sandri is permitted to be present during the discussion and/or decision-making procedure on the item as it is

unlikely to influence Commissioner Sandri's conduct in relation to the matter.

Commissioner Sheers declared a Perceived Impartiality Interest on Item 4.1 - Proposed MRS Amendments 1427 (Standard) - NE Baldivis DSP, Precinct 1; and 1428 (Standard) - NE Baldivis DSP, Precincts 2-4 - Recommendation to Minister. Commissioner Sheers advised that the General Manager of Stockland is known to her and her family.

Members agreed that Commissioner Sheers is permitted to be present during the discussion and/or decision-making procedure on the item as it is unlikely to influence Commissioner Sheer's conduct in relation to the matter.

Commissioner Bennett declared a Direct Pecuniary Interest on Item 4.1 - Proposed MRS Amendments 1427 (Standard) - NE Baldivis DSP, Precinct 1; and 1428 (Standard) - NE Baldivis DSP, Precincts 2-4 - Recommendation to Minister. Commissioner Bennett advised that CLE Town Planning + Design, her employer, are the proponent for this item. Members agreed that Commissioner Bennett should not be present during the discussion and/or decision-making procedure on the item.

Commissioner Sandri declared a Perceived Impartiality Interest on Item 4.1 - Proposed MRS Amendments 1427 (Standard) - NE Baldivis DSP, Precinct 1; and 1428 (Standard) - NE Baldivis DSP, Precincts 2-4 - Recommendation to Minister. Commissioner Sandri advised that her partner works for the Shire of Serpentine Jarrahdale and Andrew Trosic who is making a deputation at Item 2.2 is doing so as a representative of this Local Government. Commissioner Sandri also advised that Lorian Nominees Pty Ltd is listed as a landowner and were a former client on unrelated matters in Commissioner Sandri's former business more than two years ago. Members agreed that Commissioner Sandri is permitted to be present during the discussion and/or decision-making procedure on the item as it is unlikely to influence Commissioner Sandri's conduct in relation to the matter.

Commissioner Brookes declared a Direct Pecuniary Interest on Item 4.2 - Improvement Scheme - Redcliffe Station Precinct, City of Belmont - Approval to Advertise. Commissioner Brookes advised that Urbaqua, her employer, have provided hydrology services to the Department of Planning, Lands and Heritage to prepare a Water Management Plan and design for the living stream in this precinct. Members agreed that Commissioner Brookes should not be present during the discussion and/or decision-making procedure on the item.

Commissioner Bennett declared a Perceived Impartiality Interest on Item 4.7 - Amendments to Model Subdivision Conditions – Schools. Commissioner Bennett advised that CLE Town Planning + Design, her employer, act for Stockland who are listed as one of the applicants that lodged the requests for reconsideration and have also been engaged with respect to the review of the subdivision conditions and advice notes. Members agreed that Commissioner Bennett is permitted to be present during the discussion and/or decision-making procedure on the

item as it is unlikely to influence Commissioner Bennett's conduct in relation to the matter.

Commissioner Haeren declared a Perceived Impartiality Interest on Item 4.7 - Amendments to Model Subdivision Conditions – Schools. Commissioner Haeren advised that Urbis, his employer, are listed as one of the applicants that lodged the requests for reconsideration and have also been engaged with respect to the review of the subdivision conditions and advice notes. Commissioner Haeren is permitted to be present during the discussion and/or decision-making procedure on the item as it is unlikely to influence Commissioner Haeren's conduct in relation to the matter.

Commissioner Bennett declared an Actual Impartiality Interest on Item 4.10 - Establishment of Additional Planning Committee - UWA QEII Planning Committee. Commissioner Bennett advised that she owns property and lives within the subject area. Members agreed that Commissioner Bennett should not be present during the discussion and/or decision-making procedure on the item.

Commissioner Brookes declared an Actual Impartiality Interest on Item 4.10 - Establishment of Additional Planning Committee - UWA QEII Planning Committee. Commissioner Brookes advised that Urbaqua, her employer, was previously appointed by the City of Perth to prepare a Water Management Strategy for this precinct and have been approached to provide similar services to the Department of Planning, Lands and Heritage, but have yet to be appointed. Members agreed that Commissioner Brookes should not be present during the discussion and/or decision-making procedure on the item.

Commissioner Bennett declared an Indirect Pecuniary Interest on Item 4.11 - Approval to establish a Technical Advisory Group for West Ellenbrook. Commissioner Bennett advised that CLE Town Planning + Design, her employer, act for Hesperia on other projects. Members agreed that Commissioner Bennett should not be present during the discussion and/or decision-making procedure on the item.

#### **1.4 Disclosures of representation**

Commissioner Cole declared a Disclosure of Representation on Item 3.1 - Proposed MRS Amendment – Lakefarm Retreat Urban Precinct – Approval to Advertise and Item 4.1 - Proposed MRS Amendments 1427 (Standard) - NE Baldivis DSP, Precinct 1; and 1428 (Standard) - NE Baldivis DSP, Precincts 2-4 - Recommendation to Minister. Commissioner Cole advised that she met with representatives from Land Group WA and Stockland respectively in the course of her normal activities as Chairperson of the WAPC and was not provided with any additional information that was not available to the Commission.

## **1.5 Declaration of due consideration**

All members indicated that they had received and considered the agenda items prior to the Western Australian Planning Commission meeting.

### **1.5.1 Additional Information for Members**

## **1.6 Confirmation of Previous minutes - Wednesday, 30 April 2025**

**Moved by** Commissioner Sandri  
**Seconded by** Commissioner Brookes

*That the minutes of the Western Australian Planning Commission meeting held on Wednesday, 30 April 2025, be confirmed as a true and correct record of the proceedings.*

**The motion was put and carried**

## **2. Deputations and presentations**

### **2.1 Proposed MRS Amendment – Lakefarm Retreat Urban Precinct – Approval to Advertise (Item 3.1)**

**Commissioner Bennett declared an Indirect Pecuniary Interest on Item 3.1 but was not yet present at the meeting**

**Presenters: Anthony Silvestro, Tony Arias and Matthew Filov - Land Group WA**

Anthony Silvestro, Tony Arias and Matthew Filov made a deputation to the Western Australian Planning Commission regarding Item 3.1 - Proposed MRS Amendment – Lakefarm Retreat Urban Precinct – Approval to Advertise.

### **2.2 Proposed MRS Amendments 1427 (Standard) - NE Baldivis DSP, Precinct 1; and 1428 (Standard) - NE Baldivis DSP, Precincts 2-4 - Recommendation to Minister (Item 4.1)**

**Commissioner Bennett declared a Direct Pecuniary Interest on Item 4.1 but was not yet present at the meeting**

**Presenter: Andrew Trosic – Shire of Serpentine Jarrahdale**

Andrew Trosic made a deputation to the Western Australian Planning Commission regarding Item 4.1 - Proposed MRS Amendments 1427 (Standard) - NE Baldivis DSP, Precinct 1; and 1428 (Standard) - NE Baldivis DSP, Precincts 2-4 - Recommendation to Minister.

**2.3 Proposed MRS Amendments 1427 (Standard) - NE Baldivis DSP, Precinct 1; and 1428 (Standard) - NE Baldivis DSP, Precincts 2-4 - Recommendation to Minister (Item 4.1)**

**Presenter: Brett Ashby - City of Rockingham**

Brett Ashby made a deputation to the Western Australian Planning Commission regarding Item 4.1 - Proposed MRS Amendments 1427 (Standard) - NE Baldivis DSP, Precinct 1; and 1428 (Standard) - NE Baldivis DSP, Precincts 2-4 - Recommendation to Minister.

**2.4 Proposed MRS Amendments 1427 (Standard) - NE Baldivis DSP, Precinct 1; and 1428 (Standard) - NE Baldivis DSP, Precincts 2-4 - Recommendation to Minister (Item 4.1)**

**Presenters: Daniel Martinovich - CLE Town Planning + Design, Damian Shephard – Stockland, Shane McSweeney - Pentium Water and Louise Nazareth - Stockland**

Daniel Martinovich, Damian Shephard and Shane McSweeney, accompanied by Louise Nazareth, made a deputation to the Western Australian Planning Commission regarding Item 4.1 - Proposed MRS Amendments 1427 (Standard) - NE Baldivis DSP, Precinct 1; and 1428(Standard) - NE Baldivis DSP, Precincts 2-4 - Recommendation to Minister.

**3. Non-confidential items for discussion, decision or noting**

**3.1 Proposed MRS Amendment – Lakefarm Retreat Urban Precinct – Approval to Advertise (RLS/1165)**

**Commissioner Bennett declared an Indirect Pecuniary Interest on this Item but was not yet present at the meeting**

Members discussed outstanding matters and queried if these will be dealt with through the Structure Plan approval process which was confirmed by the Department of Planning, Lands and Heritage (the Department). Members were also advised that the proponent is currently undertaking final discussions with the Department of Water and Environmental Regulation (DWER) regarding the District Water Management Strategy (DWMS) which is expected to be completed following the advertising of the amendment.

Members discussed the two wellheads located immediately to the north of the site and queried if the area will be Public Open Space to ensure the protection of the water quality. Members were advised that further consideration will need to be given to the land uses for this area with a focus on compatibility with the requirement for water protection.

Members discussed the priority classification of the public drinking water source area requiring a reclassification from Priority 2 (P2) to Priority 3\* (P3\*). Members were advised that the public drinking water

source area will remain P2 until the amendment is approved, following which the priority status will need to be modified to P3\*.

Members discussed the wastewater in the area noting the construction of a temporary wastewater pump station and queried if this will be sufficient for the number of residents in the area. Members were advised that the Water Corporation (WaterCorp) has conducted high level modelling of the area which identified that the use of the Kingfisher Avenue wastewater pump station concurrently with the temporary wastewater station will be sufficient to service 500 lots. Members were also advised that once the amendment has been initiated, WaterCorp will undertake further and more detailed service planning investigations.

Members moved the recommendation of the Department of Planning, Lands and Heritage to open debate on the item.

## **REPORT RECOMMENDATION**

**Moved by** Commissioner Sandri  
**Seconded by** Commissioner Adair

*That the Western Australian Planning Commission, under section 35 of the Planning and Development 2005 and Regulation 5 of the Planning and Development (Region Planning Schemes) Regulations 2023, resolves to:*

- 1. Initiate an amendment to the Metropolitan Region Scheme as detailed in Attachment 7 – MRS Amendment 14xx (Standard) – Lakefarm Retreat Urban Precinct, to transfer land from the Rural – Water Protection zone to the Urban zone and Regional Open Space (Water Catchments) reserve; and*
- 2. Form the opinion that the amendment constitutes a standard amendment to the Metropolitan Region Scheme as it is generally consistent with the State and Strategic Planning Framework but may have some impact or community interest.*

**The motion was put and carried**

Members moved a motion to amend Part 2 of the recommendation to change the words “Form the opinion” to “Determine” to ensure that a decision is being made rather than an opinion.

## **AMENDING MOTION**

**Moved by** Commissioner Adair  
**Seconded by** Commissioner Hall

- 2. Determine that the amendment constitutes a standard amendment to the Metropolitan Region Scheme as it is*

*generally consistent with the State and Strategic Planning Framework but may have some impact or community interest.*

**The amending motion was put and carried**

Members discussed the DWMS needing to be refined prior to finalisation of the amendment and noted that this can be done prior to advertising.

Members discussed their reasons for supporting the amendment, noting that the change unlocks land within an urban area which is capable of development and servicing. While members recognised that there are outstanding elements needing to be finalised, they noted that these will be considered following advertising of the amendment.

Members agreed to endorse the recommendation of the Department of Planning, Lands and Heritage with the abovementioned amendment for the reasons outlined in the report.

**SUBSTANTIVE RESOLUTION**

*That the Western Australian Planning Commission, under section 35 of the Planning and Development 2005 and Regulation 5 of the Planning and Development (Region Planning Schemes) Regulations 2023, resolves to:*

- 1. Initiate an amendment to the Metropolitan Region Scheme as detailed in Attachment 7 – MRS Amendment 14xx (Standard) – Lakefarm Retreat Urban Precinct, to transfer land from the Rural – Water Protection zone to the Urban zone and Regional Open Space (Water Catchments) reserve; and*
- 2. Determine the opinion that the amendment constitutes a standard amendment to the Metropolitan Region Scheme as it is generally consistent with the State and Strategic Planning Framework but may have some impact or community interest.*

**The motion was put and carried**

**4. Confidential items for discussion, decision or noting**

**Moved by** Commissioner Hall  
**Seconded by** Commissioner Sheers

*That the Western Australian Planning Commission move to the consideration of confidential items for discussion, decision or noting and resolve, pursuant to Regulation 27 of the Planning and Development (Western Australian Planning Commission) Regulations 2024, that the meeting be closed to members of the public as the remaining agenda items raise matters outlined in regulation 4(2) and require confidentiality due to the recommendations submitted to the Minister; legally and commercially sensitive material; and*

*enable free and unfettered debate on strategic, policy and governance directions pending their confirmation and formal release.*

**The motion was put and carried**

**4.1 Proposed MRS Amendments 1427 (Standard) - NE Baldivis DSP, Precinct 1; and 1428 (Standard) - NE Baldivis DSP, Precincts 2-4 - Recommendation to Minister (RLS/1125 & RLS/1135)**

**THIS ITEM IS CONFIDENTIAL**

**Commissioner Bennett joined the meeting at 11:12am**

**4.3 Region Schemes Project Update and Future Directions (PLH20210051)**

**THIS ITEM IS CONFIDENTIAL**

**4.5 Population Forecasting Project**

**THIS ITEM IS CONFIDENTIAL**

**4.6 National Competition Policy (PLH2024P0471)**

**THIS ITEM IS CONFIDENTIAL**

**4.7 Amendments to Model Subdivision Conditions - Schools (PLH2019P0056)**

**THIS ITEM IS CONFIDENTIAL**

**4.12 WAPC Authorisation to Affix Seal and Sign Documents – Instrument Review (WAPC/11/0157 & WAPC/23/0007)**

**THIS ITEM IS CONFIDENTIAL**

**4.13 WAPC Committee Minutes**

**THIS ITEM IS CONFIDENTIAL**

**The Chairperson declared a break at 11:15am**

**The meeting resumed at 11:26am with all members present**

**4.2 Improvement Scheme - Redcliffe Station Precinct, City of Belmont - Approval to Advertise (RLS/0123)**

**THIS ITEM IS CONFIDENTIAL**

**4.4 Perth and Peel@3.5million Health Check – Preliminary Update (DP/15/00332/1)**

**Commissioner Bennett left the meeting at 12:11pm**

**Commissioner Lakey left the meeting at 12:20pm**

**Commissioner Lakey returned to the meeting at 12:23pm**

**THIS ITEM IS CONFIDENTIAL**

**4.8 Policy Work Program – Prioritisation Process (PLH2019P0518)**

**THIS ITEM IS CONFIDENTIAL**

**4.9 Position Statement - Public Open Space (PLH2019P0241)**

**THIS ITEM IS CONFIDENTIAL**

**4.10 Establishment of Additional Planning Committee - UWA QEII Planning Committee (PLH2022P1423)**

**THIS ITEM IS CONFIDENTIAL**

**4.11 Approval to establish a Technical Advisory Group for West Ellenbrook (RLS/0810)**

**THIS ITEM IS CONFIDENTIAL**

**5. Urgent or other business**

Nil.

**6. Meeting conclusion and closure**

The next ordinary meeting is scheduled for 9:00am on Wednesday, 25 June 2025.

There being no further business before the Committee, the Chairperson thanked members for their attendance and declared the meeting closed at 1:28pm.

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CHAIRPERSON

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DATE

## Request for Deputation / Presentation

Committee:

Western Australian Planning Commission

Meeting Date:

Wednesday, June 25, 2025

### Deputation Information

Type of Deputation:

Verbal Deputation

Agenda Item:

3.1

Agenda Title:

Lifting of Urban Deferment - East Wanneroo District Structure Plan Precincts 7, 8 and Pt of Precinct 15 - Determination

Is the presentation in support or against the report recommendation? (contained within the agenda)

Support

### Presenter Information

Name of Presenter

Rod Dixon

Preferred pronouns/title

Mr

Organisation:

Rowe Group

Email Address:

Mobile Number:

#### Additional Attendees

Grant Shepherd - Hesperia  
Holly White - Hesperia  
Robyn Hitchin - Rowe Group  
Daniel Williams - Pentium Water

Special Requirements: In the interest of accessibility and inclusion for people with disabilities, please identify if you have any special requirements:

No

### Presentation Information

Brief Outline of Deputation:

Deputation in support of Agenda Item 3.1.

Request extension of deputation time to 10 minutes.

Will there be a PowerPoint Presentation?

Yes

Please attach any documents here



9853\_20250619\_WAPC\_Dep\_v3\_rh.pdf

## Acknowledgements

In submitting this request, you acknowledge that your request form and presentation content will be published to the Planning Online website as part of the agenda.

Yes

I acknowledge that if my request or accompanying documents are not submitted within the required timeframe, they will not be accepted.

Yes

Please attach all accompanying documents to this request. Late submissions will not be accepted. Handouts or PowerPoints will not be accepted on the day of the meeting.



**ROWE**  
GROUP  
DESIGN

## AGENDA ITEM 3.1 | PRECINCT 7 LIFTING OF URBAN DEFERMENT

DEPUTATION TO WAPC | 25 JUNE 2025

## Our Request:

- **Support** the recommendation to transfer **Precinct 7** from the Urban Deferred zone to the Urban zone under the Metropolitan Region Scheme and concurrently transferred to the “Urban Development” zone under the City of Wanneroo Local Planning Scheme No. 2.

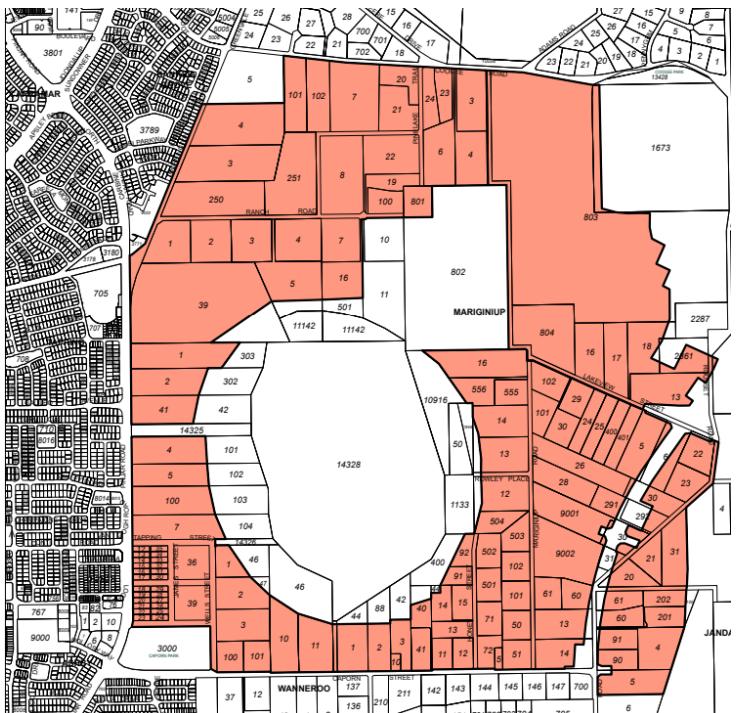
## Key Messages:

- ***Perth and Peel @3.5Million and North-East Sub-regional Planning Framework and East Wanneroo District Structure Plan*** – the proposal is entirely consistent.
- **Lifting of Urban and Industrial Deferment Guidelines** – the proposal has addressed the criteria and demonstrated compliance.
- **Zoning** - there are no planning, environmental, servicing or other impediments which have not been addressed or cannot be satisfied via the Precinct 7 Local Structure Plan.
- **Precinct 7 Local Structure Plan- A concurrent Local Structure Plan (LSP) has progressed** (which DPLH staff are finalising assessment of) which provides technical detail in support of the lifting and demonstrates the land is suitable for urban development.

There is **no risk to the WAPC in approving the zoning** – required to provide the ‘Head of Power’ for the LSP. The LSP will be subject to separate consideration at upcoming WAPC meeting.

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# REQUESTED ZONING



EWDS - Precincts 7, 8 and Pt of Precinct 15

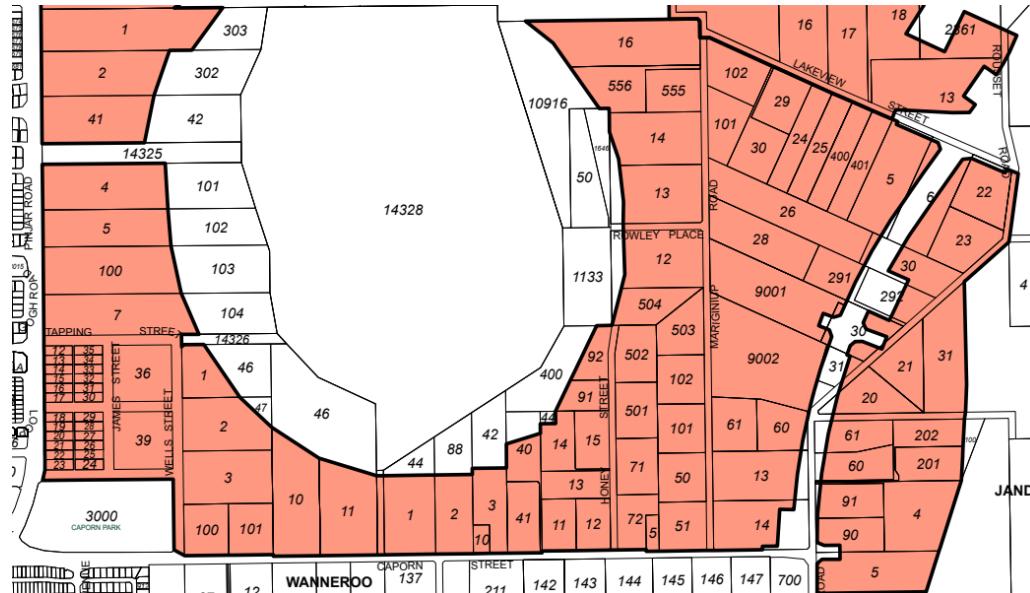
### Legend

Excluded from urban deferred zone  
and included in urban zone

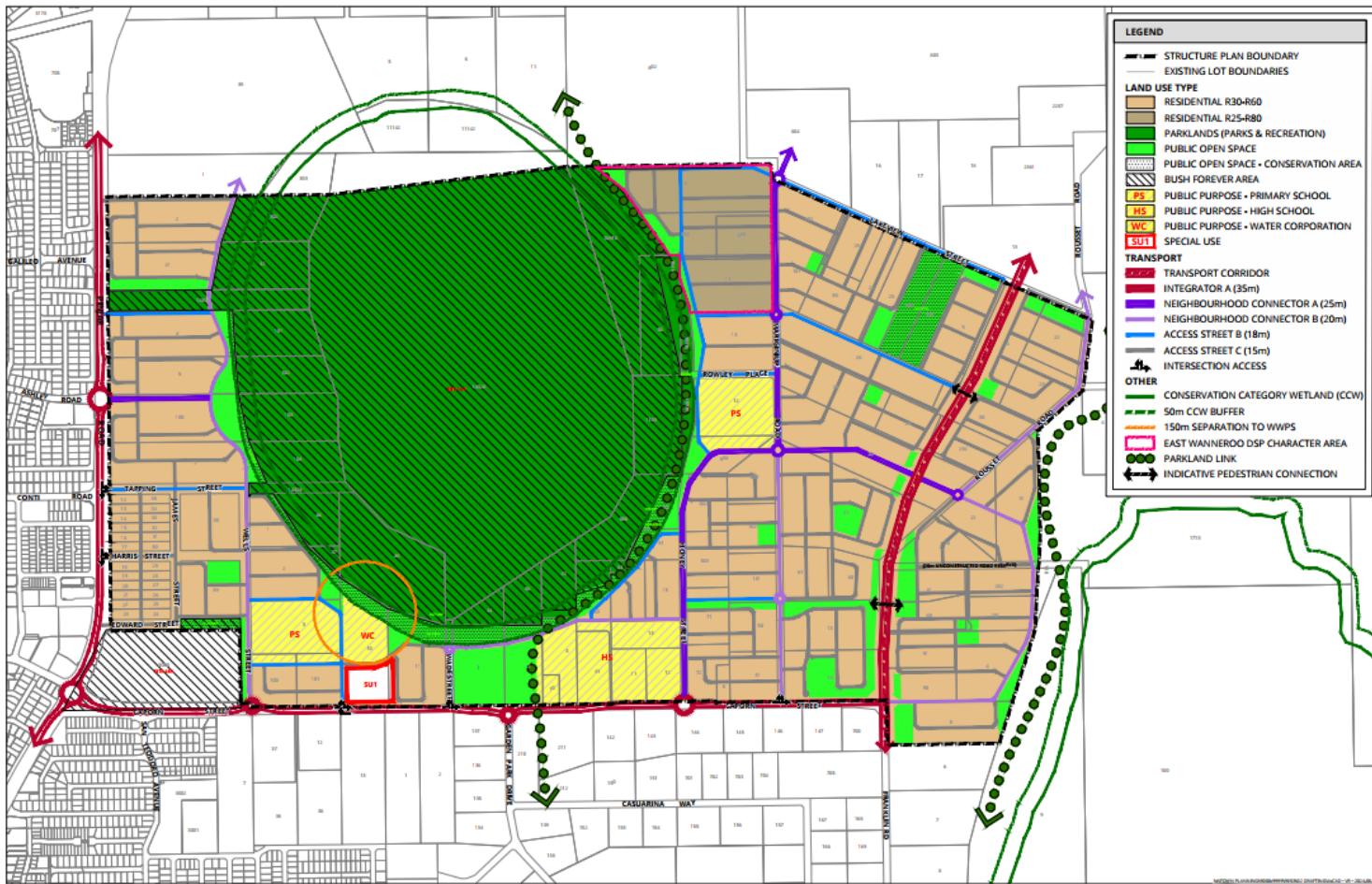
## Metropolitan Region Scheme

### Clause 23 - Transfer of land from urban deferred zone to urban zone

Amendment No. 1XXX/23



## PRECINCT 7



## PLAN 1 - LOCAL STRUCTURE PLAN

PRECINCT 7

EAST WANNEROO - MARGINUP

250 m  
SCALE @ A3: 1:10000  
SCALE @ A1: 1:50000  
DRAWN  
DESIGNED  
PROTECTED  
CARTOGRAPHIC  
BY  
WAPRO  
GROUP  
DESIGN

WAPRO  
GROUP  
DESIGN



**ROWE**  
GROUP  
DESIGN

**LIFTING OF URBAN DEFERMENT**  
EAST WANNEROO PRECINCT 7

**THANK YOU**

## Request for Deputation / Presentation

Committee:

Western Australian Planning Commission

Meeting Date:

Wednesday, June 25, 2025

### Deputation Information

Type of Deputation:

Verbal Deputation

Agenda Item:

3.1

Agenda Title:

Lifting of Urban Deferment -Precinct 8 East Wanneroo

Is the presentation in support or  
against the report recommendation?  
(contained within the agenda)

Support

### Presenter Information

Name of Presenter

Rod Dixon

Preferred pronouns/title

Mr

Organisation:

Rowe Group

Email Address:

Mobile Number:

### Additional Attendees

Rod Gardiner Qube Property Group  
Stephen Carter Qube Property Group  
Christopher Green Rowe Group

Special Requirements: In the interest  
of accessibility and inclusion for  
people with disabilities, please identify  
if you have any special requirements:

No

### Presentation Information

Brief Outline of Deputation:

6 Minute Presentation in support of Precinct 8 Urban Deferment Lifting.

Will there be a PowerPoint Presentation?

Yes

Please attach any documents here



8903\_200620\_WAPCDeputation\_cg.pdf

## Acknowledgements

In submitting this request, you acknowledge that your request form and presentation content will be published to the Planning Online website as part of the agenda.

Yes

I acknowledge that if my request or accompanying documents are not submitted within the required timeframe, they will not be accepted.

Yes

Please attach all accompanying documents to this request. Late submissions will not be accepted. Handouts or PowerPoints will not be accepted on the day of the meeting.



**ROWE**  
GROUP  
DESIGN

## LIFTING OF URBAN DEFERMENT PRECINCT 8 EAST WANNEROO – FOR DETERMINATION

DEPUTATION TO WAPC | 25 JULY 2025 | AGENDA ITEM 3.1

## Our Request:

- **Support** the recommendation to transfer **Precinct 8** from the Urban Deferred zone to the **Urban zone** under the Metropolitan Region Scheme and concurrently transferred to the "Urban Development" zone under the City of Wanneroo Local Planning Scheme No. 2.

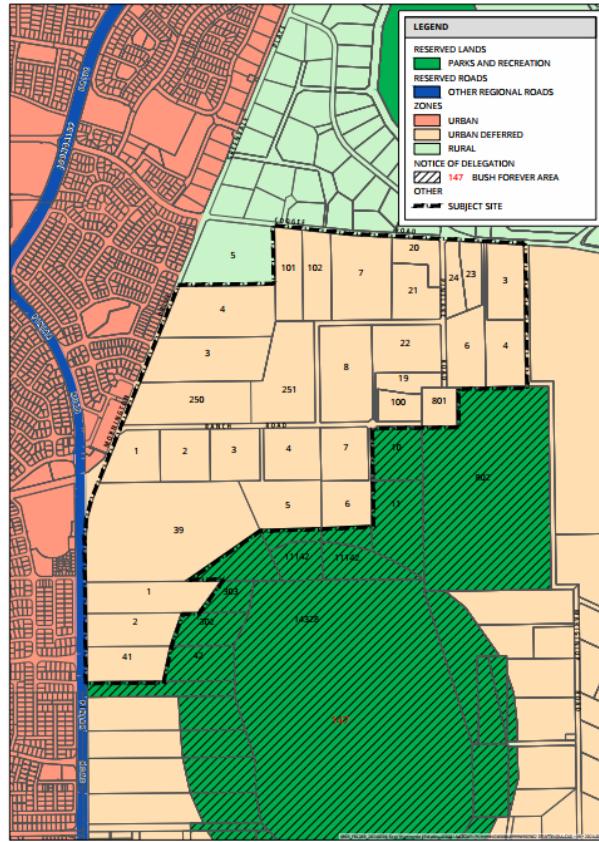
## Key Messages:

- ***Perth and Peel @3.5Million and North-East Sub-regional Planning Framework and East Wanneroo District Structure Plan*** – the proposal is entirely consistent.
- **Lifting of Urban and Industrial Deferment Guidelines** – the proposal has addressed the criteria and demonstrated compliance.
- **Zoning** - there are no planning, environmental, servicing or other impediments which have not been addressed or cannot be satisfied via the concurrent Precinct 8 Local Structure Plan.
- **Precinct 8 Local Structure Plan- A concurrent Local Structure Plan (LSP) has progressed** (which DPLH staff are finalising assessment of) which provides technical detail in support of the lifting and demonstrates the land is suitable for urban development.

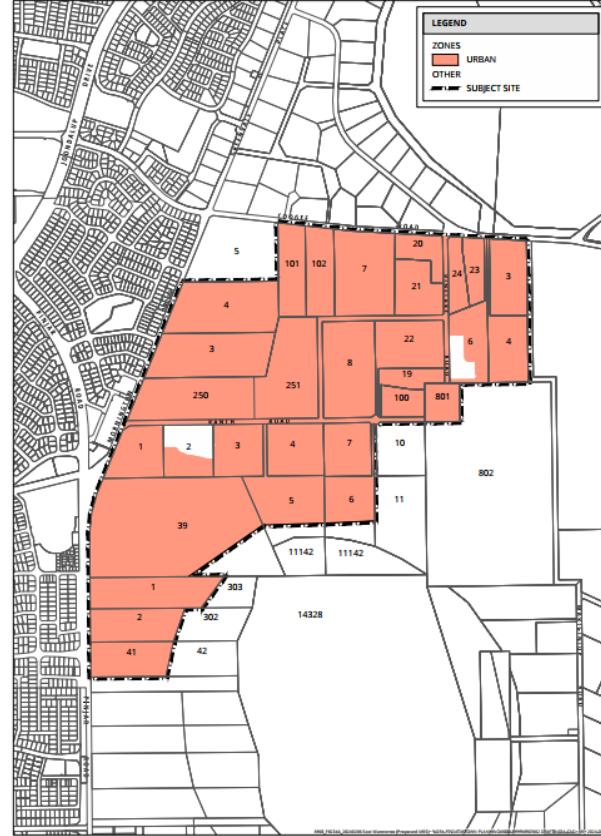
There is **no risk to the WAPC in approving the zoning** – required to provide the 'Head of Power' for the LSP. The LSP will be subject to separate consideration.

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# REQUESTED ZONING



CURRENT MRS ZONING



PROPOSED MRS ZONING

# PRECINCT 8 LOCAL STRUCTURE PLAN CONCEPT PLAN (DRAFT)



## PRECINCT 8 CONCEPT PLAN

VARIOUS LOTS - PINJAR ROAD - COOGEE ROAD - RANCH ROAD - PINELAKE TRAIL  
EAST WANEROO

DRAFT



SCALE 1:2000  
8903-CON-14-F



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GROUP  
DESIGN

## LIFTING OF URBAN DEFERMENT PRECINCT 8 EAST WANNEROO

THANK YOU

## Request for Deputation / Presentation

Committee:

Western Australian Planning Commission

Meeting Date:

Wednesday, June 25, 2025

### Deputation Information

Type of Deputation:

Verbal Deputation

Agenda Item:

3.1

Agenda Title:

Lifting of Urban Deferment - East Wanneroo District Structure Plan Precincts 7, 8 and Pt of Precinct 15 - Determination

Is the presentation in support or  
against the report recommendation?  
(contained within the agenda)

Support

### Presenter Information

Name of Presenter

Damian Shephard

Organisation:

Stockland Development Pty Ltd

Email Address:

Mobile Number:

### Additional Attendees

Col Dutton - Stockland  
Kasia Betka - CDP Town Planning & Urban Design  
Shane McSweeney - Pentium Water

Special Requirements: In the interest  
of accessibility and inclusion for  
people with disabilities, please identify  
if you have any special requirements:

No

### Presentation Information

#### Brief Outline of Deputation:

- Support the proposed LUD.
- Acknowledge and thank officers and note the large volume of technical work that has been undertaken to inform the LUD extent in Precinct 15 in relation to groundwater management.
- Advise on the progression of bulk earthworks, structure planning and subdivision design and confirm

that Stockland will be developing the first stages at the earliest opportunity pending approvals.

- Invite questions from the WAPC for Stockland or our key consultant team members that are present today.

Will there be a PowerPoint Presentation?

No

## Acknowledgements

In submitting this request, you acknowledge that your request form and presentation content will be published to the Planning Online website as part of the agenda.

Yes

I acknowledge that if my request or accompanying documents are not submitted within the required timeframe, they will not be accepted.

Yes

Please attach all accompanying documents to this request. Late submissions will not be accepted. Handouts or PowerPoints will not be accepted on the day of the meeting.

<b>REPORT TO</b>	Western Australian Planning Commission					
<b>Meeting date</b>	25 June 2025	<b>File numbers</b>	RLS/1138, RLS/1132, RLS/1122			
<b>Title</b>	Lifting of Urban Deferment - East Wanneroo District Structure Plan Precincts 7, 8 and Pt of Precinct 15 - Determination					
<b>Purpose</b>	For decision					
<b>Head of power</b>	Clause 23 of the Metropolitan Region Scheme					
<b>Confidentiality</b>	Non-confidential					
<b>Name and title of responsible officer</b>	Rohan Miller - Planning Director, Schemes and Strategies, Land Use Planning					
<b>Processing days</b>	630					
<b>SITE DETAILS</b>						
<b>Region(s)</b>	Metropolitan (North-West)					
<b>Local government(s)</b>	City of Wanneroo					
<b>Region Scheme / Zoning</b>	Metropolitan (MRS) Urban Deferred					
<b>Landowner/s</b>	Refer to Schedule of Landowners					
<b>Applicant/s</b>	CDP Town Planning & Urban Design on behalf of Stockland, The Rowe Group on behalf of Hesperia and Qube Property Group					
<b>ATTACHMENTS</b>						
A1 - Existing and Proposed MRS Plan A2 - Aerial Plan A3 - Draft Local Structure Plans - Precincts 7, 8 & Pt of Precinct 15 A4 - East Wanneroo District Structure Plan (Map Extracts) A5 - District Water Management Strategy - Addendum 1 (Revised Stage 1 Boundary) A6 - Referral Comments A7 - MRS Plan No. 3.2860/2						

## EXECUTIVE SUMMARY

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The key considerations identified in assessing this proposal are as follows:

- Three lifting of Urban Deferment requests have been received and collectively seek to transfer approximately 496.08ha of land from the Urban Deferred zone to the Urban zone in the Mariginiup and Jandabup localities. The three requests are being considered as a consolidated proposal and facilitate primarily residential development with areas of public open space (POS), primary and high schools, servicing infrastructure, parkland links, roads etc;

- The *Perth and Peel@3.5Million/North-West Sub-Regional Planning Framework* identifies the subject land as primarily “Urban Expansion”, “Regional Roads (MRS) - Proposed” and “Public Purposes – Proposed” with a “Short-Medium Term (2015-2031)” staging timeframe;
- The WAPC approved *East Wanneroo District Structure Plan* (EWDSP) identifies the subject land as primarily residential with POS, local roads, transport corridor and public purposes - education. Three draft local structure plans (LSP) have been received for Precincts 7, 8 and 15. These LSP's have been supported by the City Wanneroo and are with the WAPC for a final determination;
- A District Groundwater Management Scheme is being progressed for the EWDSP area in consultation with the Department of Water and Environmental Regulation (DWER) and the Water Corporation. These hydrological investigations support a revision to the Stage 1 (development) area boundary in the EWDSP and informs the lifting of Urban Deferred area; and
- It is recommended that the WAPC support the lifting of Urban Deferment and the concurrent amendment of the *City of Wanneroo Local Planning Scheme No. 2* to the “Urban Development” zone. The proposal also provides the required planning framework for the WAPC to consider the LPS's for Precincts 7, 8 and Pt of Precinct 15.

## RECOMMENDATION

*That the Western Australian Planning Commission resolves, under Clause 23 of the Metropolitan Region Scheme, to:*

1. ***transfer the East Wanneroo District Structure Plan - Precincts 7, 8 and Pt of Precinct 15 as shown on amending plan no. 3.2860/2 (A7) from the Urban Deferred zone to the Urban zone pursuant to Clause 23 of the Metropolitan Region Scheme; and***
2. ***amend the City of Wanneroo Local Planning Scheme No. 2, by transferring the subject land to the “Urban Development” zone pursuant to section 126(3) of the Planning and Development Act 2005.***

## PROPOSAL DETAILS

The lifting of Urban Deferment request seeks to transfer approximately 496.08ha of land from the Urban Deferred zone to the Urban zone in the localities of Mariginiup and Jandabup in the City of Wanneroo. The proposal will facilitate primarily residential development with areas of POS, primary and high schools, local centres etc (**A1 & A2**). The site is approximately 45km north of Perth CBD and 6km northeast of the Joondalup Regional Activity Centre.

The site is generally bordered by Pinjar Road to the west, Coogee Road to the north, Rousset Road to the east and Caporn Street to the south. Mariginiup Lake is located within the centre of the precinct and is reserved as ROS. The established residential areas of Tapping, Ashby, Sinagra and Banksia Grove abut to the west and south-west of the site.

The site contains scattered remnant vegetation ranging from ‘degraded’ to ‘very good’ condition and is proposed to be protected wherever possible. No mapped Bush Forever areas or wetlands are located within the site, but they do abut the lifting of Urban Deferment area.

### *Draft Local Structure Plans*

Three lifting of Urban Deferment requests have been received which generally align with the LSP's for Precincts 7, 8 and Pt of Precinct 15 (**A3**):

*EWDSP - Precinct 7:* The proposal relates to approximately 236.8ha comprising 102 lots and Crown reserves and proposes approximately 3,000 dwellings. The draft LSP responds to the environmental

assets within the precinct, provides for key school and infrastructure uses, and facilitates the main transit corridor through the eastern area of Precinct 7.

This precinct characterised as a ‘suburban neighbourhood’, with a character area situated north-east of Lake Mariginiup, taking advantage of the lakeside environment, remnant trees and proximity to the future Mariginiup Station.

*EWDSP - Precinct 8:* The proposal relates to approximately 160.9ha, contains 30 lots and proposes approximately 2,500 lots. The site is adjacent to the existing residential areas of Ashby, Tapping and Banksia Grove and to the north of Lake Mariginiup.

The draft LSP responds to the key considerations of the EWDSP and provides a framework for the development of the precinct as a suburban neighbourhood, with areas of POS and primary school consistent with the aims of the EWDSP.

The EWDSP identifies a number of ‘parklands subject to confirmation’, throughout the site. The suitability of these areas is to be confirmed at the LSP stage with detailed flora and fauna surveys in accordance with the EWDSP.

*EWDSP – Part of Precinct 15:* The proposal relates to approximately 97.47ha and proposes approximately 1,685 dwellings. The site has historically been cleared and used for grazing and semi-rural activities. The site has been subject to extensive historical disturbance, primarily associated with clearing of most vegetation across the site. Some remnant vegetation remains, along with areas that have naturally regenerated over time. Overall, the site is primarily vacant land with limited semi-rural and market garden activities and homesteads within the southern portion.

The draft LSP responds to the key considerations of the EWDSP and includes residential development ranging from R25 to R80, neighbourhood centre, parks & recreation (Regional Playing Fields / ROS), primary and high schools etc.

#### *District Development Contribution Plan*

In August 2024, the City of Wanneroo initiated Amendment No. 214 to LPS 2 which seeks to introduce a *District Development Contribution Plan* (DDCP) in Schedule 13 and a new Development Contribution Area to Table 3 of Part 5 of the Scheme and the Scheme Map. Amendment 214 is yet to be considered by the City of Wanneroo for a final determination.

In accordance with the EWDSP, the DDCP has been prepared for district level infrastructure and does not include regional or local infrastructure or a mechanism for managing and funding groundwater levels. The items in the EWDSP are as follows:

1. Acquisition of land and construction of integrator arterial roads;
2. Construction of district level community facilities as set out in the Community Facilities Plan;
3. Groundwater management systems as described in the DWMS; and
4. Wetland and foreshore management plans as identified in Schedule One of the EWDSP.

In relation to item 2, the proposed DDCP includes the cost of acquiring land for community facilities, except for District Open Space land, which is intended to form part of the Precinct Structure Plans 10% open space requirement. The DDCP does not include Item 3, as further technical work is being undertaken before the system design and costing can be finalised.

#### *District Groundwater Management Scheme*

In March 2021, the *East Wanneroo District Structure Plan – District Water Management Strategy* was endorsed by DWER. It was noted that a district groundwater management model and implementation

strategy would be developed by the WAPC prior to local structure planning. These hydrological investigations (includes drainage considerations) support a revision to the Stage 1 development boundaries (as shown in the EWDSP) and primarily affects part of Precinct 15.

The WAPC appointed Urbaqua who has prepared an addendum to the approved DWMS. The addendum includes the outcomes of district groundwater modelling, outlines the preliminary district groundwater management scheme concept and identifies the proposed strategy for implementation. The addendum has been considered by the DWER who have provided advice on matters for further consideration (**A6**).

Detailed groundwater modelling has been undertaken which supports a refinement of the controlled groundwater levels and supports a revision of the Stage 1 (development) boundary in the EWDSP (**A4**). All of Precinct 7 and an increased part of Precinct 15 are in the revised Stage 1 boundary to be considered for urbanisation ahead of the final district groundwater management scheme (**A5**). The boundary of the proposed lifting of Urban Deferment area aligns with the revised Stage 1 area.

The responsibility for managing the final district groundwater management scheme is to be finalised. However, discussions with the Water Corporation confirms the intention of obtaining State Government agreement to nominate the Corporation as the drainage service provider. This includes funding the Corporation to undertake engineering investigations to determine the long-term cost and viable method of funding the water management scheme.

#### *Environmental Protection Authority – Section 16J Advice*

The Environmental Protection Authority (EPA) is preparing section 16J advice for the EWDSP. This advice is intended to provide guidance on the environmental considerations for the EWDSP. In the interim, the EPA and DBCA have provided lifting of Urban Deferment advice on the environmental considerations for Precincts 7, 8 & Pt of Precinct 15 and is in the attached ‘referral comments’ (**A6**).

## **BACKGROUND**

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### *MRS Amendment 1308/41 – East Wanneroo Structure Plan Area*

On 13 September 2018, the subject land formed part of a larger area which was zoned to Urban Deferred as part of MRS Amendment 1308/41. The amendment rezoned approximately 2,206 ha from the Rural zone to the Urban Deferred zone with the following requirements to be addressed prior to the transfer of land to the Urban zone:

- A District Structure Plan being approved for the EWSP area.

*DPLH Comment: In August 2021, the WAPC approved the EWDSP.*

- Confirmation of the provision of water and wastewater infrastructure.

*DPLH Comment: The Water Corporation has advised that the lifting of Urban Deferent is a large area located within separate water and wastewater planning precincts. Parts of the area can be more readily serviced in the short-term (i.e. western frontal areas), however some areas on the eastern margins (particularly Pt of Precincts 7 & 15) will require more complex servicing solutions which include staging and timing considerations and will need investigation as the planning of the site progresses.*

- A DWMS being approved by the DWER for the EWDSP area.

*DPLH Comment: In March 2021, the DWER (formally the Department of Water) approved the East Wanneroo DWMS.*

- The north-eastern portion of the (amendment) site is within a 500-metre separation buffer for sand resources and this sand extraction is to be completed prior to the transfer to the Urban zone.

DPLH: Comment *The lifting of Urban Deferment area is not located within the sand mining buffer area.*

- A Bush Fire Hazard Assessment being undertaken to the satisfaction of the Department of Fire and Emergency Services (DFES).

DPLH Comment: *A Bushfire Hazard Assessment was approved by DFES for the EWDSP.*

### Framework and Policy Assessment Overview

Legislation, Policies and Framework	Consistency
<i>Perth and Peel @3.5Million/North-West sub-regional Planning Framework</i>	Fully consistent
<i>East Wanneroo District Structure Plan</i>	Fully consistent
<i>State Planning Policy 2.5 – Rural Planning</i>	Broadly consistent, some discretion required
<i>State Planning Policy 2.8 - Bushland Policy for the Perth Metropolitan Region</i>	Fully consistent
<i>Draft State Planning Policy 2.9 - Planning for Water</i>	Broadly consistent, some discretion required
<i>State Planning Policy 3.7 - Bushfire</i>	Fully consistent
<i>State Planning Policy 5.4 - Road and Rail Noise</i>	Fully consistent
<i>Operational Policy 2.4 - Planning for School Sites</i>	Fully consistent

## **DISCUSSION**

### Key Legislation, Framework and Policies

#### *Perth and Peel @ 3.5 Million / North-West Sub-regional Planning Framework*

The *North-West Sub-regional Planning Framework* forms part of the *Perth and Peel @ 3.5 Million* strategic suite of planning documents. Future areas for urban development have been designated to avoid and protect areas that have significant regional environmental value.

DPLH Comment: *The lifting of Urban Deferment is consistent with the North-West Sub-Regional Planning Framework which identifies the site as “Urban Expansion”, “Regional Roads (MRS) - Proposed” and “Public Purposes - Proposed” with a “Short-Medium Term (2015-2031)” urban staging timeframe.*

#### *East Wanneroo District Structure Plan*

In August 2021, the WAPC adopted the EWDSP which builds upon the *Perth and Peel @3.5million / North-West Sub-regional Planning Framework* to set out a plan to provide 50,000 homes for 150,000 residents within East Wanneroo, with the vision that:

*“East Wanneroo will be a place which offers housing and lifestyle choice for all generations, that supports, links and protects natural flora and fauna and wetland systems, and celebrates local historic and cultural values.”*

To achieve the vision, development within the EWDSP is within 28 individual development precincts which include a district centre, urban neighbourhoods, suburban neighbourhoods, character areas, employment areas, as well as rural areas and state forest.

The development of the EWDSP is anticipated to occur in three stages with Stage 1 providing 10,000 dwellings between 2021-2031, Stage 2 providing 20,000 dwellings between 2031-2051 and Stage 3 20,000 providing dwellings post 2051 (**A4**). The EWDSP proposed criteria to be addressed prior to the lifting of Urban Deferment or rezoning of land to Urban and is discussed further below. The EWDSP identifies the subject land as follows:

*Precinct 07 – Lake Mariginiup:* A suburban neighbourhood with a character area situated north-east of Lake Mariginiup, taking advantage of the lakeside environment, remnant trees and proximity to Mariginiup Station. Buildings adjacent to the Lake Jandabup foreshore are low-rise (one to two-storey).

*Precinct 08 – Ranch Road:* A suburban neighbourhood carefully integrated with Parkland and well connected to the Lake Mariginiup foreshore.

*Precinct 15 – Central Mariginiup:* This precinct is a shopping and community hub serving the northern areas of East Wanneroo. It mainly comprises a neighbourhood centre and urban neighbourhoods integrated carefully with natural features to the east. It provides for a 50ha regional sporting facility. Suburban neighbourhoods in the rest of the precinct provide a transition from medium to low-rise built form.

DPLH Comment: *The EWDSP includes criteria to be addressed prior to the lifting of Urban Deferment or rezoning of land to Urban and is addressed below as follows:*

- a) Integrator Arterial Roads to be reserved as ORR under the MRS prior to or in parallel with land being zoned Urban (including the lifting of Urban Deferment).

*The future transit corridor area as shown in the EWDSP has been confirmed and is to remain in the Urban Deferred zone to be reserved as ORR in a future MRS amendment process.*

- b) Transit Corridor - local structure plan proposals situated within 500m of the centreline of the transit corridor will be referred to the PTA for comment.

*The LSP’s for Precinct 7, 8 and 15 have been referred to the PTA. The area identified for the future transit corridor has been retained in the Urban Deferred zone to be reserved as ORR in a future MRS amendment process.*

- c) Parks and Recreation Reserves - The WAPC will be the responsible authority for preparing and initiating the MRS amendments to create the category 1 reserves. Proponents undertaking local structure planning for precincts containing category 2 reserves, will be responsible for carrying out detailed flora and fauna surveys to confirm the appropriate configuration of these new reserves

*The EWDSP identifies a number of parklands subject to confirmation within parts of the lifting of Urban Deferment area. In accordance with the EWDSP the suitability of these areas is to be confirmed by the LSP’s for Precinct 7, 8 and Pt of Precinct 15 which are subject to WAPC approval.*

*This process may involve further consultation with the DWER and DBCA in order to confirm the extent of the conservation areas and the most appropriate planning mechanism to ensure their*

*protection. If any areas are identified as Regional Open Space (ROS) these areas can be reserved in a separate MRS amendment process.*

d) High school reserves - Proponents for precincts containing a high school must progress an amendment to the MRS to reserve the land required for the school in consultation with the Department of Education (DoE).

*The reservation of the High School sites in the MRS will be undertaken once these LSP's have been approved by the WAPC as this will ensure that the exact location boundaries are confirmed.*

#### *City of Wanneroo Local Planning Policy 5.3 - East Wanneroo (LPP 5.3)*

The City's LPP 5.3 provides guidance on consideration of planning proposals for urban or similar development, and applications for planning approval of a rural nature, received in respect to the East Wanneroo area. It aims to ensure planning is undertaken in a coordinated rather than in an ad-hoc manner.

LPP 5.3 states that the City will not support any applications to lift the Urban Deferment or amend LPS 2 until the district developer contribution plan has substantially commenced and MRS has been amended to provide any regional reserves identified.

*DPLH Comment:* *Refer to the City of Wanneroo's comments which address LPP 5.3 in the attached 'referral comments' (A6).*

#### *State Planning Policy 2.5 – Rural Planning (SPP 2.5)*

SPP 2.5 requires the consideration of both onsite and offsite impacts for rezoning proposals where an existing rural land use may have an impact on sensitive land uses. SPP 2.5 refers to the EPA's Guidance for the Assessment of Environmental Factors which recommends the separation of market gardens and sensitive land uses with a buffer distance of 300m to 500m, depending on the size of the activity.

*DPLH Comment:* *It is noted that a number of existing horticultural landuses are either operating, are being considered for closure or have closed. At the LSP stage, detailed consideration will be given to the location of appropriate compatible landuses, setbacks and/or transitional staging arrangements in accordance with SPP 2.5, EPA's Guidance Statement No. 3: Separation Distances between Industrial and Sensitive Land Uses and DoH's Guidelines for Separation of Agricultural and Residential Land Uses, Establishment of Buffer Areas. This will ensure that existing landuses and their buffers are taken into account including consideration of appropriate transitional arrangements.*

#### *State Planning Policy 2.8 - Bushland Policy for the Perth Metropolitan Region (SPP 2.8)*

SPP 2.8 aims to provide a policy and implementation framework that will ensure bushland protection and management issues are addressed and integrated with broader land use planning and decision-making. In general, the policy does not prevent development where it is consistent with policy measures and other planning and environmental considerations.

*DPLH Comment:* *The EWDSP identifies a number of parklands subject to confirmation within parts of the lifting of Urban Deferment area. In accordance with the EWDSP the suitability of these areas is to be confirmed by the LSP's for Precinct 7, 8 and Pt of Precinct 15 which are supported by environmental investigations and subject to WAPC approval.*

*This process may involve further consultation with the DWER and DBCA in order to confirm the extent of the conservation areas and the most appropriate planning mechanisms to ensure their protection. If any areas are identified as ROS they can be reserved in a separate MRS amendment process.*

### *Draft State Planning Policy 2.9 - Planning for Water (SPP 2.9)*

Draft SPP 2.9 seeks to ensure that planning and development considers water resource management and includes appropriate water management measures to achieve optimal water resource outcomes at the various stages of the planning process.

*DPLH Comment: In March 2021, the DWER (formally the Department of Water) approved the East Wanneroo DWMS. Refer to the 'Referral Comments' section for DWER's comments on the District Groundwater Management Scheme which forms part of an addendum to the DWMS.*

### *State Planning Policy 3.7 - Bushfire (SPP 3.7)*

SPP 3.7 seeks to implement effective, risk-based land use planning and development which in the first instance avoids the bushfire risk, but where unavoidable, manages and/or mitigates the risk to people, property and infrastructure to an acceptable level. The preservation of life and the management of bushfire impact are paramount.

*DPLH Comment: In accordance with the requirements to lift the Urban Deferment the DFES has approved a Bushfire Hazard Level Assessment for the EWDS area. Individual Bushfire Management Plans (BMP) have since been prepared for each of three LSP areas and considered by DFES. Changes to the BMP's have been requested by DFES prior to being considered for approval.*

### *State Planning Policy 5.4 - Road and Rail Noise (SPP 5.4)*

SPP 5.4 seeks to minimise the adverse impact of road and rail noise on noise-sensitive land use and/or development within the specified trigger distance of major transport corridors. The Policy also seeks to protect the functionality of the State's transport corridors by protecting them from encroaching incompatible development.

*DPLH Comment: The subject land abuts Pinjar Road and in accordance with standard requirements a noise assessment is to be undertaken in the subsequent local structure planning stage. This will give an understanding of future road noise and mitigation treatments such as Quiet House Design criteria and notifications on title. It will also take into account the future ORR reservation of the transit corridor alignment.*

### *Operational Policy 2.4 - Planning for School Sites (OP 2.4)*

OP 2.4 sets out general locational criteria, configuration requirements and design standards for the provision of school sites and provides clarity on the methodology and application of developer contributions for public primary schools.

*DPLH Comment: The consideration of the location of primary school sites will occur as part of the LSP's for Precincts 7, 8 and Pt of Precinct 15. In accordance with standard practice and as recommended by the DoE, the reservation of the High School sites will be undertaken once these LSP's have been approved by the WAPC. This will ensure that the exact high school boundaries are reserved in the MRS.*

### Referral Agency Comments

Refer to **A6** for a copy of all referral comments received on this lifting of Urban Deferment request.

## Lifting of Urban and Industrial Deferment Guidelines

The WAPC's *Lifting of Urban and Industrial Deferment Guidelines* sets out the criteria for the transferring land from Urban Deferred zone to the Urban zone. The WAPC requires proposals to demonstrate that:

- i. The land is capable of being provided with essential services and agreement has been reached between the developers and service providers with regard to the staging and financing of services.

*DPLH Comment: The Water Corporation has advised that the lifting of Urban Deferment is a large area located within separate water and wastewater planning precincts. Parts of the area can be more readily serviced in the short-term (i.e. western frontal areas), however some areas on the eastern margins (particularly Pt of Precinct 15) will require more complex servicing solutions which include staging and timing considerations and will need investigation as the planning of the site progresses.*

*Given the above, the site is capable of being provided with essential services and developers of the three precincts are aware of the staging and financing requirements.*

- ii. Planning is sufficiently advanced to depict an acceptable overall design to guide future development.

*DPLH Comment: The subject land abuts existing developed Urban zoned land to the west being Banksia Grove, Tapping, Ashby and Sinagra to the south, and is an eastward planning expansion of the existing urbanisation of this locality. Therefore, the development of this land is considered a logical progression of development of the surrounding locality. The proposal satisfies relevant principles for urban consolidation, as it provides for housing diversity and focuses development in, and adjacent to established urban areas and existing and proposed planned infrastructure.*

*Taking into account the above, planning for the site and adjoining land uses is sufficiently advanced to guide and manage future residential development of the site in a logical and co-ordinated manner.*

- iii. The proposed urban or industrial development is in accordance with the endorsed strategic planning framework.

*DPLH Comment: The urbanisation of the subject land is consistent with its designation in the in the Perth and Peel@3.5 Million/North-West Sub-regional Planning Framework as "Urban Expansion" with a "Short-Term (2015-2021)" staging timeframe.*

*The EWDSP has since been approved by the WAPC and provides the long-term vision for urban development in Perth's north metropolitan corridor and is the culmination of extensive investigations and consultation with community, local and State government and service providers. The EWDSP primarily identifies the subject land for residential development with areas of POS and conservation areas, local roads, transport corridor and public purposes – education.*

*Three LSP's have been prepared to guide the future subdivision and development of the site and are with the WAPC a determination. These LSP's propose primarily residential development, POS/drainage and conservation areas, school sites. Given the above, the proposed development of the site is in accordance with the endorsed strategic planning framework.*

- iv. Regional requirements (such as regional roads, open space and public purposes) have been satisfied or provision made for them.

DPLH Comment: The road planning study for the Franklin Road transit corridor (mid-tier) has confirmed the alignment and land area to be reserved as ORR. This area has been excluded as it will be reserved as ORR in a future MRS amendment process. It is also noted that the potential heavy rail extension through the EWDSP can be located within the future Whiteman-Yançep Highway reservation which is further to the east.

The EWDSP identifies a number of parklands subject to confirmation within parts of the lifting of Urban Deferment area. In accordance with the EWDSP the suitability of these areas is to be confirmed by the LSP's for Precincts 7, 8 and Pt of Precinct 15 which are subject to WAPC approval. This process may involve further consultation with the DWER and DBCA in order to confirm the extent of the conservation areas and the most appropriate planning mechanism to ensure their protection. If any areas that are identified as ROS they can be reserved in a separate MRS amendment process.

In accordance with standard practice and as recommended by the DoE, the reservation of the High School sites will be undertaken once the three LSP's have been approved by the WAPC as this will confirm the exact high school boundaries to be reserved in the MRS. Given the above, regional reservation requirements have been appropriately considered and do not present an impediment to the land being transferred to the Urban zone.

- v. Any constraints to urban development, including in relation to environmental, hazard and risk issues, can be satisfactorily addressed.

DPLH Comment: The subject land and surrounds has been subject to a range of horticultural landuses which are operating, being considered for closure or have closed.

At the local structure planning stage, detailed consideration will be given to the location of appropriate compatible landuses, setbacks and/or transitional staging arrangements in accordance with SPP 2.5, EPA's Guidance Statement No. 3: Separation Distances between Industrial and Sensitive Land Uses and DoH's Guidelines for Separation of Agricultural and Residential Land Uses, Establishment of Buffer Areas. This will ensure that existing landuses and their buffers are taken into account including consideration of appropriate transitional arrangements.

It is considered that the constraints associated with existing horticultural landuses can be satisfactorily addressed and do not present an impediment to the subject land being transferred to the Urban zone.

#### *Co-ordination of Local and Region Scheme Amendments*

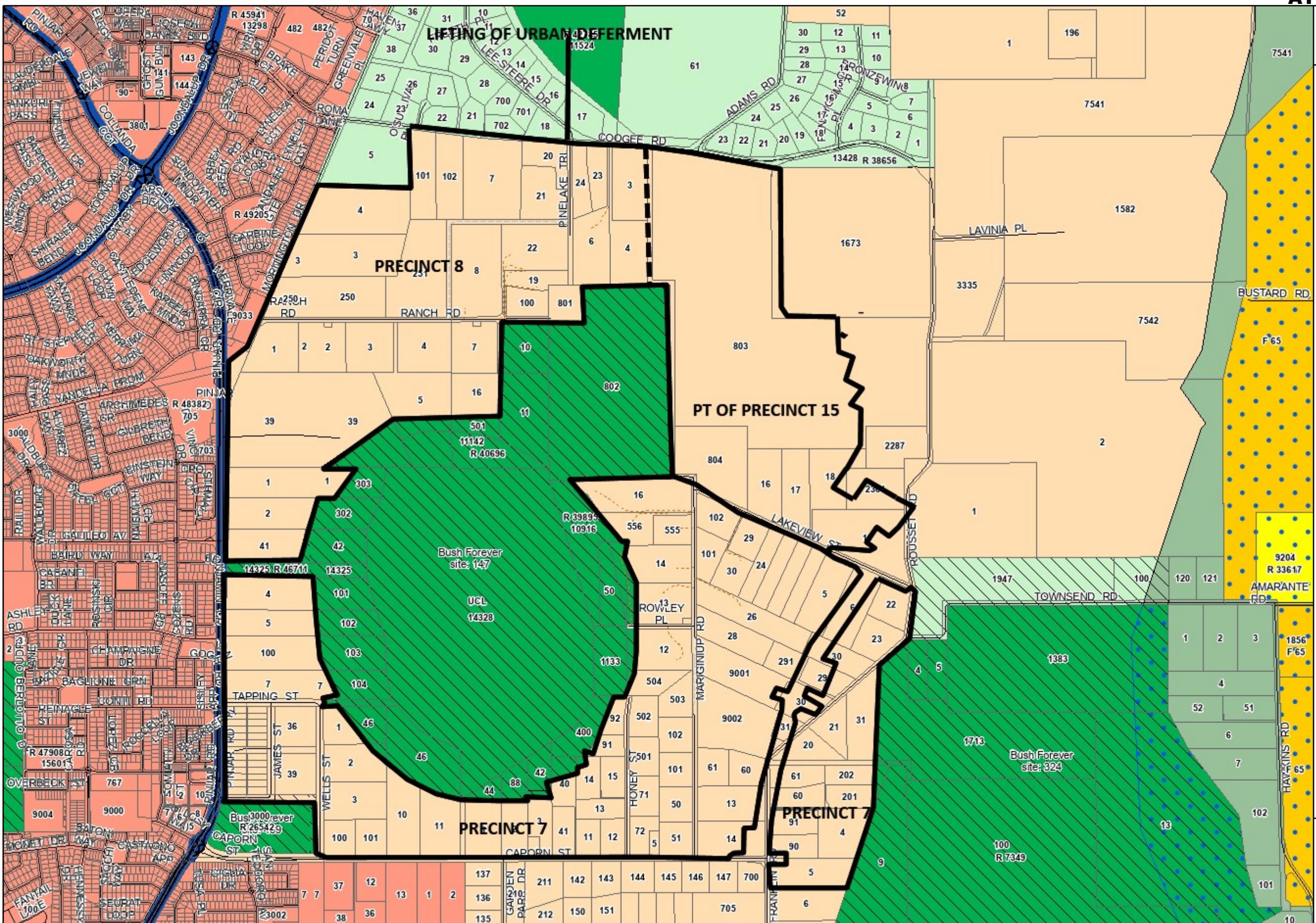
Under Section 126(3) of the *Planning and Development Act 2005* the WAPC has the option of concurrently rezoning land being zoned Urban under the MRS to a "Development" zone (or equivalent) in a LPS. It is recommended that the subject land be concurrently transferred to the "Urban Development" zone under the City of Wanneroo Local Planning Scheme No. 2.

#### **CONCLUSION**

The lifting of Urban Deferment request is consistent with the *Perth and Peel @3.5Million/North-West Sub-regional Planning Framework*, EWDSP, draft LSP's and State Planning Policy and will provide a framework to deliver future residential development in an area where there are existing or proposed future services and infrastructure (A7). Accordingly, approval is recommended.

## Legend

- Cadastre (View 1)
- Roads
  - Main
  - Minor
  - Laneway
  - Track
  - Not Applicable
- Region Scheme Boundary
- Region Scheme Bush Forever Areas
- Region Scheme Water Catchments
- Region Scheme Zones and Reserves
  - Other regional roads
  - Public purposes - public utilities
  - Regional open space
  - Rural
  - Rural - water protection
  - State forests
  - Urban
  - Urban deferred



## Notes:

- \* The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.
- \* This map is not intended to be used for measurement purposes.

Map was produced using DPLH's Inquiry.

## Inquiry Map

DPLH BUSINESS USE ONLY

Internal Spatial Viewer

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0 0.39 0.78 Kilometres  
1: 18,056 at A3

Projection: WGS 1984 Web Mercator Auxiliary Sphere  
Gridlines (if visible): GDA 1994 Latitude/Longitude

Date produced: 11-Jun-2025  
WAFC Agenda Page 43

## Legend

The legend is titled 'Cadastral (View 1)' and contains the following entries:

- Roads
  - Main (solid black line)
  - Minor (dashed black line)
  - Laneway (thin grey line)
  - Track (dash-dot black line)
  - Not Applicable (dotted black line)

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# InQuiry Map

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Projection: WGS 1984 Web Mercator Auxiliary Sphere  
Graticules (if visible): GDA 1994 Latitude/Longitude

Projection: WGS 1984 Web Mercator Auxiliary Sphere  
Graticules (if visible): GDA 1994 Latitude/Longitude

Date produced: 11-Jun-2025

### ATTACHMENT 3

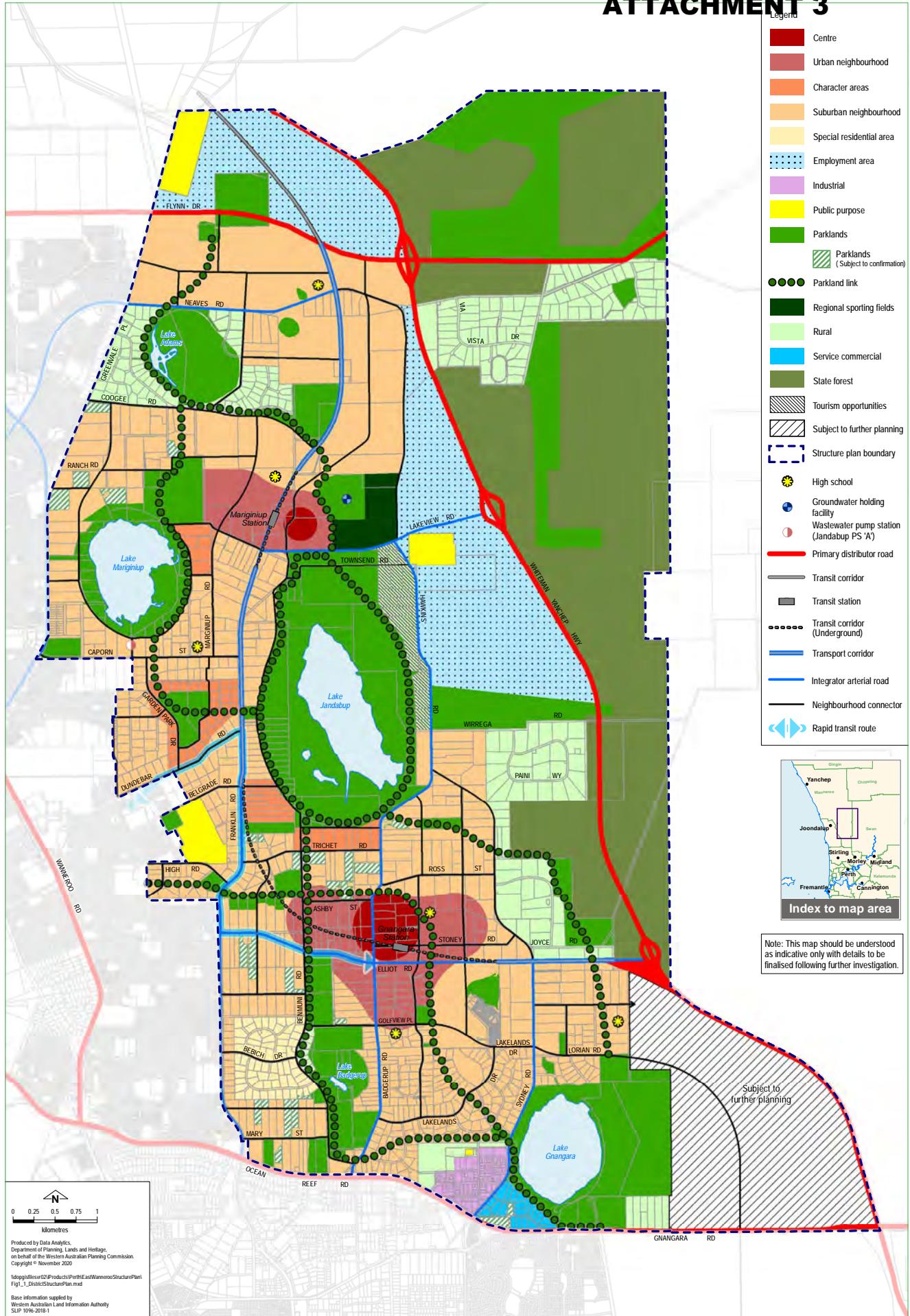


Figure 1.1: East Wanneroo District Structure Plan

**Legend**

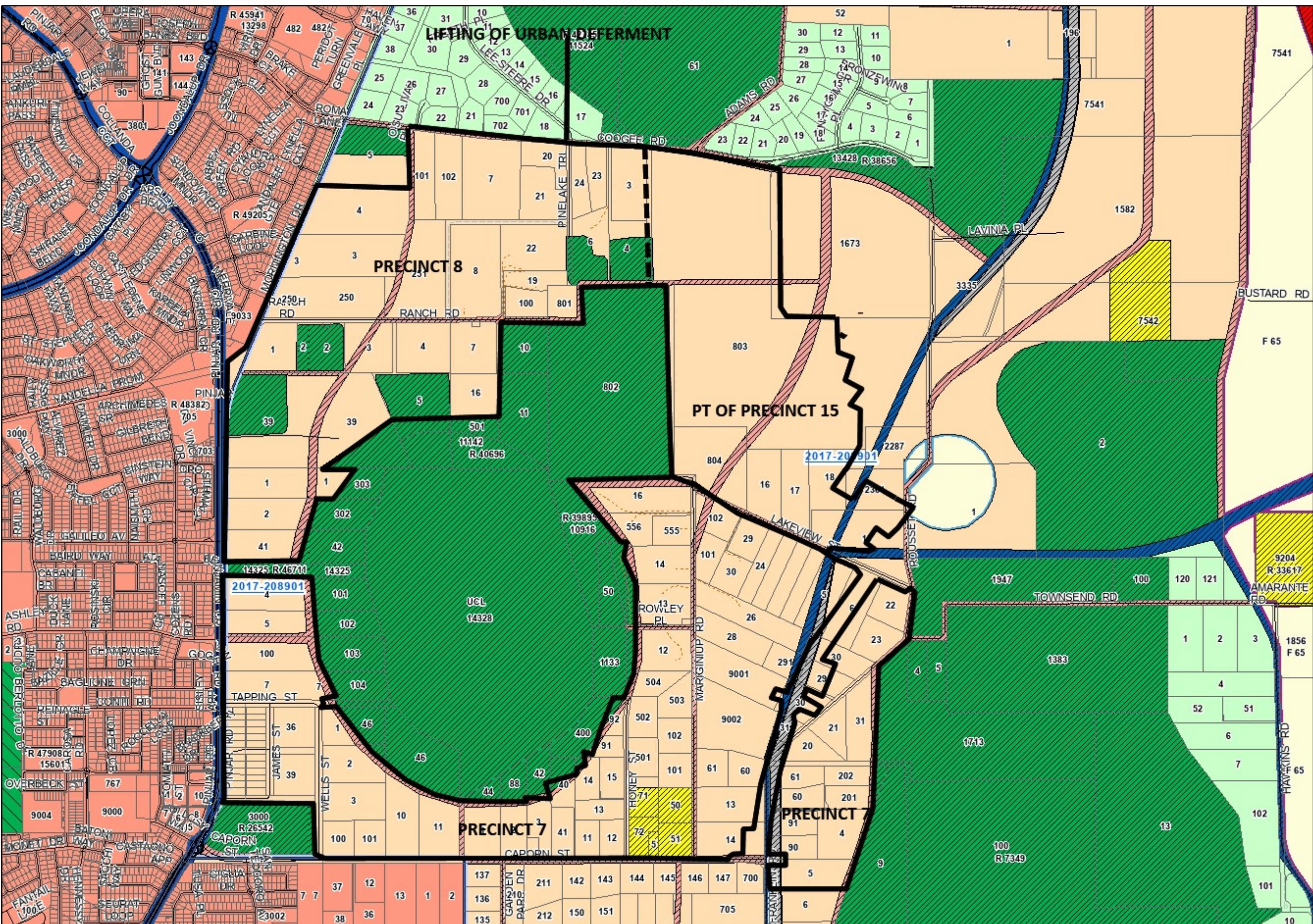
- Cadastre (View 1)
- Roads
  - Main
  - Minor
  - Laneway
  - Track
  - Not Applicable
- DRSP Boundaries - Approved
- DRSP Land Uses - Approved
  - Centre
  - District distributor road
  - Industrial development
  - Local distributor road
  - Primary distributor road
  - Public open space
  - Public purposes
  - Public purposes - education
  - Railways
  - Residential
  - Rural
- Region Scheme Boundary
- Region Scheme Bush Forever Areas
- Region Scheme Water Catchments
- Region Scheme Zones and Reserves
  - Other regional roads
  - Public purposes - public utilities
  - Regional open space
  - Rural
  - Rural - water protection
  - State forests
  - Urban
  - Urban deferred

**Notes:**

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Map was produced using DPLH's Inquiry.



## Inquiry Map

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0 0.39 0.78 Kilometres  
1: 18,056 at A3

Projection: WGS 1984 Web Mercator Auxiliary Sphere  
Gridlines (if visible): GDA 1994 Latitude/Longitude

Date produced: 11-Jun-2025  
WAFC Agenda Page 46

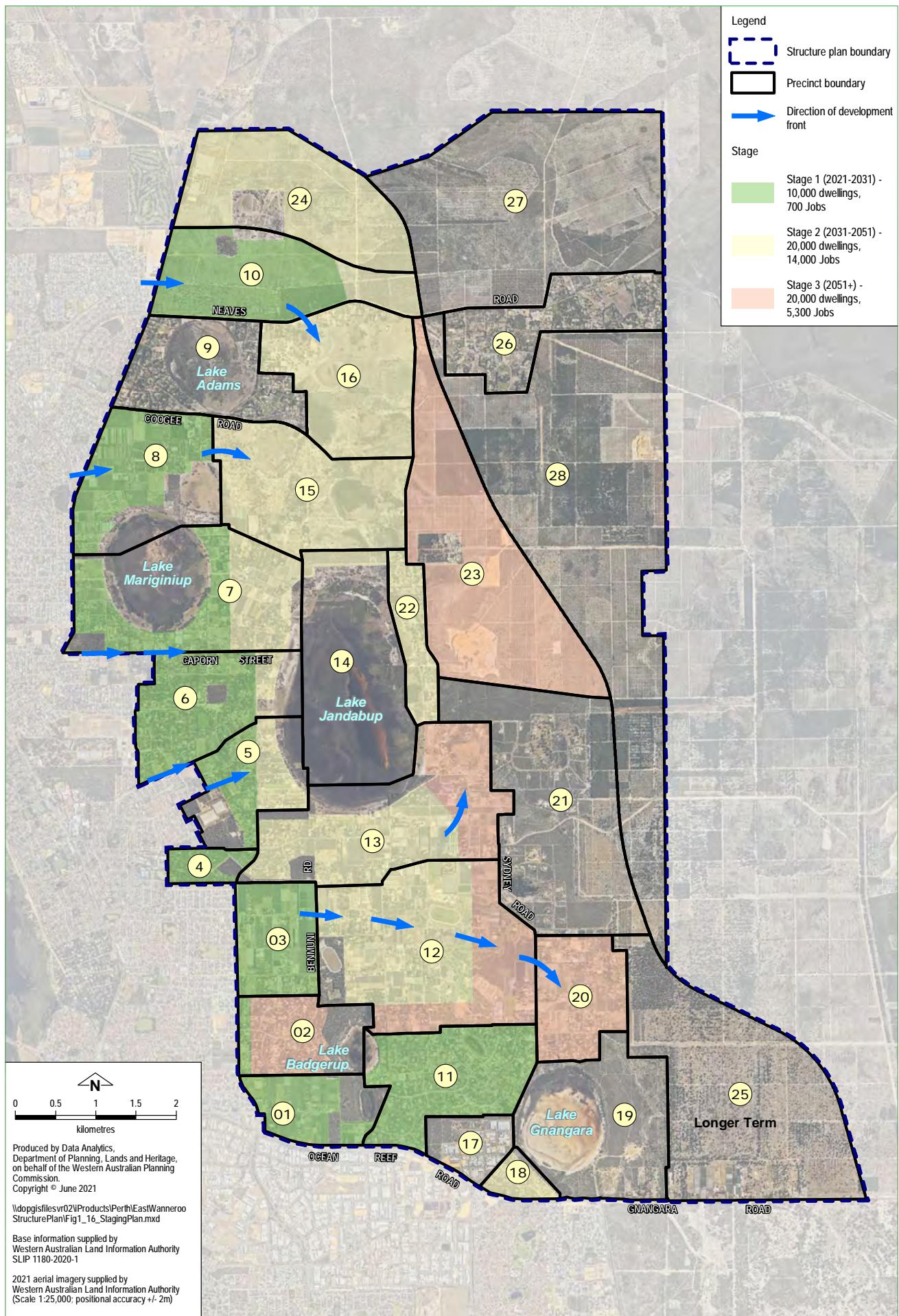


Figure 1.16: Staging Plan

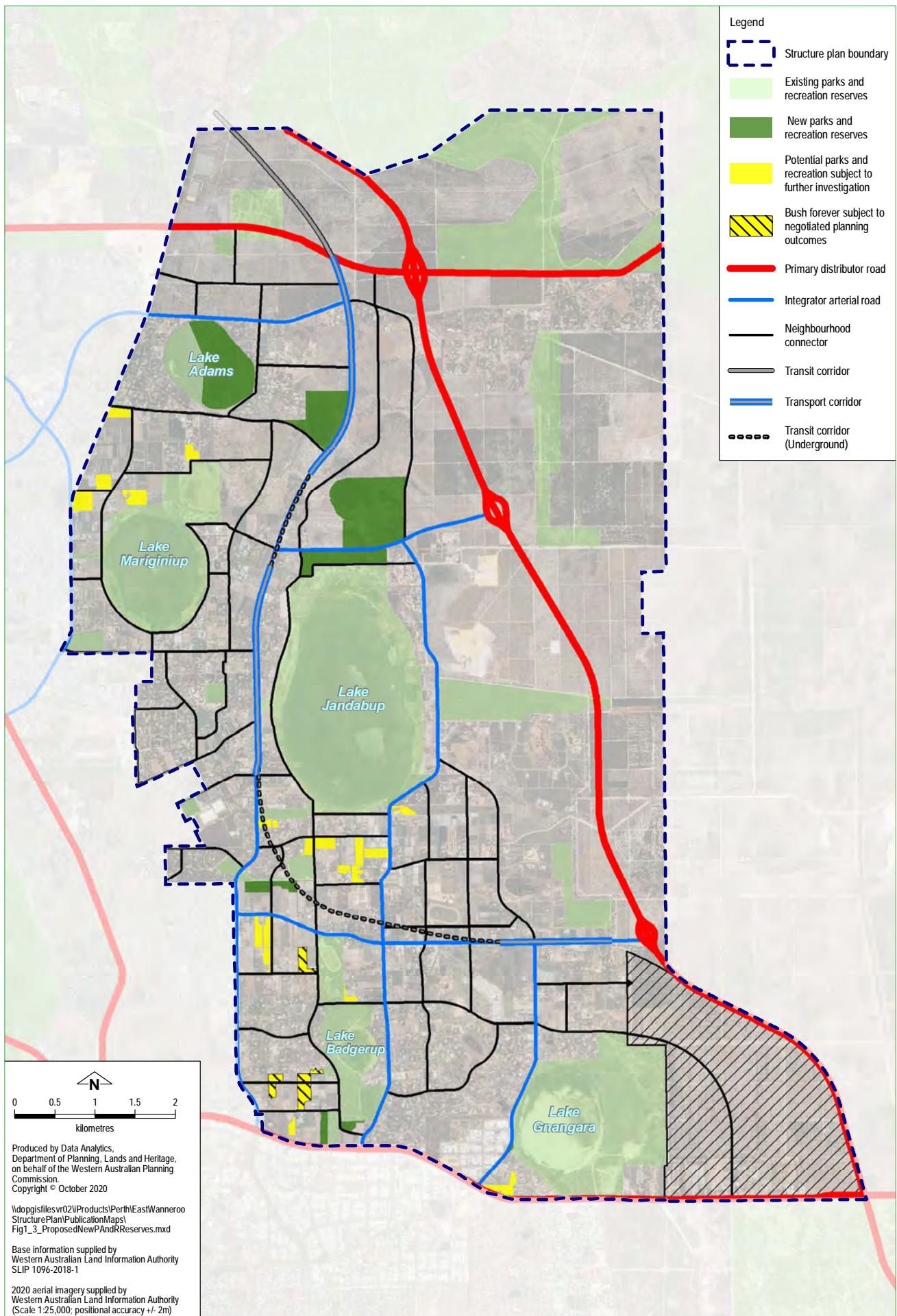
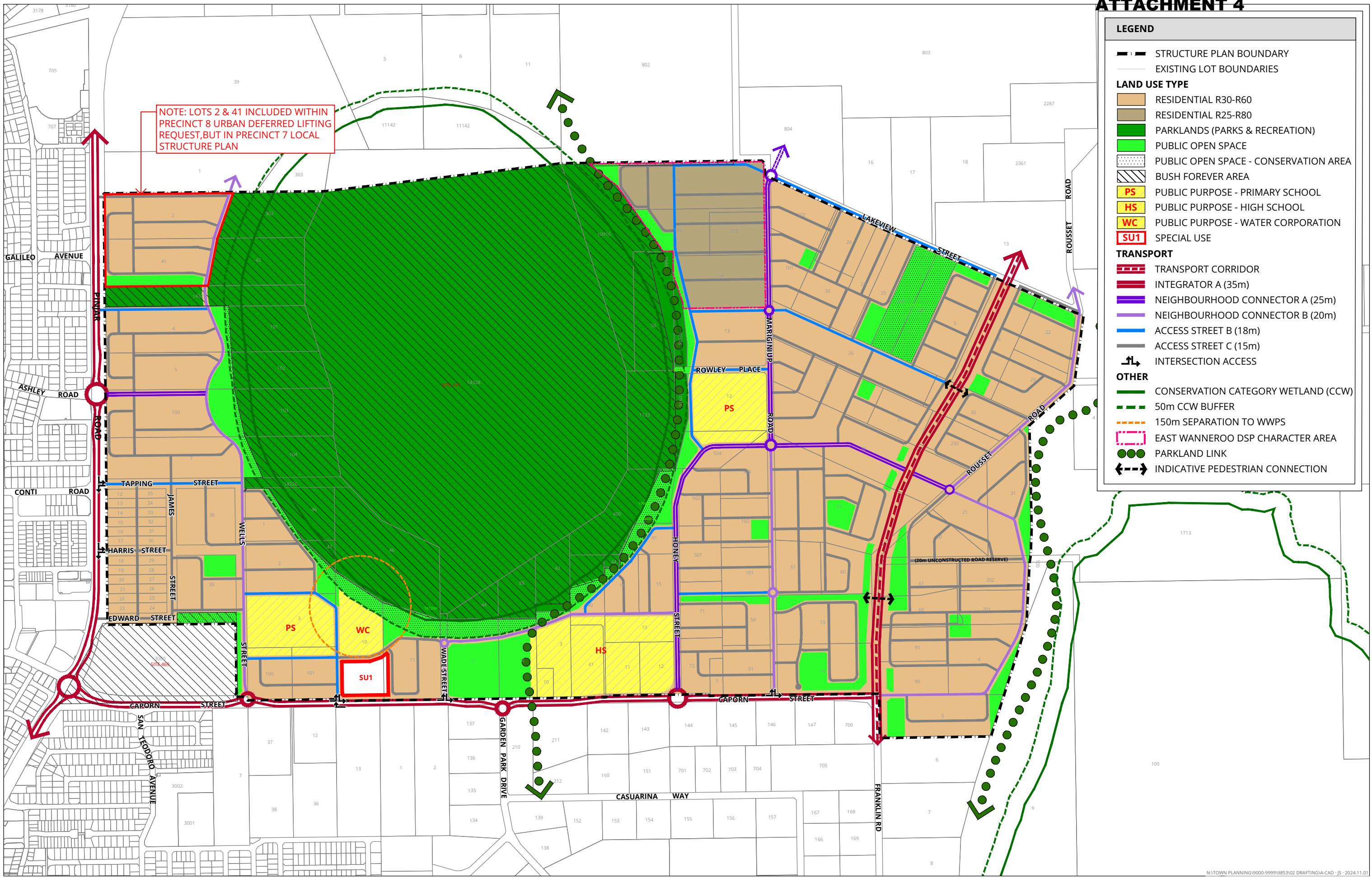


Figure 1.3: Proposed New Parks and Recreation Reserves

## ATTACHMENT 4



## PLAN 1 - LOCAL STRUCTURE PLAN

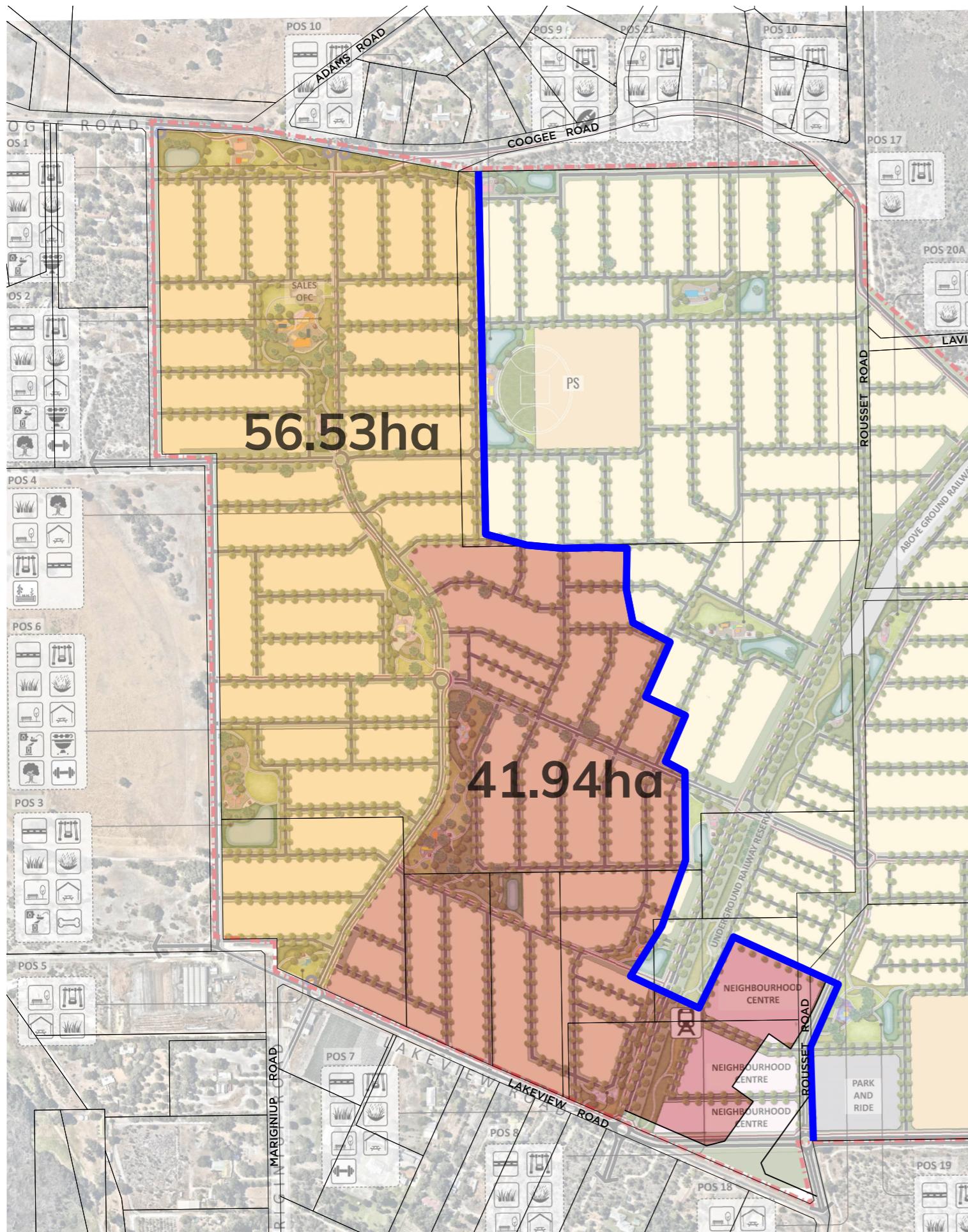
PRECINCT 7

EAST WANNEROO - MARIGNIUP

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SCALE @ A1: 1:5000  
9853-FIG-56-A

DRAWN: VR  
DATE CREATED: 2024.10.23  
PROJECTION: MG50 GDA2020  
CADAESTRE: LANDGATE  
  
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PROJECTED LOT YIELD * (within proposed Urban Deferred land)			
Land Use	Gross Area	Dwellings per Hectare (EWDSP)	Estimated Lot Yield
Suburban Neighbourhood	56.53	15	847
Urban Neighbourhood	41.94	20	838
<b>TOTAL</b>	<b>98.47</b>		<b>1685</b>

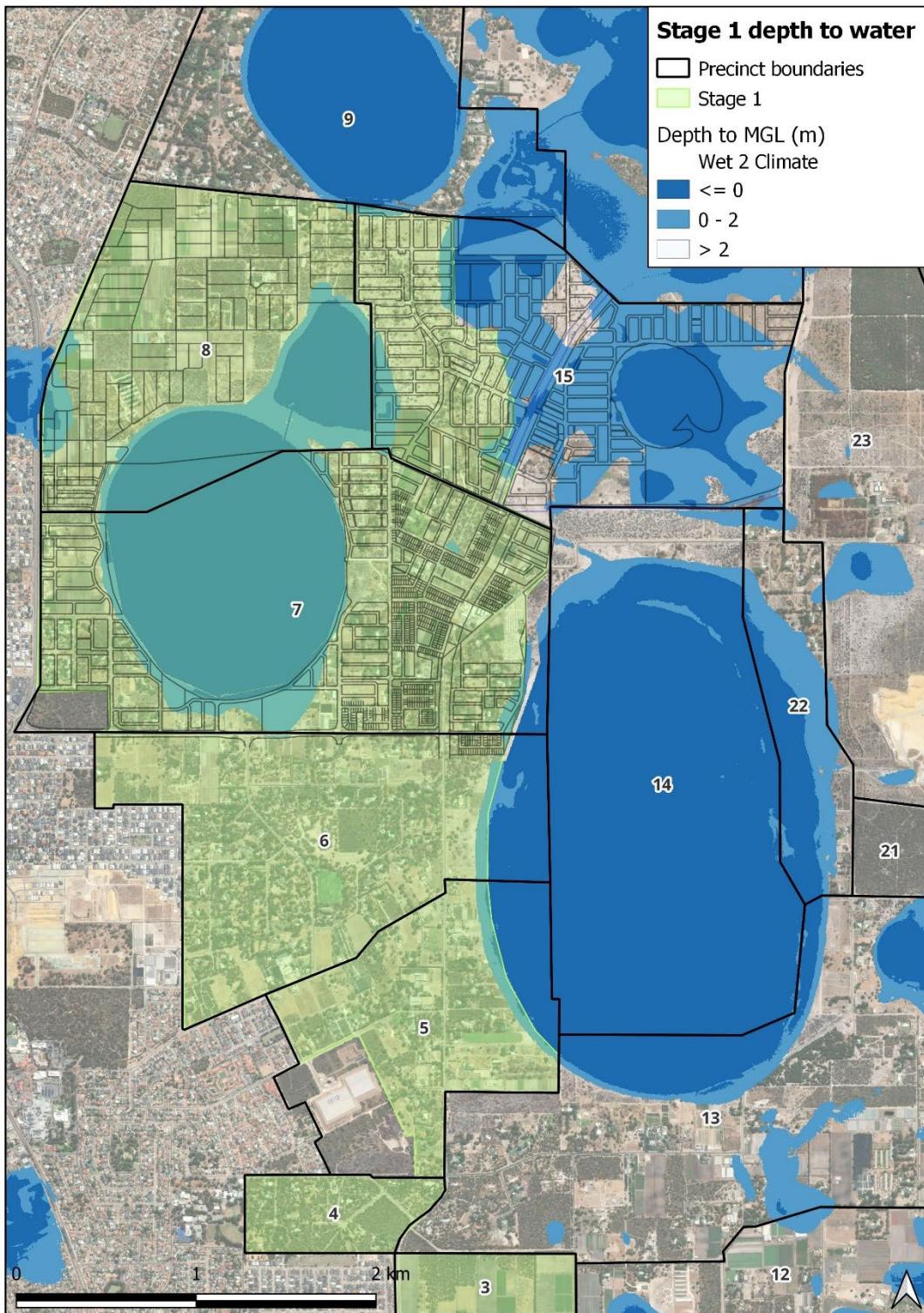
\* Projected lot yields do not apply any land for the Neighbourhood Centre (i.e. 25 dwellings per hectare (EWDSP))



## LANDSCAPE MASTER PLAN

Lot 803 Mariginup Road & Lot 1673 Rousset Road, MARIGINUP

Scale: 1:8000 @ A3  
Date: 11/06/2025 Plan: STOMA-5-029C



**Figure 3: Revised stage 1 areas (Pentium Water, 2025)**

**Lifting of Urban Deferment – East Wanneroo DSP Precincts 7, 8 and Pt of Precinct 15**  
**- Referral Comments**

***City of Wanneroo***

The City of Wanneroo supports the lifting of Urban Deferment and advises as follows:

*East Wanneroo District Structure Plan:* The EWDSP provides that the WAPC's *Lifting of Urban and Industrial Deferment Guidelines* set out the requirements to support a lifting the Urban Deferment request. The EWDSP requires that prior to the lifting of Urban Deferment a district development contribution scheme has been initiated by the local government. Although some criteria for the lifting of the Urban Deferment have been met the following requirements are outstanding:

- The MRS has not been amended in accordance with Section 2.2.1 of the EWDSP (reservation of regional roads, ROS, High Schools);
- A district development contribution scheme has not been initiated by the City; and
- Concept local structure plans have been submitted to the City and advice provided to the DPLH.

*Local Planning Policy 5.3: East Wanneroo:* LPP 5.3 states as follows:

1.1 The City will not support any applications to lift Urban Deferment or rezone land to Urban/Industrial until the following has occurred:

- a) The district level development contribution plan has substantially commenced (including public consultation) to facilitate contributions for district level infrastructure or the city is satisfied that there is sufficient clarity in place regarding development contributions at the time of subdivision so that all developers fairly and equitably contribute towards necessary infrastructure and community facilities; and
- b) The MRS has been amended to reserve any regional reserves identified as being required by the DSP for the subject land or adequate provision has been made for regional reservations in a concept local structure plan.

The City advises that a district level development contribution plan has been submitted to the City for consideration of an amendment to TPS No. 2. The LPS amendment has not been initiated and the MRS has not been amended to reserve regional infrastructure identified by the EWDSP.

However, the City is supportive of progressing the development of the EWDSP to facilitate the timely delivery of land for housing and employment opportunities. LPP 5.3 provides that district and precinct level processes may occur concurrently where relevant triggers are reached to ensure that orderly and proper processes are followed and sound development outcomes are achieved.

It is expected that a district development contribution plan will have progressed and be sufficiently advanced by the time of subdivision and given the need for MRS reserves is outlined in the EWDSP, therefore the lifting of Urban Deferment is supported. It is expected that the LSP's for Precincts 7, 8 and Pt of Precinct 15 have also substantially progressed.

*DPLH Comment:* The City of Wanneroo has advised that since providing the above comments the following information is to be noted:

- Local structure plans have been submitted and conditionally supported by the City for Precincts 7, 8 and 15. The LSP's have been forwarded to the WAPC and are pending a decision;
- The City is not aware if confirmation from relevant servicing agencies on the provision of water and wastewater services has been provided;
- The MRS has not been amended in accordance with section 2.2.1 of the EWDSP (reservation of regional roads, ROS, High Schools); and
- A district development contribution scheme has since been initiated by the City but is subject to a City of Wanneroo decision and subsequent forwarding to the WAPC for consideration and final approval by the Minister for Planning.

**DPLH Comment:** The City of Wanneroo's comments have been noted and provided to the consultants for the lifting of Urban Deferment request. Refer to the Water Corporations comments below for advice on the servicing of the subject land.

*It is noted that the transit corridor area has been excluded from the Urban zone and is to be reserved as ORR in a future MRS amendment. The reservation of any high schools and Regional Open Space (ROS) area will occur (if applicable) after the LSP has been approved by the WAPC. This will ensure that the exact MRS boundaries are reserved.*

### **Environmental Protection Authority (EPA)**

The EPA is in the process of preparing broader advice for the EWDSP area under s.16(j) of the *Environmental Protection Act 1986*. The intent of the s16(j) advice is to provide clarity on the environmental factors to be addressed in the remaining stages of the planning process.

In the interim, advice has been prepared for Precincts 7, 8 and 15 given current planning priorities. The advice is structured on the basis of the environmental factors that the EPA usually considers for environmental impact assessment. This includes the identification of key processes and mechanisms for a suitable level of protection of these values through subsequent planning processes. A summary of the advice provided for each precinct is as follows:

*Precinct 7: Based on the *East Wanneroo Environmental Assessment Report* Precinct 7 the following key environmental values occur or potentially occur within the Precinct 7 LSP boundary:*

- Native vegetation in Very Good condition (1.52 ha) and Good condition (1.15 ha);
- Potential Banksia woodlands of the Swan Coastal Plain, which is a State PEC (P3) and is listed as threatened under the EPBC Act;
- Potential Tuart (*Eucalyptus gomphocephala*) woodlands of the Swan Coastal Plain which is a State PEC (P3) and is listed as threatened under the EPBC Act;
- Vegetation complexes with less than 30% of their pre-European extent remaining (Spearwood 6 complex 23.72% remaining, Spearwood 126 complex 23.61% remaining);
- Threatened flora species, *Caladenia huegelii* (medium likelihood of occurrence);
- Priority (P4) flora species, *Jacksonia sericea*;
- 494 potential breeding trees for black cockatoos, including 70 trees with potentially suitable hollows;
- 36.83 ha of black cockatoo foraging habitat, including 35.6 ha of high or very high-quality habitat;
- 12.47 ha of potential black cockatoo roosting habitat;
- Mapped regional ecological linkages; and

- Conservation Category Wetland (CCW), Lake Mariginup, within the LSP area and CCW Jandabup Lake adjacent to the LSP area.

It is noted that the survey information provided with the LSP does not cover the entire area and additional values and/or extents may occur.

*Precinct 8:* Based on the *Precinct 8, Ranch Road East Wanneroo Local Structure Plan* the following key environmental values occur or potentially occur within the site. The LSP area was recently (2023) impacted by bushfire and the values onsite may have been significantly altered. Notwithstanding this, these areas have the potential to regenerate over time and the advice is based on values mapped prior to the bushfire. The key environmental values identified within the Precinct 8 LSP area, include:

- Areas of remnant native vegetation that meet at least three of the six criteria for regional significance, being that they:
  - contain rare or threatened species or communities;
  - maintain ecological processes or natural systems (regional ecological linkage); and,
  - contain wetland vegetation;
- Vegetation in Good condition or better;
- Karrakatta Complex- Central and South vegetation complex which has less than 30% of its pre-European extent remaining on the Swan Coastal Plain;
- Pinjar Complex which has 35.47% per cent of its pre-European extent remaining, however, the predicted, cumulative impact of the EWDSP would reduce this extent to below 30%. Clearing of vegetation within the LSP area would contribute toward this cumulative loss;
- Bush Forever Site 147 (Mariginup Lake and Adjacent Bushland, Mariginup);
- Potential conservation significant flora species, including *Caladenia huegelii* (State *Biodiversity Conservation Act 2016* listed as Critically Endangered) and several Priority species;
- 58.3 ha of black cockatoo foraging habitat;
- Potentially suitable breeding and roosting habitat (information not included in EAR [PGV Environmental 2024a]);
- A mapped regional ecological linkage; and
- Two CCWs - Lake Mariginup (UFI 7953) and Little Mariginup Lake (UFI 8161).

*Precinct 15:* Based on the *Environmental Assessment Report Precinct 15 Structure Plan* the following key environmental values occur or potentially occur within the Precinct 15 LSP boundary as follows:

- 17 structured native plant communities including 12 'wetland' plant communities likely associated dependent on shallow groundwater;
- Native vegetation in Very Good condition (25.16 ha) and Good condition (64.59 ha);
- Pinjar Complex which has 35.47% per cent of its pre-European extent remaining, however, the predicted, cumulative impact of the DSP would reduce this extent to below 30%;
- Bush Forever area 147 (Mariginup Lake and Adjacent Bushland, Mariginup) directly abuts the south-western corner of the site, and Bush Forever area 324 (Jandabup Lake and Adjacent Bushland, Jandabup/Mariginup) lies adjacent to the southern boundary;
- Areas of remnant native vegetation meeting criteria for regional significance;
- 12.1 ha of 'Banksia Woodlands of the Swan Coastal Plain' Priority Ecological Community (PEC; Priority 3);
- 6.9 ha of low-lying *Banksia attenuata* woodlands or shrublands PEC (Priority 3);
- Potential habitat critical to the survival of threatened flora species, *Caladenia huegelii*;
- 301 individual plants of Priority (P4) flora species, *Jacksonia sericea*;
- 365 potential breeding trees for black cockatoos;

- Up to 38.5 ha of potential primary foraging habitat for Carnaby's Black Cockatoo (CBC) and up to 19.5 ha of secondary foraging habitat for CBC;
- Up to 29.2 ha of potential native primary foraging habitat for forest red-tailed black cockatoo (FRTBC);
- Suitable roosting habitat for CBC/ FRTBC;
- A regional ecological linkage;
- Seven mapped Resource Enhancement Wetlands (REWs) and additional areas of good quality wetland vegetation which could be commensurate with Conservation Category Wetlands; and,
- A P2 Public Drinking Water Source Area (PDWSA).

DPLH Comment: *The EPA's advice on the Precincts 7, 8 and 15 LSP areas has been noted and will need further detailed consideration in the LSP stage. This process is likely to include further consultation with DWER (EPA Services) and DBCA and may result in areas to be conserved as ROS in the MRS. If any areas are identified as ROS they can be reserved in a future MRS amendment process.*

*MRS Amendment 1308/41 zoned the subject land Urban Deferred in September 2018 and the EPA provided advice on a number of environmental factors being: flora and vegetation, terrestrial fauna, inland water environmental quality, amenity and human health. The EPA advised that detailed management plans were to be undertaken to address the environmental factors prior to the lifting of Urban Deferment and via LPS mechanisms to align with the Perth and Peel Green Growth Plan for 3.5 Million.*

*However, since the EPA's advice on MRS Amendment 1308/41 the Perth and Peel Green Growth Plan for 3.5 Million is not being progressed and LSP's for Precincts 7, 8 and 15 have been prepared and supported by the City of Wanneroo and are with the WAPC for finalisation.*

*Therefore, the detailed planning of the site has now progressed to the more detailed LSP stage and in conjunction with the EPA's recent interim advice on three LSP precincts is the most appropriate stage of the planning process to address the matters raised by the EPA.*

*However, in order for the LSP's to be considered by the WAPC, the lifting of Urban Deferment and concurrent LPS zoning to an "Urban Development" zone in the City of Wanneroo LPS 2 will need to occur to provide the required statutory planning framework. This will then allow the WAPC to consider the advice of the EPA, DWER and DBCA etc when considering the LSP's for a final determination.*

#### ***Department of Water and Environmental Regulation (DWER)***

The DWER advises as follows in regard to the water management matters:

The WAPC's consideration of the lifting of Urban Deferment should have regard to the three remaining matters for the proposed revised Stage 1 areas (DWMS – Addendum 1) as follows:

1. *If the proposed transfer pumping arrangement from Lake Mariginiup to Lake Jandabup is not able to be implemented, existing properties fringing Lake Mariginiup (Precincts 7 and 8) will be at an increased risk of flooding when full build-out of the revised Stage 1 area is reached.*

Pentium Water advised that flooding of these properties is predicted to occur if a 1% AEP flood event occurs following three consecutive wet years. DWER has identified the

frequency and depth of flooding may be greater than what Pentium Water has presented (due to using a groundwater model for flood estimation, the daily timestep of Pentium's groundwater modelling and the sensitivity of these results to the parameters that define how water moves through the landscape).

DWER's assessment of Pentium Water's work suggests that rainfall events smaller and more frequent than the 1% AEP flood may result in flooding greater than the 1% AEP flood level and with a higher frequency. There are credible scenarios where a storm smaller than the 1% AEP results in flood levels spilling out into the urban area, and if this were to occur before the winter wet season then elevated water levels in the urban residential development could persist for up to 7 months before the proposed pumping scheme can abate the situation.

2. *Without careful design, to be demonstrated through Local Water Management Strategies, development of catchments in the west of Precinct 7 has the potential to cause and/or exacerbate drainage issues outside of the EWDSP area to the west.*
3. *The eastern portion of the proposed revised Stage 1 area (within Precinct 15) is reliant on the design of future stages of Precinct 15 for its ultimate drainage system.*

DWER advised that revised Stage 1 planning proposals (notably Precinct 15) should avoid reliance on temporary drainage and flood storage solutions that are intended for future connection to the proposed groundwater management scheme.

The WAPC should be aware of the inconsistencies, being the proposed Precinct 15 area which extends beyond the proposed revised Stage 1 boundary. This is at odds with draft DWMS Addendum which states "...portions of precincts that are outside of the Stage 1 areas ... will remain Urban Deferred...". This includes an area proposed for a temporary pumped storage basin intended for future connection to the groundwater management scheme.

The requirement for temporary storage (and the dependency on the future groundwater management scheme) could be reduced by modifying the revised Stage 1 boundary westwards in Precinct 15.

The DPLH's hydrological consultants (Urbaqua) identified four key actions to be addressed in finalising the DWMS Addendum. The WAPC is advised that these actions are critical to guiding the revision of the LSP's and associated LWMS for Precincts 7, 8 and 15. The WAPC should consider how the lifting Urban Deferment will interact with further decision making, noting that Urbaqua has recommended that the DWMS Addendum is finalised to address the following:

1. LWMS's will need to be supported by onsite investigations (geotechnical assessments).
2. Drainage risks associated with catchments on the western boundary of Precinct 8 will require careful consideration to avoid inundation risks within and outside of the EWDSP area.
3. The DWMS Addendum will set out further requirements for all areas of the "subsoil drainage extent" map used for the district scale modelling.
4. Further requirements for groundwater modelling, and surface water/flood risk modelling (including detailed catchment scale drainage and flood modelling including consideration of 'external' catchments draining to the same waterbody or storage area and applying a range of groundwater scenarios).

In DWER's previous advice to the City of Wanneroo on LWMS's for Precinct 7, 8 and 15, it was advised that outstanding hydrological and environmental matters should be addressed

before LSP's are supported. Any revision of the LWMS's should also address these requirements.

DPLH Comment: Pentium Water has considered DWER's advice and advised that the proposed revised Stage 1 (development) area (which informs the extent of Precinct 15) was assessed based on a range of hydrological factors including future groundwater levels and management of stormwater. This area will drain stormwater to the east and will be reliant on future stages and ultimately the implementation of the Groundwater Management Scheme. Pentium Water advises that the reliance on drainage infrastructure in future stages is common across the metropolitan area including temporary drainage basins to accommodate staged development. However, development stages have not been reliant on future pumping infrastructure to support drainage infrastructure.

Pentium Water has undertaken an analysis of the Revised Stage 1 area that will be reliant of temporary drainage and flood storage. The area to contain temporary drainage is wholly within Lot 1673 Rousset Road and Lot 803 Mariginiup Road (under contract by Stockland). The land proposed to contain the temporary drainage storage has an elevation of 47m AHD. The site-specific mapped maximum groundwater level in the Precinct 15 LWMS is 45m AHD, this was determined based on a combination of regional monitoring data and two years of site-specific data. Therefore, there is 2 metres clearance to a maximum groundwater level to allow for infiltration of stormwater to this temporary location. The proposed future controlled groundwater level (i.e. the level at which groundwater will be allowed to be controlled to) as was approved by DWER in the 2021 DWMS is 45.5m AHD.

In regard to DWER's concerns about reliance on temporary storage in portion of Precinct 15, Pentium Water has quantified the spatial event of stormwater inundation in the scenario that no infiltration could occur due to rising groundwater levels, no drainage infrastructure was constructed and the drainage spilled into the existing landform. The spatial extent of stormwater inundation would be 13 hectares if the drainage was not contained and could not infiltrate into the sand that currently has 2 metres clearance to groundwater. It is likely that temporary drainage infrastructure will be constructed in this area and would reduce this inundation extent.

The inundation extent illustrates the risk profile of the dependence of this temporary flood storage area. The worst-case stormwater inundation extent is wholly contained within Lot 1673 and Lot 803, and there is no risk of inundation to lots along Coogee Road to the north or in the areas to the south.

Pentium Water have simulated future groundwater levels across the EWDSP for several development scenarios. One of the scenarios was "Development to 2040". The groundwater elevation mapping for the maximum groundwater level experienced in the Wet 2 climate simulation is estimated at 48m for this area. In the unlikely event that the revised Stage 1 area was fully built out and no further development was progressed across the EWDSP area, and the climate experienced (winters of higher rainfall totals) as predicted in the Wet 2 climate scenario it is possible that the groundwater level could reach or exceed the surface topography to the east of the LUD area. The 48.0 m AHD contour would result in a slightly larger inundation area than referred to above. However, this unlikely outcome would not present a risk to existing dwellings along Coogee Road to the north or other rural dwellings to the south. The reduction of the lifting of Urban Deferment area for Precinct 15 slightly west (as noted by DWER) would not change this potential maximum groundwater level.

*Should such a risk occur and the land become inundated then a temporary pumping solution could be developed within the same broader landownership where water from the inundated area is pumped to the wetland to the east or southeast.*

*It is acknowledged that moving the lifting of Urban Deferment area for Precinct 15 to the west would remove the dependency on temporary drainage and flood storage solutions. However, Pentium Water's assessment of the risk to Government or other property owners is low. No existing or future dwellings will be at risk of flood or inundation from elevated groundwater levels due to future development within the revised Stage 1 area.*

### ***Department of Biodiversity, Conservation and Attractions (DBCA)***

The DBCA's advice to the WAPC and City of Wanneroo regarding all three LSP precincts could be considered and addressed following the lifting of Urban Deferment, through detailed structure plan design, statutory planning conditions and Commonwealth assessment processes. These matters are as follows:

- The preparation or relevant environmental management plans to protect values such as Bush Forever areas, conservation open space and significant environmental values;
- Ensuring bushfire management plans recognise areas of vegetation which may be retained or restored; and
- Referral of proposals which impact Matters of National Environmental Significance to the Commonwealth Department of Climate Change, Energy, the Environment and Water.

The following summarised advice highlights the significant issues identified specifically within Precincts 8 and 15 and should be considered prior to progression of detailed structure planning stages.

*Precinct 8: (Threatened ecological communities and flora)* The information in the referral documentation is considered inadequate to assess the flora and vegetation values within the amendment area that will be impacted through future development. The 'East Wanneroo Precinct 8 Environmental Assessment Report' was prepared to support the lifting of Urban Deferment request and provides a summary of previous environmental assessments over portions of the precinct since 2010. The majority of these assessments consisted of preliminary or reconnaissance surveys.

Lot 5 Mornington Drive, Mariginiup (outside the subject land) contains a known occurrence of the threatened ecological community (TEC) SCP20a *Banksia attenuata* woodland over species rich dense shrublands (Critically Endangered) which is protected under the *Biodiversity Conservation Act 2016* (BC Act). It is highly likely that areas of banksia woodland in Good or better condition within Precinct 8 may also align with this TEC. The EAR indicated that a number of lots within the precinct were representative of SCP20a. Due to the lack of previous flora surveys and the floristic community type analysis DBCA is unable to confirm the TEC occurrences or their extent. In the absence of the survey reports, DBCA cannot comment on the adequacy of the targeted threatened flora surveys undertaken.

Confirmation of mapped TEC occurrences and identification of threatened flora populations should occur prior to consideration of local structure plans to ensure significant values are recognised, retained and protected. This may include a requirement to undertake additional detailed environmental assessments, in accordance with the EPA's *Technical Guidance – Flora and Vegetation Surveys for Environmental Impact Assessment* and DBCA guidance to inform future planning stages.

Proponents for development proposals likely to take or disturb State-listed threatened species will be required to submit an application for Ministerial authorisation under Section 40 or to modify an occurrence of a threatened ecological community under section 45 of the BC Act. The indicative subdivision concept proposes modification of a portion of the known occurrence of TEC SCP20a within Lot 5 Mornington Drive.

*Precinct 15: (Wetlands)* All of Precinct 15 contains extensive areas of wetland mapped in the DBCA's Geomorphic Wetlands Swan Coastal Plain as Resource Enhancement and Multiple Use wetlands. The ultimate objective for Resource Enhancement wetlands (REWs) is to improve their conservation value through improved management, rehabilitation and protection.

DBCA provided advice to the WAPC in relation to the East Wanneroo DSP and it was recommended that detailed assessments of the wetlands within individual precincts prior to the preparation of local structure plans. It is recognised that many wetlands in the East Wanneroo area are not accurately mapped at the scale to be utilised as the primary source of spatial information. To date, no areas within the East Wanneroo DSP area have been subject of detailed wetland assessments. The above requirement remains relevant to all precincts which contain mapped wetlands including Precinct 15.

Following review of the 'Environmental Assessment Report - Precinct 15 Structure Plan', DBCA recently undertook a preliminary wetland evaluation process which identified a number of wetlands within the precinct that may be commensurate with a Conservation Category Wetland. In addition, there appears to be several vegetated wetland areas identified as being "wetland communities" that are not mapped as wetlands.

While DBCA has not undertaken a full review of wetland mapping the preliminary review highlights the requirement for an accurate assessment of wetland management categories and boundaries, in accordance with DBCA's guidelines and methodologies, to inform future planning processes.

The guidance document '*A methodology for the evaluation of wetlands on the Swan Coastal Plain, Western Australia*' and associated information sheet '*Wetland identification and delineation: information for mapping and land use planning on the Swan Coastal Plain*' should be utilised by proponents and consultants reviewing wetland boundaries and management categories. Wetland assessments should be undertaken prior to local structure planning to inform proposed open space areas and local structure plan design.

In accordance with the EPA's Guidance Statement 33 '*Environmental Guidance for Planning and Development*', all wetlands that are to be protected, including REWs, should be allocated a minimum 50 metre buffer to maintain wetland values and mitigate impacts from adjacent land uses. In addition, as part of proposed precinct plans, wetlands to be protected should be subject of relevant wetland management plans to ensure ongoing protection of wetland values and mitigation of impacts from changes in adjacent land uses.

*DPLH Comment:* The DBCA's comments have been noted and provided to the proponents for each LSP precinct for further consideration and implementation where appropriate.

### ***Water Corporation***

The Water Corporation advises as follows:

*General Comments:* In common to the lifting of Urban Deferment and advertised LSPs, the Corporation notes the lack of clarity, information and infrastructure planning for the governance and capital funding of the proposed regional groundwater management scheme. The Corporation understands that the DPLH is liaising with the DWER regarding the groundwater modelling/DWMS and the proposed 'Stage 1' areas to be supported ahead of the District Groundwater Management Scheme.

The Ministers for Water and Planning are to be jointly briefed with the intention of obtaining State Government agreement to nominate the Water Corporation to be the drainage service provider for East Wanneroo and to authorise and fund the Corporation to undertake engineering investigations to determine the long-term cost of a District Groundwater Management Scheme, and to determine a viable method of funding the cost of the scheme.

An option is to recoup the cost of the scheme from the beneficiaries within East Wanneroo DSP, this requires charging subdividers an agreed per lot Special Developer Infrastructure Contribution paid to the Corporation at the subdivision clearance stage. The details and Government alignment and direction on this matter have not yet been determined. This is a fundamental land development constraint that needs to be well understood, and a strategy agreed across Government.

*Precinct 8:* This is most favourably located precinct in terms of proximity to services. Water servicing is to occur by developer-funded water mains extensions off the existing mains to the west.

Wastewater servicing is to occur by developer-funded sewer mains extensions that will gravitate wastewater westwards to the existing Pinjar Road wastewater pump station (WWPS). Implementation of water and sewer planning, while relatively straightforward, requires logical and orderly progression of subdivision and development across the catchment and close coordination between landowners regarding routes for mains and earthworks.

A small area at the far eastern end of the Precinct falls towards Lake Mariginup and therefore requires a small WWPS 'Z' – not currently funded. Development expectation/timing for this portion should be adjusted accordingly.

*Precinct 7:* This is a large precinct to service and is not all equally serviceable. Water servicing is to occur by developer-funded water reticulation main extensions, generally west to east along Caporn Street, along the western side of Lake Mariginup, and northeast across the areas east of the lake.

In relation to wastewater servicing the Corporation has funding to construct an interim Jandabup WWPS and gravity sewers at the site of the proposed long-term Jandabup Main WWPS at the southern end of the lake. Completion of the interim WWPS in early 2027. Approximately 2ha of land needs to be secured (shown in the draft LSP) to accommodate the ultimate Jandabup main WWPS site and the long term 150m radius odour buffer.

The implementation of water and sewer planning requires logical and orderly progression of subdivision and development across the catchment and close coordination between landowners regarding routes for mains and earthworks. There are no temporary WWPS options available for subdivision areas distant from the interim WWPS.

Jandabup interim WWPS is to have a maximum pumping capacity to service approximately 2,000 lots. This is much smaller than the total dwelling yield proposed over the whole of Precinct 7. The northern part of Precinct 6 (outside the current lifting of Urban Deferment area) to the south will also gravitate wastewater into the Jandabup WWPS.

The groundwater management issue will likely affect the eastern and northeastern parts of Precinct 7. This area is traversed by large existing and proposed water trunk mains which must be retained in their current locations and fill levels over the pipes are not altered without Water Corporation approval.

*Pt of Precinct 15:* The land is remote from existing water and sewer services. The Corporation has concerns regarding the extent of the lifting of Urban Deferment. The land is mostly low lying and will be impacted by the modelled groundwater rise.

Advice from DWER should be sought on which portion of Precinct 15 can be developed in the short term ahead of the proposed District Groundwater Management Scheme. At the time of writing, there was no available wastewater outlet for a WWPS within Precinct 15. If the WAPC approves lifting the Urban Deferment over a portion of the land, the Corporation will conduct further investigation to determine if there is capacity available in adjacent sewer pump stations catchments to accept some wastewater flows from this land.

*DPLH Comment:* *The Water Corporation has advised that the lifting of Urban Deferment is a large area located within separate water and wastewater planning precincts. Parts of the area can be more readily serviced in the short term (i.e. western frontal areas), however some areas on the eastern margins (particularly Pt of Precinct 15) will require more complex servicing solutions which include staging and timing considerations as part of the local structure planning process.*

*The Water Corporation's comments have been noted and provided to the proponents for each LSP precinct for further consideration and implementation where appropriate.*

### **Department of Transport (DoT)**

The DoT advises as follows:

- The Integrator Arterial Roads within the EWDSP have not been reserved as ORR under the MRS. Advice should be sought from DPLH's Infrastructure Planning and Policy team in relation to this matter.
- The transit corridor identified in the EWDSP is no longer current and the WAPC has recommended that the EWDSP be updated accordingly. The DPLH should ensure that the lifting of Urban Deferment considers the transit corridor matter.
- DoT supports PTA's advice in relation to public transport requirements for the EWDSP area.
- The local structure plan areas abuts Primary, Secondary, and Local routes in DoT's Long Term Cycling Network (LTCN). Opportunities should be identified to provide cycling connections to the longer-term cycling network in subsequent stages of planning and development.
- Proceeding with a concurrent local planning scheme amendment seems premature due to unresolved issues, such as the East Wanneroo District Developer Contribution Plan, precinct planning and movement network issues.

*DPLH Comment:* *The road planning study for the Franklin Road transit corridor has confirmed the alignment and land area required to be reserved as ORR in a future MRS amendment process. Therefore, the lifting of Urban Deferment excludes the area required for a future transport corridor as this area can be reserved as ORR in a future MRS amendment process.*

*In relation to the concurrent rezoning of the City of Wanneroo LPS 2, the City has since supported the finalisation of the LSP's for Precincts 7, 8 and 15 which are with the WAPC for*

*a final determination. The road planning study for the Franklin Road transit corridor has confirmed the ORR reservation area which have been excluded from this application. Therefore, it is considered that the concurrent LPS amendment of the site is appropriate and will provide the required statutory planning framework in order to consider the LSP's for Precincts 7, 8 and 15.*

### **Public Transport Authority (PTA)**

The PTA raises no objections and provides the following comments to inform subsequent planning stages:

- DPLH is reviewing the EWDSP including the transit corridor alignment. Proposed transport network amendments to the EWDSP are arising from the North East Rapid Transit Feasibility Study (NERTFS) undertaken by METRONET. The NERTFS intended to inform and refine the public transport requirements for the EWDSP area.
- The future rapid transit corridor extends from Coogee Road to Franklin Road and bisects Lake Mariginiup (Precinct 7) in a north-south direction, between Lakeview and Caporn Streets, generally following the direction of Rousset Road. This alignment is different to that is depicted in the EWDSP. The road network in Precinct 7 will need to connect with other adjoining precincts and transit corridor alignment.
- The transit corridor is to run at-grade and PTA is advising against roundabouts on the rapid transit route.
- The local structure plans for Precincts 7, 8 and Pt of Precinct 15 will need to acknowledge the future transit corridor, and the adjacent proposed Mariginiup Station located in Precinct 15. PTA encourages higher urban density, schools and centres within a walkable catchment of the transit corridor and around transit stations. PTA recommends the high school to be located close to the corridor to encourage easy and safe student access to public transport. The roads leading to both Primary and High School sites need to be sufficiently wide for buses, including opportunity for parking and turning.

DPLH Comment: *The PTA's comments have been noted and provided to the consultants for the three LSP's for further consideration. Also refer to the DoT's comments above.*

### **Department of Health (DoH)**

The DoH advises as follows:

*Water Supply and Wastewater Disposal:* Future urban development is to be connected to scheme water, reticulated sewerage in accordance with the *Government Sewerage Policy 2019*.

*Public Health Impacts:* The subject land has been used for intensive agricultural purposes which are a potentially contaminating landuse as set out in the DWER's "Assessment and management of contaminated sites". Consultation with DWER should occur regarding potential future agricultural activities on surrounding land and possible resultant spray drift from chemical applications. The DoH's publication on '*Residential estates precincts and urban developments*' provides details of issues that should be considered.

*Medical Entomology:* The subject land is in a region that occasionally experiences nuisance and disease carrying mosquitoes. Cases of Ross River (RRV) and Barmah Forest diseases occur annually in the Perth Metropolitan area, with over 50 cases of RRV reported for the City of Wanneroo in the past 5 years.

The subject land is in close proximity to mosquito breeding habitat and may disperse from these sites under favourable environmental conditions. There is also the potential for mosquitoes to breed in on-site infrastructure and constructed water bodies if they are poorly designed. A mosquito management plan is to be developed in the subsequent local planning stage.

Stormwater management infrastructure such as culverts, road drainage systems, etc. are to be in accordance with the DWER publication *Stormwater Management Manual for Western Australia*.

*DPLH Comment: The DoH's comments have been noted and provided to the proponents for each LSP precinct for further consideration and implementation where appropriate.*

### ***Department of Education (DoE)***

The DoE raises no objections and advises as follows:

- Consultation is occurring with applicants for the land to improve school site planning. This includes potential modifications for relocating the proposed school sites from their current locations to respond to local conditions and better align with *Operational Policy 2.4 – Planning for School Sites*.
- It is noted that the Precinct 15 LSP varies the potential location of a high school site as shown on the DSP. The DoE has concerns with this relocation and is liaising with the developer and DPLH to resolve the public-school site planning as part of the local structure planning process.
- The DoE's preference is for the location/size of future public-school sites be resolved via the local structure planning. If the lifting of Urban Deferment is supported, the DoE expects the final high school locations to be reserved in the MRS following final approval of the local structure plans.

*DPLH Comment: The DoE's comments have been noted and provided to the proponents for each LSP precinct for further consideration and implementation where appropriate.*

*In accordance with standard practice and as recommended by the DoE, the reservation of the High School sites will be undertaken once the LSP's have been approved as this will confirm the exact location of the high schools by the WAPC before being reserved as Public Purposes – High School in the MRS.*

### ***Department of Primary Industries and Regional Development (DPIRD)***

DPIRD raises no objections and advises as follows:

- It is estimated there is approximately 417ha of horticultural land within the EWDSP area.
- Much of this horticultural land surrounds Mariginiup Lake and will result in the relocation or loss of horticulture, poultry and mushroom farming.
- The loss of horticultural land in East Wanneroo underscores the importance of retaining and protecting agricultural areas in North Wanneroo, to ensure the continuation of a viable horticultural industry in the outer metropolitan area.
- Current rural landholders who wish to continue their operations within and surrounding the subject land should be protected from encroaching residential landuses, in accordance with *State Planning Policy 2.5 - Rural Planning* (SPP 2.5). Rural production activities are to be buffered from encroaching residential development until the rural land use has ceased.

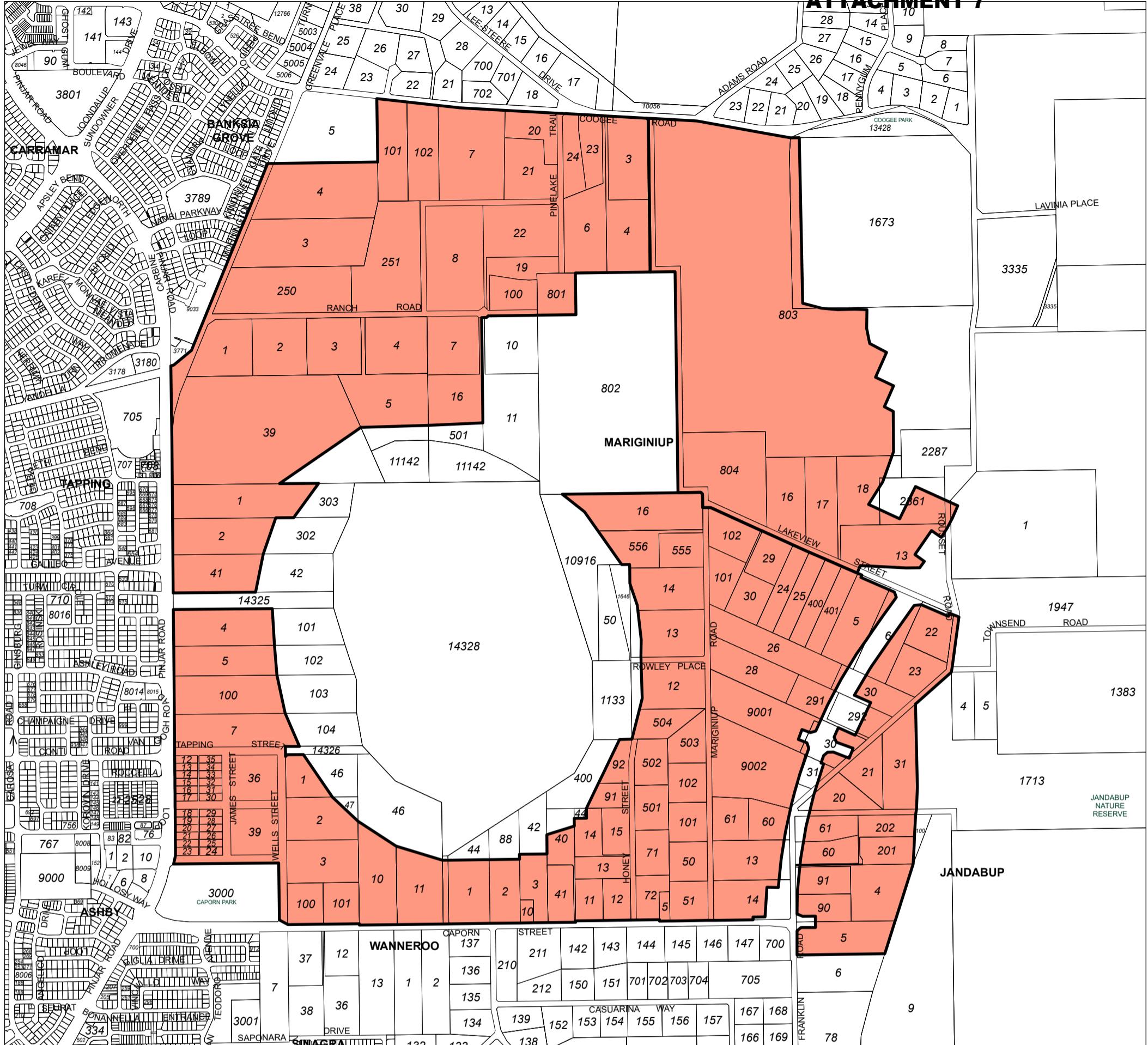
- DPIRD agrees that potential conflicts between sensitive urban land uses within the LUD area and adjacent market garden operations can be suitably managed and future subdivision and development within the subject land could be staged (from north to south) to maintain a suitable separation distance.
- The DoH's *Guidelines for Separation of Agricultural and Residential Land Uses, Establishment of Buffer Areas* provides an alternative approach to EPA's *Guidance Statement No. 3: Separation Distances between Industrial and Sensitive Land Uses* generic separation distances of 300-500m. In this regard, a 40m vegetative buffer could be adopted which could then transition to residential development once the market garden operations have ceased.

DPLH Comment: *In accordance with DPIRD's advice the consideration of poultry and market gardens within and abutting the lifting of Urban Deferment area will be given further detailed consideration in the subsequent local structure planning stage. This includes the location of appropriate compatible landuses, setbacks and/or transitional staging arrangements in accordance with SPP 2.5, EPA's Guidance Statement No. 3 and DoH's Guidelines on Market Gardens to ensure that existing landuses and their buffers are taken into account. It is also noted that a number of existing horticultural landuses have either been closed or being considered for closure.*

**Main Roads WA / Department of Energy, Mines, Industry Regulation and Safety / Department of Fire and Emergency Services**

The above State Government agencies raise no objections, no comments or provide advice relevant to the subsequent planning stages.

DPLH Comment: *The comments of non-objection or no comment has been noted. In accordance with the requirements to lift the Urban Deferment the DFES has approved a Bushfire Hazard Level Assessment for the EWDSP area. Individual Bushfire Management Plans (BMP) have since been prepared for each of three LSP areas and have been considered by DFES. Changes to the BMP's have been requested prior to being considered by DFES for approval.*



## EWDSP – Precincts 7, 8 and Pt of Precinct 15

Signed for and on behalf of the  
Western Australian Planning Commission

An officer duly authorised by the Commission  
pursuant to section 24 of the  
**Planning and Development Act 2005**  
for that purpose in the presence of :

Witness

Date

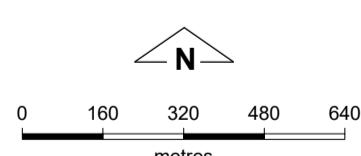
## Legend

Excluded from urban deferred zone  
and included in urban zone

Metropolitan Region Scheme

Clause 23 - Transfer of land  
from urban deferred zone to urban zone

Amendment No. 1XXX/23



<b>REPORT TO</b>	Western Australian Planning Commission					
<b>Meeting date</b>	25 June 2025	<b>File number</b>				
<b>Title</b>	State Design Review Panel Manual and Local Government Design Review Manual					
<b>Purpose</b>	For decision					
<b>Head of power</b>	Section 14 (2)(d) of the <i>Planning and Development Act 2005</i>					
<b>Confidentiality</b>	Non-confidential					
<b>Name and title of responsible officer</b>	Kathy Bonus – Chief Planning Advisor, Reform, Design and State Assessment					
<b>ATTACHMENTS</b>						
A0 – Local Government Design Review Manual – Key Changes A1 – Local Government Design Review Manual (FINAL) A2 – Local Government Design Review Manual (DRAFT Desktop version) A3 – Local Government Design Review Manual (Tracked Changes) A4 – Local Government Design Review Manual Appendices/Templates (nine) A5 – Engagement Outcomes Report – Local Government Design Review Manual A6 – Gresley Abas Peer Review – Local Government Design Review Manual B0 – State Design Review Panel Manual – Key Changes B1 – State Design Review Panel Manual (FINAL) Word Version B2 – State Design Review Panel Manual (Tracked Changes)						

## EXECUTIVE SUMMARY

At its meeting of 13 September 2023, the Western Australian Planning Commission (WAPC) resolved to update the WAPC Design Review Guide. The project adopted a staged approach and involved the separation of the document into State Government and Local Government guidance to better suit the intended audiences. Internal advice also noted that the Design Review Guides would better operate as *Manuals* within the WAPC suite of documents.

Stage one concluded with completion of updates to the State Design Review Panel Manual (SDRPM) which was endorsed by the WAPC on 11 September 2024. At this same meeting the WAPC convened a Design Review Working Group and endorsed the Local Government Design Review Manual (LGDRM) for consultation. The final LGDRM has been informed through engagement with stakeholders and input from the Commissions Design Review Working Group (refer to Attachment A1). The Working Group also identified that further updates to the SDRPM would be sensible, and this updated Manual is returned to the Commission for endorsement (refer to attachment B1).

The key considerations are as follows:

- The LGDRM will provide specific, contemporary guidance for the establishment and operation of, and engagement with, local government design review panels across Western Australia. The Manual provides consistent project eligibility thresholds and with streamlined timeframes and processes for design review reporting.
- Recent updates to the SDPRM align these documents, including:

- The LGDRM and SDRPM now include reference to a Design Review Common Pool
- Removal of the 'user guide' content from the SDRPM to align with the LGDRM.
- Reduction of the Design Review Report response timeframes from 14 to 10 days for SDRP and establishing a 7-day Design Review Report timeframe for LGDRM.
- An associated Discussion Paper is being prepared for presentation to the July 2025 WAPC meeting that will explore future options for 'centralising and standardising' design review processes and identifying preferred options for further investigation.
- An associated Training Module package is being prepared by the Government Architect Western Australia, with the approval of the Executive, Finance and Property Committee (EF&PC). The training package is separate from this project.

The LGDRM and associated templates together with related updates to the SDPRM and associated templates are recommended for approval by the WAPC.

## **RECOMMENDATION**

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***That the Western Australian Planning Commission resolves, pursuant to Section 14 of the Planning and Development Act 2005, to:***

- 1. Approve the Local Government Design Review Manual (Attachment A1).**
- 2. Approve the nine associated templates (Attachment A4):**
  - a. Template – Agenda**
  - b. Template – Design Review Eligibility Matrix**
  - c. Template – Design Review Material Checklist**
  - d. Template – Expression of Interest Assessment Matrix**
  - e. Template – Final Report**
  - f. Template – Interim Report**
  - g. Template – Panel Briefing**
  - h. Template – Session Panel Curation Matrix**
  - i. Template – Terms of Reference.**
- 3. In finalising the Local Government Design Review Manual:**
  - a. Authorise the WAPC Chair to make minor changes associated with finalising the draft local planning schemes chapter of the WA Planning Manual for consultation; and**
  - b. Label the Local Government Design Review Manual 'Active – In Force'.**
- 4. Approve the public release of the Local Government Design Review Manual and templates.**
- 5. Note the Engagement Outcomes Report (Attachment A5).**
- 6. Note that the Local Government Design Review Manual will be reviewed following 12 months of operation to incorporate updates due to:**
  - a. Feedback from stakeholders, and**
  - b. Any changes required as a result of the finalisation and rollout of the training modules or other factors.**
- 7. Approve updates to the September 2024 endorsed State Design Review Panel Manual (Attachment B1) and associated templates (Attachment B3).**

**8. Upon publication of the State Design Review Panel Manual and the Local Government Design Review Manual, rescind the published Design Review Guide (2019) and apply the label 'Inactive -Repealed'.**

## **BACKGROUND**

Design review in local government in WA dates to the late 1970s however became increasingly popular in the metropolitan area during the mid 2000s although there was little consistency in how the panels/committees were established or operated. The WAPC Design Review Guide (DRG) was first published in 2019 alongside the establishment of the State Design Review Panel (SDRP) and the gazettal of State Planning Policy 7.0 Design of the Built Environment (SPP7.0). The 2019 Design Review Guide is publicly available [online](#). The intent of the DRG was to clarify the link between design review and SPP7.0, provide guidance on consistent operational procedures for Local Government Design Review Panels, and identify the SDRP as a review pathway for significant and strategic projects.

Since the DRG was released, the efficiency and consistency of design review processes have broadly improved, and uptake of design review at local government level has increased. However, recent amendments to the *Planning and Development Act 2005* have opened new State design review pathways resulting in operational adjustments for the SDRP that were not considered in the original DRG.

At its meeting of 13 September 2023, the WAPC resolved to update the DRG. Initial project scoping and investigation included engagement with two working groups (one internal and one external) and desktop analysis of current national design review guides.

In May 2024, the WAPC resolved to split the project into two parts (resulting in the SDRPM, and the LGDRM) and approved the draft SDRPM for consultation in this meeting. A Discussion Paper contemplating future changes to Local Design Review practise was also added to the project scope. The need for investigation and scoping of training modules was also identified.

In September 2024, the WAPC approved the SDRPM for publication, and approved the draft LGDRM for a consultation period of 42 days. Additionally, a Design Review Working Group (Working Group), comprised of four Commissioners was convened to provide additional guidance and input on consultation material for the LGDRM. The Working Group has met four times to offer advice and guidance on LGDRM consultation matters and the options within the Discussion Paper and has identified preferred options for further investigation.

In the process of the review of the LGDRM, additional updates to the September 2024 endorsed State Design Review Panel Manual have been identified and have been included in this report

### Consultation

The LGDRM underwent consultation from 15 October to 26 November 2024 through the 'Have your say, WA' portal. The consultation page received regular visitation, and the draft LGDRM and templates were downloaded by a high proportion of visitors. 20 responses were received including from peak and industry bodies.

### Training Modules

Following the approval of funding by the EF&PC, the Government Architect appointed a consultant to develop Design Review Training Modules. These Modules will improve consistency across both State and Local Government Design Review processes.

The Modules will offer targeted training to Panel Members and Chairs, Local Government Officers and Local Government elected members. The training is anticipated to be delivered in collaboration

with WALGA and will clarify roles and facilitate consistency across jurisdictions. The training content will complement the processes outlined in the LGDRM but sit separate to this project scope.

### Framework and Policy Assessment Overview

Legislation, Policies and Framework	Consistency
SPP 7.0 Design of the Built Environment	Fully consistent

## **DISCUSSION**

### Local Government Design Review Manual

The LGDRM will replace the current DRG as the key guidance document for local government design review practice. It covers matters such as panel establishment and operation, report preparation, and interpretation of panel advice. It builds on the content of the DRG, while expanding on certain areas of design review operation and process.

The LGDRM has been separated into three parts. The Manual has incorporated general guidance and uses a principle-based approach to support applicability to different local government contexts across the State. The final LGDRM format is close to being finalised and an example layout has been provided (refer attachment A2).

The Manual recommends changes to how design review reporting is managed, with a greater emphasis on the role of the panel chair. This will support more streamlined and consistent design review report outputs. The recommended reporting timeline has been noted as 7 calendar days, which will assist the efficiency of design review within the planning process.

There are nine associated management and reporting templates (refer to attachment A4) which are document tools to support the processes outlined within the LGDRM. These include two new templates in response to consultation feedback: the Terms of Reference and the Design Review Eligibility Matrix. These tools have been designed to encourage and support greater consistency in project eligibility thresholds across different local government panels.

Most of the feedback received during the consultation period in late 2024 was generally supportive with minor suggestions for improvements to clarity of terms, clarification of new processes and requests for additional detail, and useability of templates. In response, changes have been incorporated into the draft LGDRM and templates. The Engagement Outcomes Report is attached (refer to Attachment A5). A peer review (from panel member perspective) of the LGDRM (refer to Attachment A6) was undertaken concurrently with consultation which resulted in a restructure of the document to increase clarity and refine language.

Feedback from stakeholders on project eligibility and review scalability has been responded to either through added resources, or through informing options in the Discussion Paper. Some feedback provided (notably relating to mandating how or in which detailed circumstances design review is used) was largely out of scope of this project. A summary of these changes are provided in Attachment A0 and shown in a tracked changes version (Attachment A3). Some thresholds have been incorporated as guidance however the feedback has been noted and, where appropriate, will inform the future Discussion Paper. It is anticipated that the Discussion Paper will be finalised and presented to the WAPC in July 2025.

## State Design Review Panel Manual

The SDRPM was endorsed at the WAPC meeting of 11 September 2024, item 3.4, but has been awaiting co-ordinated release with the LGDRM within a broader communications strategy. Given the time since endorsement, the Design Review Working Group advised a review to ensure alignment with the LGDRM.

Through this review, key updates were identified including the removal of sections relating to the users, the inclusion of text to facilitate a future common pool and the reduction in the reporting timeframe from 14 days to 10 days. The Training Modules and other online resources will facilitate access to the user guide content previously included in the Manuals.

A tracked change version of the SDRPM has been provided as Attachment B2 highlighting the proposed changes and are summarised in Attachment B0. It is anticipated that the updated SDPRM will be finalised and published in a graphically similar format to the LGDRM.

### Next steps

The Training Modules will complement the SDRPM and LGDRM and allow for further testing and stakeholder feedback once these are operational. It is recommended that feedback is collated for a period covering at least 12 months of operation to inform a health check, and possible update of the Manuals to ensure the guidance remains current and effective.

A Discussion Paper examining options contemplating further ways to 'centralise and standardise' design review across the state is being prepared and is intended for WAPC consideration in July.

### **CONCLUSION**

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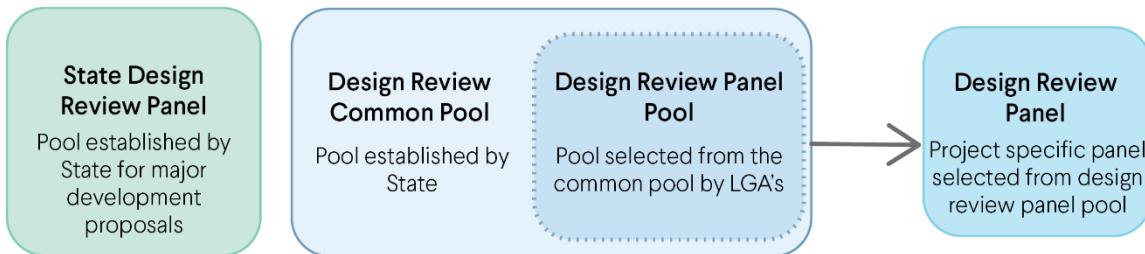
The Design Review Guide will be replaced by a State Design Review Panel Manual and a Local Government Design Review Manual. The Local Government Design Review Manual has been finalised and approval for publication is sought in this report. The State Design Review Manual has been updated and subject to endorsement and will be published concurrently with the Local Government Design Review Manual.

## Local Government Design Review Manual

In response to direction from the Commission and Working Group a number of changes have been made to the Local Government Design Review Manual (LGDRM) and are outlined below as broad topics and then as specific in text changes.

### The key changes are as follows:

The most significant change in direction is the capture of a 'Design Review Common Pool'. This introduces a new Design Review Common Pool above the local government Design Review Panel Pool. In a future scenario both pools operate at the same time. The key difference being the Common Pool is established and managed by the State from which the Design Review Panel Pool can be selected from. All of the processes for a local government selecting their design review panel (EOI's, appointing etc) remain the same. The text within the LGDRM is relevant to the local government process.



**Figure 1: Potential Future Design Review Common Pool and Design Review Panel Pool Interface**

The introduction of a Common Pool will be determined by the Commission at a future date. The LGDRM has been prepared to guide with or without the Design Review Common Pool in place.

### The remaining changes are outlined below:

- Responding to the suggestion that the manual be succinct, the document has been pared back to capture guidance related content only. User focused content has been removed from the Manual and may appear in training or an alternate user focused forum.
- Responding to a request to provide additional clarity on design review and design advice, a 'what is the difference between design review and design advice section has been re-introduced and a definition of design advice has been included in the terms used.
- The concept of a common panel pool has been introduced to facilitate a future direction. It is anticipated that this common panel pool consisting of pre-qualified panel members will reduce administrative burden at the local level and offer panel quality and consistency across the state. The text edits accommodate the current panel selection process but introduce an intermediate common pool step at the EOI phase. A definition of Common Pool has also been included.
- The detailed explanation of panels and types of sessions has been removed and simplified in table format.

### Summary Table of Changes

Change Made	Reason	Page No. (in document)
Update to date on cover	Most recent version	0

Guidance instead of procedures	To reduce confusion between the two sections and intended use.	1
Insertion of types of panels into description	Introducing the notion of common pool early in the document	2
Dot points in “Benefits for proponents” and “Benefits for local government” have been condensed.	Reorder dot points to importance.	3
Added “What is the difference between design review and design advice?”	To provide clear distinction between level of advice provided dependant on a projects elements that require attention.	8
Re-phrased the definition of design review and design advice	Clear differentiation between the two types of reviews described.	8
New title ‘Engaging with Design Review’	Introduced to title for consistency with layout.	10
Clarification on project specific design review	Added text to clarify that panel members can be procured to prepare design advice but not on a project they sit on a Design Review Panel for.	10
Updated Image	Updated process image to colour code the ‘prior to design review’ and ‘Review Section’.	12
Adjusted interim report text	Refocus intent of interim report to better align with SPP7.0 and include text on their public availability	13
Removed reference to Part 3 of the manual described as the roles of the participants	Retitled and removed introduction as this section has been moved into the procedures section	15
Added text referring to a Common Pool in Governance section	Introduced the concept of an established and pre-vetted common pool	15
Revision of wording to the descriptions of types of panels and sessions	To make the intention of the types of reports received through the review process and it's intentions clearer.	15
Combined Types of Panels & Sessions	To reduce length of document and provide a simple table to clearly identify different options	16
Deleted Expanded explanations of joint & single panels	Moved to the ‘Procedures’ document	16
Added simple definitions of types of panels into the table	All information in one table, easy to read and compare	16
Expanded text on Appointing an LGDRM	Clarifications on appointees.	19
Expanded Table of Sessions deleted	Moved to the ‘Procedures’ document	18
Added text on Panel Pool members	Added text noting that panel pool members can be selected from a common pool established by the state.	19
Removed minimum panel member	Removed minimum panel member text to allow membership to better align with need.	19
Refer to common pool in Expression of Interest	Added text to refer to pre-qualified common pool.	20
Added in increase in panellist time	A positive factor of a large pool to draw from	19
Removed reference to part 3 procedures	Removed text referring to procedures section	21

Removed reference to Local Government Act	Removed reference to Local Government Act 1995 in relation to payment arrangements. Future arrangements of payments is unclear under a common pool scenario at this time.	22
Removed procedural text from tips and tip label	Removed text referring to procedures in the tip box. EOI at Local Government are no longer relevant if under a common pool scenario.	23
Added Definitions	Definitions for: <ul style="list-style-type: none"><li>• Design Review Panel Pool</li><li>• Design Review Common Pool</li><li>• Design Review</li><li>• Design Advice.</li></ul>	24

*Draft*

# **Local Government Design Review Manual**

June 2025

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## About this Manual

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The Local Government Design Review Manual (Manual) provides practical, best-practice guidance for Local Government Design Review Panels (LGDRPs) in Western Australia. It aims to support consistent, high-quality design outcomes across jurisdictions, aligned with State Planning Policy 7.0 Design of the Built Environment (SPP 7.0). The Manual serves as a comprehensive resource for all participants involved in local government design review, helping them navigate the process effectively.

## Application

Design review is a measure supporting the implementation of SPP 7.0.

The Manual provides best practice guidance for LGDRPs in Western Australia. It is acknowledged that Local Governments of different sizes and in different contexts may adapt processes in this Manual to suit their resourcing and expected demand for design review. Any existing local planning policies and terms of reference for the operation of LGDRPs should be updated to align with the Manual when they are next reviewed.

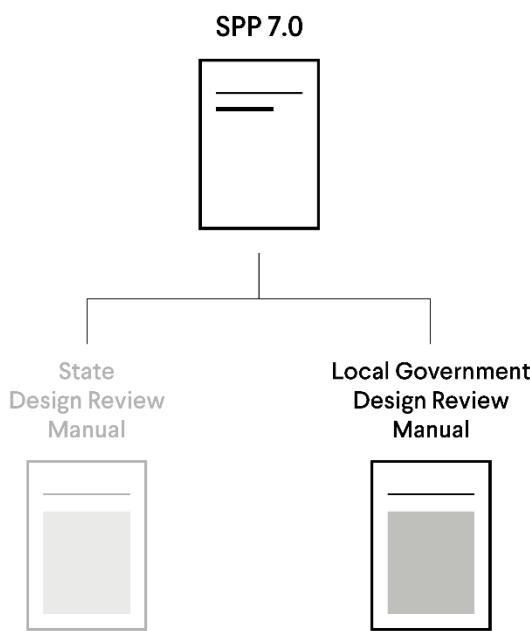


Figure 1 Local Government Design Review Manual relationship with SPP 7.0

This Manual focuses on guidance for LGDRPs, but other panels, such as the State Design Review Panel and those run by other State government agencies, may have different processes and procedures.

For further information on the State Design Review Panel please see the State Design Review Panel Manual [insert link].

To further support users, this Manual references a series of templates available online [insert link]. These resources offer additional tools to help ensure effective and efficient design reviews.

## Who is the Manual for?

The manual is for:

- Local governments establishing and operating LGDRPs.
- Panel members and Chairs of LGDRPs.
- Proponents and design teams whose proposals will undergo LGDRP review.
- Decision-makers and elected members considering proposals that have gone through an LGDRP process.

## How to use this Manual

The Manual has been structured to clearly outline roles and responsibilities of users and to ensure more efficient navigation.

Part 1 explains the role and purpose of design review and LGDRPs within the WA Planning system.

Part 2 provides an overview of local design review processes and participants, detailing the interconnected relationships between participants at different stages of the review process.

Part 3 provides detailed guidance on establishing and appointing a panel; expertise essential to a panel, the selection criteria, the types of panels (shared, joint or single panels) and remuneration process.

# Part 1: Design review explained

## What is design review?

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Design review is an evaluation process that raises the design quality of development proposals and built form planning instruments. Conducted by a panel of trained, multi-disciplinary specialists, design review brings additional insight and professional rigor to each proposal and promotes alignment with SPP 7.0 and related policies.

The benefits of design review are wide-reaching. For developers and design teams, it offers expert feedback and fresh perspectives, which are valuable for complex or unique proposals. For decision-makers, it provides trusted, well-rounded insights that aid in assessing proposals and making balanced, informed decisions.

Design review has been demonstrated to enhance community spaces, and ensure development leaves a positive legacy for the community

## Who benefits from design review?

### Benefits for proponents

- Early confirmation of foundational design approaches before proposal variables are set.
- Improved value for money outcomes.
- Constructive, independent and multi-disciplinary design review provides a forum to test early decisions before there are impacts to cost and time.
- Support for good design and innovative design solutions.
- Improved proposal risk management,
- Promoting proposals to meet the objectives of SPP 7.0.

### Benefits for local government

- Increased certainty in assessing design quality and applying discretion in recommendations and decisions where design quality is a factor.
- Access to a multidisciplinary panel of experts where internal expertise in specific areas may not be available.

### Benefits for communities

- Confidence that the design quality of a proposal's contribution to the public realm, and responsiveness to adjacent development and surrounding context has been considered.
- Assurance that an independent panel of design experts has provided advice on a proposal, against SPP 7.0.
- Improved social, economic and environmental benefits from development.

## Pillars for design review

All panels should be established and operated in line with these protocols to promote consistent outcomes across different local government areas.

**Independent**

It is conducted by individuals not connected with the proposal's promoters or decision-makers, ensuring conflicts of interest are avoided or managed appropriately.

**Expert**

It is carried out by suitably qualified experts in design and who can critique constructively. Review is most respected when conducted by professional peers of the proposal design team, as their expertise is understood and accepted.

**Multi-disciplinary**

It combines perspectives of architects, urban designers, planners, landscape architects, and other specialist design experts to provide a comprehensive evaluation tailored to the specifics of a proposal.

**Accountable**

The Panel and its advice must clearly benefit the public.

**Transparent**

The Panel's remit, membership, governance processes, and funding are in the public domain.

**Proportionate**

It is used on proposals whose significance warrants the investment needed to provide the service.

**Timely**

It takes place early in the design process, to offer the best time and cost benefits for proponents.

**Advisory**

The Panel does not make decisions, rather it offers impartial expert advice on design to inform assessment and recommendations to decision-makers.

**Objective**

It appraises proposals according to reasoned and objective measures, considering the principles of SPP7.0, rather than the individual taste and subjective preferences of panel members.

**Accessible**

The advice arising from design review is clearly expressed in terms that design teams, decision-makers and the public can understand and use.

**Consistent**

The advice received across subsequent design review sessions for the same project is consistent. Panel members remain the same across sessions or, when this is not possible, are well-briefed and respectful of previous advice.

## Good design and the planning system

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Planning aims to create places that work well for everyone in a community. Performance-based planning enables decisions to be made that are mindful of the context and uniqueness of the place and how the proposal fits within that. This requires skilled assessment by expert planners and, often, the exercise of discretion by decision-makers to achieve outcomes that avoid a 'one size fits all' mindset. A good design review process can support decisions that benefit both the community and the environment.

### About good design

Good design is more than just looks. It's about making spaces that are functional, sustainable and responsive to their surroundings. A well-designed place is, adaptable, cost-effective and enriching for users and the broader community. Good design adds value by improving local neighbourhoods and leaving a positive impact for future generations. Good design endeavours to reconcile multiple concurrent and often competing objectives that vary according to the circumstances of each proposal. A rigorous, considered and contextual design process should prioritise these competing objectives to develop a cohesive, site-responsive design. By carefully balancing various needs, spaces that are practical, beautiful and meaningful can be created.

### State Planning Policy 7.0 Design of the Built Environment

SPP 7.0 defines what 'good design' means in Western Australia, establishing a framework that brings quality to every aspect of our built environment. By setting clear expectations, SPP 7.0 aims to create spaces that enhance economic, environmental, social, and cultural well-being. To ensure consistent design across the State, SPP 7.0 outlines 10 interconnected core Design Principles that guide all aspects from planning to building. These principles collectively present a shared vision for high-quality design across Western Australia.

The principles form the basis for design review discussions. Individual principles may not apply equally to all proposals at every stage, due to their location or type. However, as the principles are interconnected, their individual application may positively influence other aspects of the design.

SPP 7.0 can be explored [online](#) [insert link] for more detail.

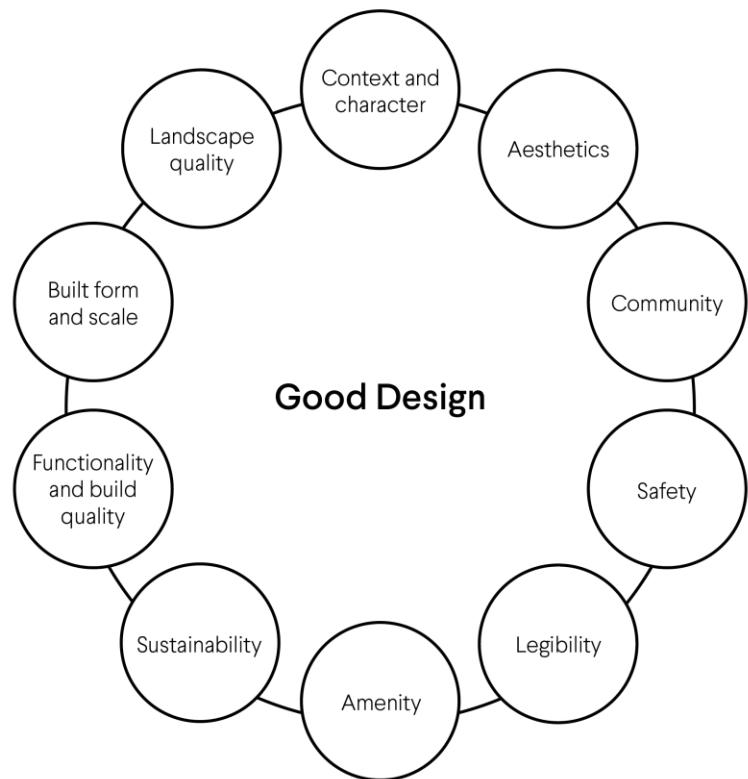


Figure 2 Interconnected design principles

## Role of a Local Government Design Review Panel

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The role of a LGDRP is to provide advice to decision-makers in accordance with its Terms of Reference, on the design quality of a proposal against the SPP 7.0 Design Principles and supporting State Planning Policies, while considering relevant local planning schemes and policies.

Information regarding design review (including Terms of Reference, any Local Planning Policy and other information) should be published on the Local Government's website.

### Proposals eligible for LGDRP consideration

Design review eligibility should be outlined in a Local Planning Policy to ensure a consistent approach for all proposals.

#### Recommended criteria for design review

Unless excluded, projects that meet the following criteria should be considered for design review:

- Multiple and grouped dwelling developments comprising 15 or more units/tenancies (dwellings and/or commercial).
- Development that is 4 or more storeys in height.
- Development located within the Town Centre zone (or another specified zone or locality).
- Development of a property on the State Register of Heritage Places or a Local Government Heritage List established under the Local Planning Scheme unless the proposal excludes a works component or does not require a planning approval under the Local Planning Scheme.

Works undertaken by the local government if required by the Chief Executive Officer/Director Planning.

Excluded from local government design review panel consideration:

- Single house
- Two to fourteen unit grouped dwellings
- Warehouse
- Industrial development
- Public works undertaken by a public authority other than the local government
- Projects eligible for referral to the State Design Review Panel or any other design review panel.

Other projects may be referred by the Chief Executive Officer/Director Planning.

The **Design Review Eligibility Matrix** can assist the Chief Executive Officer/Director Planning in determining whether a specific proposal should go through the design review process, receive design advice, or if no review or advice is needed. This should be used when varying from the general eligibility criteria.

The Matrix's indicators should be interpreted according to the specific context of a local government area. It is recommended that indicative benchmarks for the indicators are set through a Local Planning Policy to ensure a consistent approach for all projects.

In some instances, for example the City Centre in the City of Perth, the above criteria will require adjustment to suit the context.

## Status of design review

Design review panels are advisory; they do not make decisions. The Panel's advice is one of several inputs considered in a thorough assessment process.

Panel advice does not represent a planning assessment nor provide a technical or compliance assessment against the Australian Standards or National Construction Codes.

In some cases, it may be appropriate for a local government to seek specialised input on a project through its usual internal referral processes when assessing a development application. If the required expertise is not available on staff and an external provider is utilised, local governments should refer to the *Local Government Act 1995* and the Local Government (Functions and General) Regulations 1996 before undertaking procurement. Local governments who are members of the Western Australian Local Government Association (WALGA) can also access a procurement toolkit that includes purchasing and contract management templates and assistance at [Procurement Advisory Services | WALGA](#).

*Design review is not:*

- A planning assessment against SPP 7.0.
- Design advice provided by a single individual, or a City or Estate architect
- A peer review (either by individuals or a group) engaged by the proponent.
- A compliance check carried out at building permit stage.

## What is the difference between a design review and design advice?

Design Review is a process of review conducted by a multidisciplinary panel of qualified professionals established by a regulatory authority and typically addresses an entire proposal rather than specific elements.

In contrast design advice is typically provided by appropriately qualified individuals based on a need to address a focused element or concern. For example, design advice may be sought from a landscape architect relating to a specific landscape element of a proposal.

In many cases, referral to a Design Review Panel may not be necessary or practical, but design advice can still be valuable particularly where specific elements of a proposal would benefit from specialised input. Design advice may be especially helpful in the development of design guidelines, local planning policies, or standard and precinct structure plans.

Design advice can be:

- Provided by an appropriate qualified individual such as an Estate Architect, appropriately qualified local government officer (including City Architect or Landscape Architect), or an appropriately qualified professional procured by the local government.

Undertaken as part of a pre-lodgement process (if offered by the local government) or integrated into the standard referral process.

# Part 2: Guidance for effective design review

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## The design review process

### Engaging with design review

When a proposal is likely to require design review, the proponent and local government should discuss the process and timing of reviews as early as possible, to ensure design review is integrated in a helpful and timely manner.

The number of reviews required will depend on the complexity of the proposal and the quality of the initial design. However, two to three design review sessions are generally recommended. The design review process adds value early in the life of a proposal, when improvements to a proposal can be made without impacts to cost and time.

The first design review should occur during concept design stage, enabling proponents to benefit from advice while the design is still flexible enough to accommodate changes. Subsequent review scheduling will be based on the time required to respond to feedback. The final review will usually be undertaken after lodgement of the application and informs the statutory assessment and decision making processes.

While design review panel meetings and procedures are not open to the public, the final report should be written in a manner that is suitable for publication as it will provide advice and recommendations to a planning decision-maker (typically the local government or a Development Assessment Panel).

Where an applicant seeks amendments to approved plans and the local government considers further advice is required, the local government may determine that this is sought as design advice rather than further referral to its Design Review Panel. In this case, the individual providing design advice should not be a member of the project specific Design Review Panel and should have access to the original plans and the final Design Review Panel advice/report.

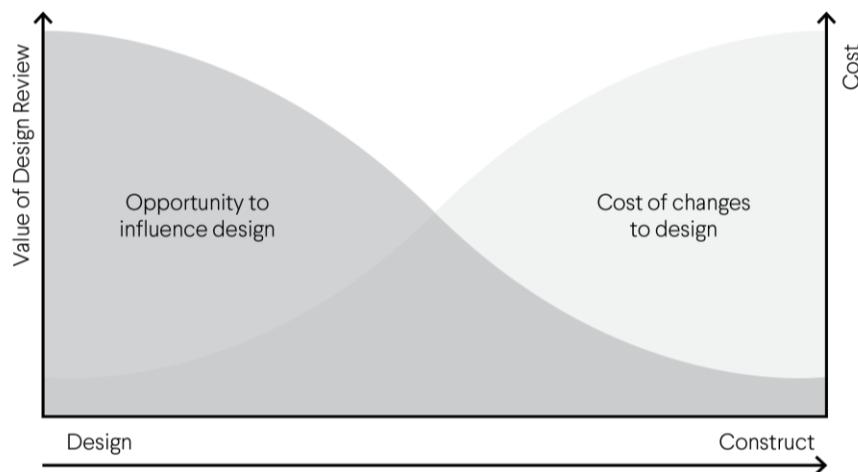


Figure 3 Design review timing

## Overview of participants

Every person involved in the design review process plays an important role. Design review is most likely to be successful when roles are clearly understood, and individuals commit to the process.

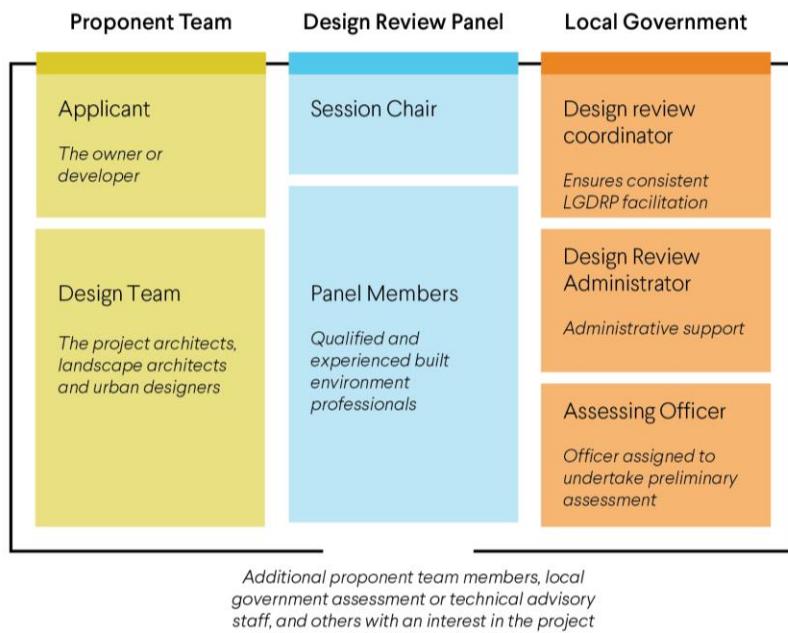


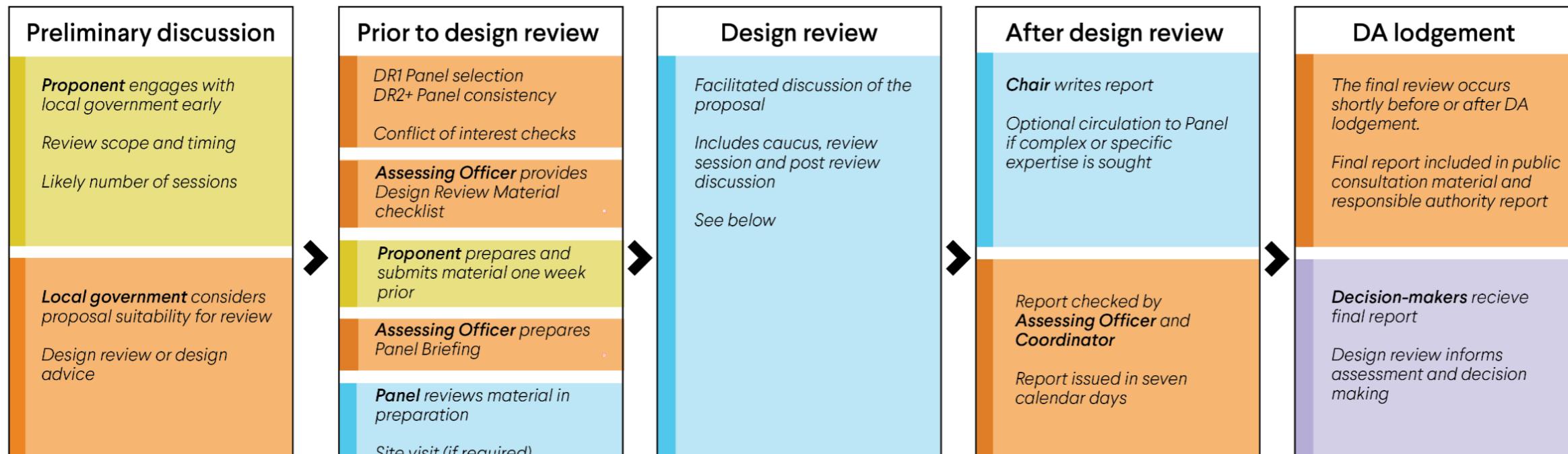
Figure 4 Design review participants

## How to get the most from design review

Design review is a structured process that evaluates the design quality of proposals through a series of discrete sessions, offering valuable feedback at key proposal stages. Figure 5 illustrates a typical design review cycle, however the number of sessions may vary based on proposal complexity and requirements. This flexible, session-based approach allows each proposal to be refined and improved before reaching the development application stage.

To achieve the best results, all participants should approach the process with a collaborative mindset and openness to constructive feedback, enabling designs to be refined to better serve both community needs and proposal goals.

A DRP may review several proposals in a sitting. Each proposal review will follow a similar process.



Repeat from 'prior to review' for DR2+ until final review

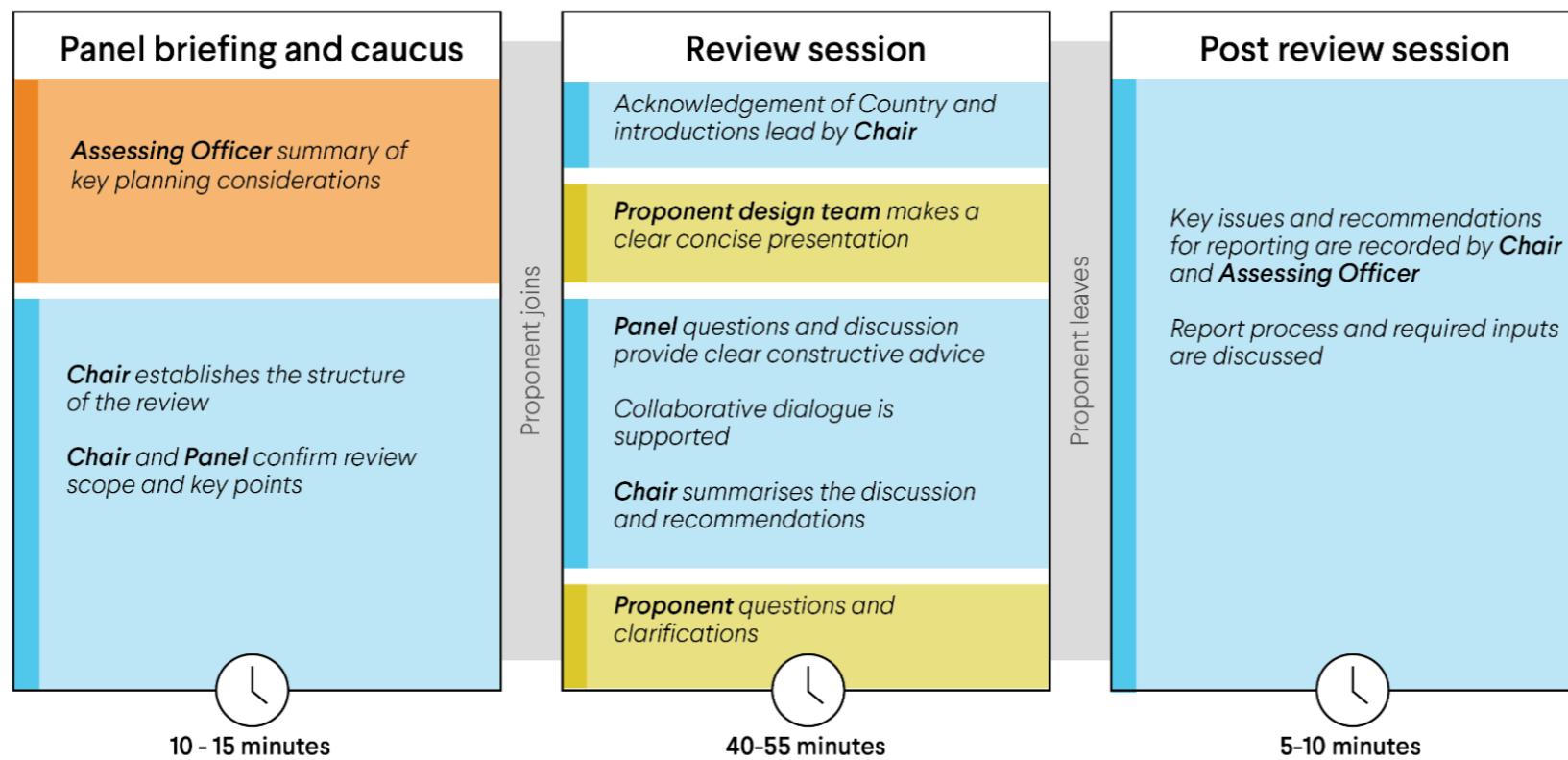


Figure 5: Quick guide to effective design review

## Feedback and reporting

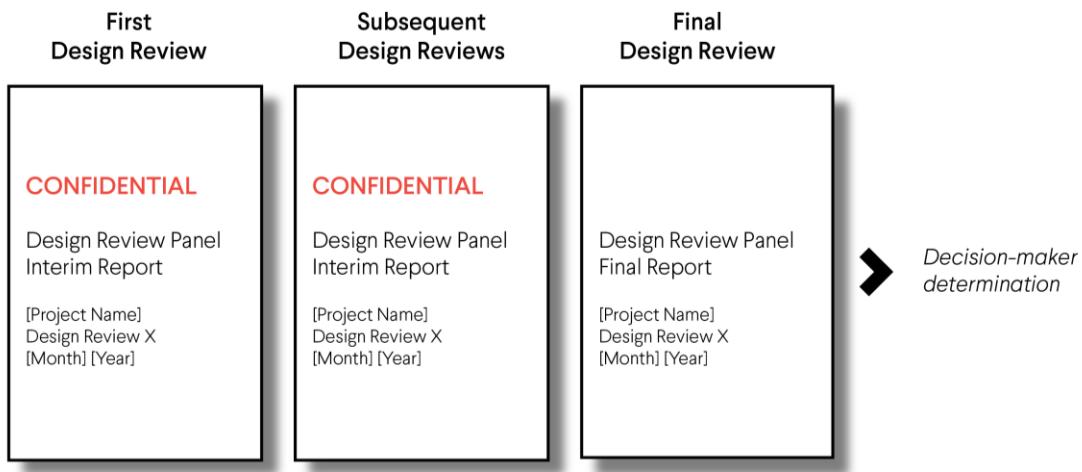


Figure 6 LGDRP reporting formats

### Reports

After each design review session, a Design Review Report should be issued within 7 calendar days unless otherwise specified due to complexity of reporting or need to circulate to the Panel prior to finalisation. In such cases, the report should be issued no later than 14 calendar days after a review. Depending on the stage of the review process, this report will be either 'Interim Report' or 'Final Report.'

#### Interim Report

Reports for any reviews before the final review should be referred to as 'Interim Reports' as they do not represent the final position of the Panel. For this reason, interim reports should be treated as confidential so as not to misrepresent the Panel's position or cause unnecessary confusion.

These reports are shared with the proponent to help refine the design as it evolves, focusing on key areas of support and areas to meet good design standards under SPP 7.0. It is intended to guide the proponent and should inform their responses in subsequent reviews.

Maintaining confidentiality of design review information and material encourages open dialogue and the exploration of ideas between participants.

Interim Reports should not be included in any publicly available documents, such as development applications, consultation packages, public meeting agendas or media, unless otherwise agreed prior to release.

#### Final Report

The Final Report is the output of the last design review and aims to inform decision-makers of the design quality of a proposal. Along with other technical advice, it is one of the factors considered in the assessment of an application. Where relevant, the Final Report may reflect on the entire design review process where it is considered helpful for the decision-maker. Final Reports may be referenced in the final documentation presented to the decision-maker and in any briefings to elected members or other decision-makers as well as public advertising and development applications. As with all professional and technical advice, it is generally better to provide a full copy

of the Final Report as an attachment to an assessment report (or other public document) with an appropriate summary and reference within the report.

## **Examples**

### *When an Interim Report becomes the Final Report.*

Sometimes it is hard to determine whether a review will be the final one. A review process may finish early for several reasons, making the last Interim Report the final record of the design review process.

In this scenario it is suggested that the Final Report be accompanied by a letter from the Chair stating that the interim report is considered the final report. This letter can provide context about previous review and offer clarity to the decision maker.

### *When a Final Report becomes an Interim Report*

In other situations, a review process may have concluded with a Final Report issued, but subsequent changes to the proposal may require an additional review session. If this occurs before a planning decision is made, the Panel may either confirm that it has no further advice to provide or may issue an Addendum to the Final Report covering the amendments made to the proposal after the Final Report was produced. Where an Addendum is produced, the local government should update the cover page of the Final Report to note the issue of an Addendum and the date issued.

### *When an Interim Report is required for public consultation*

In some cases, it may be necessary or appropriate to include an Interim Report as part of consultation material. If the local government requires this, the proponent should be informed before the consultation process commences and, preferably, agree. In this circumstance, the Interim Report should include be labelled 'Interim Report for consultation purposes only' and be accompanied by a statement that the review process is not finalised.

# Part 3: Establishing and appointing a panel

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Design review panels should be established when there is a recurring need for independent advice on the design quality of proposals. The type of panel, frequency of meetings and number of members may differ in accordance with the identified needs of the administration.

## Governance

The local government is responsible for the funding, establishment, operation and management of its DRP.

As outlined under *Design Review Protocols* in Part 1, it is important that the LGDRP is impartial and apolitical. The Panel should be established as an independent body with an appropriate Terms of Reference and/or Local Planning Policy, and in accordance with the governance requirements of the *Local Government Act 1995*.

Once the decision to form a LGDRP is made, the type of panel should also be determined. Sufficient staffing and funding should be committed in line with the type of panel and volume of reviews expected.

A Panel may be selected from an established and pre-vetted common pool (if available) that can offer access to a wide range of design professionals reducing costs in establishing an individual panel pool for each local government.

Local government staff resourcing is critical to successful DRP operation. Gaps in staffing should be identified and addressed as part of the establishment of a LGDRP.

## Funding

Adequate funding is required for the appointment (or re-appointment) of the panel pool and operational costs, including member remuneration and staff resourcing. Decisions made regarding the frequency of meetings and the number of panel pool members will impact the costs associated with the LGDRP. Requirements for the panel pool size and meeting frequency will differ between local governments, however, should generally align with the identified panel types below.

## Types of Panels & Sessions

Panel types are dependent on the level of development activity and local government classifications. When assessing the requirement for a panel, consider the table below for the best suited panel type.

	Panel type	
	Shared or joint local government panel	Single local government panel
	Shared or joint local government panels can be formed where contiguous local governments, or local governments with similar characteristics, development types, or future desired character may benefit from a common panel.	A design review panel dedicated to a local government area.
Local government class	Class 1, Class 2, Class 3, Class 4	Class 1, Class 2 (metro)
Resourcing	Design review coordination forms part of another role OR Design review responsibilities are shared between management, administration staff and individual planning officers.  A dedicated officers group with representation from participating LGAs for operational requirements of the Panel.	Dedicated Panel Coordinator recommended
Chair and deputies	1 Chair and 1-2 additional Deputy Chairs	
Estimated review demand	Monthly or less frequently	Fortnightly to monthly
Session Type	Face to Face / Online /Hybrid	Face to Face / Online /Hybrid

## Appointing an LGDRP

When establishing the Design Review Panel pool or recruiting new Panel pool members, it is important to follow an objective and transparent appointment process.

Local governments should not appoint decision-makers (including its own elected members) or employees to a Panel pool. Members of the public without relevant design or built environment qualifications and experience should not be appointed.

### Panel Pool expertise and structure

The panel pool size and composition should be determined by considering the likely number of reviews, requirements for subject expertise and possible conflicts of interest. Panel pool members can be selected from a Design Review Common pool established by the State (where available).

Having a larger pool expands the range and calibre of expertise available for a variety of project types, increases panellist availability as well as reduces the potential for conflicts of interest.

The panel pool should consist of sufficient members to accommodate the type of panel and class of local government. One Chair and one to two deputy Chairs should be nominated. This will help ensure availability and consistency in review processes and advice. Specific selection criteria relating to chairing should be included when appointing a Panel.

It is recommended that alongside diversity in member expertise and project experience, the Panel composition considers diversity in gender, age, and background. Caution should be exercised in appointing Panel pool members who are residents or landowners in the local government area due to a higher potential for conflicts of interest.

Panel pools are to include experts in the following disciplines related to design and built environment.

#### Essential:

- Architecture
- Landscape architecture
- Urban design

#### One or more of the following specialists:

- Heritage Architecture
- Aboriginal cultural heritage
- Sustainability (including environmental design, systems ecology, urban water expertise)
- Accessibility and universal design
- Transport planning
- Planning
- Public art
- Civil, structural and services engineering.

This may also be met when a member is qualified in more than one discipline

## **Expression of Interest process**



*Figure 7 Appointing a panel*

Expressions of Interest (EOI) for panel membership should be sought from suitably capable professionals to determine a short-list of applicants. Clear selection criteria should form the basis of the EOI. Alternatively, and where available, a Panel may be selected from a pre-qualified common pool.

A LGDRP should clearly outline:

- Remuneration rates and standards for Panel members and Chairs
- Estimated time commitments for Panel members and Chairs
- Terms of Reference and/or Local Planning Policy (if available)
- Meeting calendar (if known or set)

### **Selection criteria**

Undertaking a rigorous and transparent process in the establishment of a panel pool is critical to the process. This can be achieved through clear selection criteria. In addition to the inclusion of a brief professional profile, the following recommended selection criteria should be included:

#### **Panel members**

- Appropriate professional qualifications and expertise in the built environment including relevant specific project work.
- Where relevant, evidence or demonstrated eligibility for registration with an appropriate professional body or organisation.
- Ability to work constructively and collaboratively in a multi-disciplinary team.
- Understanding of the State's Planning Framework, relevant local government policies and development controls.
- Ability to analyse, evaluate and offer objective and constructive feedback on design quality issues of complex development applications and strategic planning matters. (This may be evidenced through board, practice or panel experience, or other means of peer review, including publications and relevant educational experience).
- Knowledge and understanding of probity requirements including conflicts of interest and confidentiality.
- High-level written and verbal communication skills and the ability to communicate clearly with design, development and planning professionals.
- Understanding of the local context and key issues that face local governments.

### **Additional criteria for Chairs**

- Ability to lead and facilitate meetings, including time management and strong verbal communication skills.
- Ability to manage strong or conflicting views in meetings.
- Highly developed written communication skills.

### Assessing applications

Having an appropriate selection panel will assist in assessing applications and making recommendations for appointment to the LGDRP. The selection panel should include appropriate local government officer representation and at least one member with expertise in design review. If required, a member with design review experience may be sought externally to the local government.

A template [Expression of Interest Assessment Matrix](#) has been developed to assist in the assessment of applications.

### Interviews

In some instances, interviewing candidates may be desirable, particularly when considering the appointment of a Chair or Deputy Chair.

It is recommended to follow the same interview process for each shortlisted applicant to maintain fairness and rigor. This includes:

- Set questions
- Interview length
- Interview panel (usually the full selection panel)

### Finalising the selection process

Once the panel pool members are selected, their expertise and experience should be recorded in the [Session Panel Curation Matrix](#) for ease of session panel curation.

Following the completion of the selection process and any associated legislative requirements, all details of the appointment, including remuneration and time commitment, should be confirmed in writing and member induction scheduled.

### Member induction

An induction process should be undertaken when new panels are established, or when new members are appointed.

Induction topics should include:

- Introduction of panel members, local government officers, and their roles and responsibilities.
- Training requirements, including opportunities for new members to observe a design review session.
- Introduction to the SPP 7.0 Design Principles for guiding the design review process.
- Overview of the *Design Review Pillars*.

- Explanation of administrative procedures including agenda circulation, minutes and reports, how to make requests for additional information and attendance at site visits.
- Access to relevant policies and documents, including the Terms of Reference.
- Governance requirements such as confidentiality, conflicts of interest and media protocols.
- Overview of significant current or upcoming proposals, redevelopment areas, and anticipated activity zones, with a focus on strategic intent and design quality.
- Review session schedule.
- Payment arrangements.

#### **Panel remuneration**

Panel members should be paid appropriately for their time. This includes preparation, the review session and contributions to reports. An hourly rate is recommended, providing flexibility for meeting duration dependent on the number of items or the complexity of proposals that may require more time in preparation and/or reporting.

The Chair rate should recognise the additional responsibility of the role. Additional time spent by the Chair editing and preparing reports should be paid accordingly at the hourly rate.

Sufficient preparation time should be allowed and allocated per review item, not per meeting. If site visits are required by the local government, they should be remunerated.

Remuneration rates should be outlined in the panel's terms of reference

Estimated time requirements for Panel members:

	Meeting duration	Number of items	Hours of preparation (per meeting)	Hours of report contribution (per item)
Panel members	Up to 3 hours	2-3	1 hour (1-2 items) 1.5 hours (3 items)	0-0.5
Chair			1 hour (1-2 items) 1.5 hours (3 items)	1.5 hours

#### **Design Review Panel pools should not include:**

- Community members without design qualifications or experience.
- Elected members or local government officers employed by the municipality.

# Terms used

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**Chair:** The design review panel member appointed as Chair. They will usually be the Session Chair for a project review unless they are unavailable or have a conflict of interest.

**Deputy Chair:** one to two design review panel members appointed as Deputy Chairs. They can be the Session Chair for a project review depending on availability, conflicts and expertise.

**Session Chair:** A Chair or Deputy Chair who will chair a design review session for a specific project. The Session Chair should remain the same for all reviews of a project unless completely unavoidable.

**Minutes:** Administrative minutes capture details of the design review session including attendance, apologies, meeting time and duration.

**Design Review Report:** A record of the Panel's critique and advice against the SPP 7.0 Ten Design Principles. It is not a verbatim record of the design review session.

**Design Review Panel Pool:** A discrete selection of panel members identified to provide design review services to a local government or joint local government Design Review Panel.

**Design Review Common Pool:** A multi-disciplinary pool of pre-qualified professionals to resource Design Review Panels.

**Design Review:** A process of review conducted by a multidisciplinary panel of qualified professionals established by a regulatory authority and typically addresses an entire proposal rather than specific elements

**Design Advice:** Professional advice provided by an appropriately qualified individual typically relating to a specific design element of a proposal.

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Figure 1: Local Government Design Review Manual relationship with SPP 7.0

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Figure 3: Design review timing

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Figure 5: Quick guide to effective design review

Figure 6: LGDRP reporting formats

Figure 7: Appointing a panel

Figure 8: Reporting timeline

Figure 9: Typical design outputs and the review discussion

# Resources

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## **List of templates available online [future link]**

1. Agenda
2. Design Review Material Checklist
3. Design Review Scalability Tool
4. Expression of Interest Assessment Matrix
5. Final Report
6. Interim Report
7. Panel Briefing
8. Session Panel Selection Matrix
9. Terms of Reference



Department of Planning,  
Lands and Heritage

**WAPC**  
Western Australian  
Planning Commission

# Local Government Design Review Manual

April 2025





Department of Planning,  
Lands and Heritage



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April 2025





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# Local Government Design Review Manual

April 2025



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# About this Manual

The Local Government Design Review Manual (Manual) provides practical, best-practice guidance for Local Government Design Review Panels (LGDRPs) in Western Australia. It aims to support consistent, high-quality design outcomes across jurisdictions, aligned with State Planning Policy 7.0 Design of the Built Environment (SPP 7.0). The Manual serves as a comprehensive resource for all participants involved in local government design review, helping them navigate the process effectively.

## ► Application

Design review is a measure supporting the implementation of SPP 7.0.

The Manual provides best practice guidance for LGDRPs in Western Australia. It is acknowledged that Local Governments of different sizes and in different contexts may adapt processes in this Manual to suit their resourcing and expected demand for design review. Any existing local planning policies and terms of reference for the operation of LGDRPs should be updated to align with the Manual when they are next reviewed.

This Manual focuses on procedures for LGDRPs, but other panels, such as the State Design Review Panel and those run by other State government agencies, may have different processes and procedures.

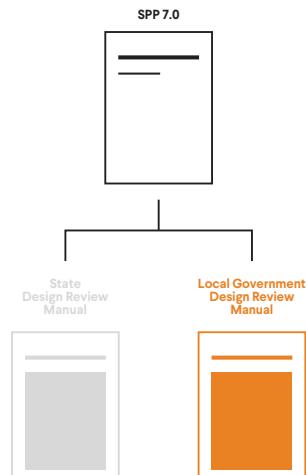
For further information on the State Design Review Panel please see the State Design Review Panel Manual [insert link].

To further support users, this Manual references a series of templates available online [insert link]. These resources offer additional tools to help ensure effective and efficient design reviews.

## ► Who is the Manual for?

The manual is for:

- Local governments establishing and operating LGDRPs.
- Panel members and Chairs of LGDRPs.
- Proponents and design teams whose proposals will undergo LGDRP review.
- Decision-makers and elected members considering proposals that have gone through an LGDRP process.



**Figure 1** Local Government Design Review Manual relationship with SPP 7.0

## ► How to use this Manual

The Manual has been structured to clearly outline roles and responsibilities of users and to ensure more efficient navigation.

1

### Design review explained

Part 1 explains the role and purpose of design review and LGDRPs within the WA Planning system.

2

### Guidance for effective design review

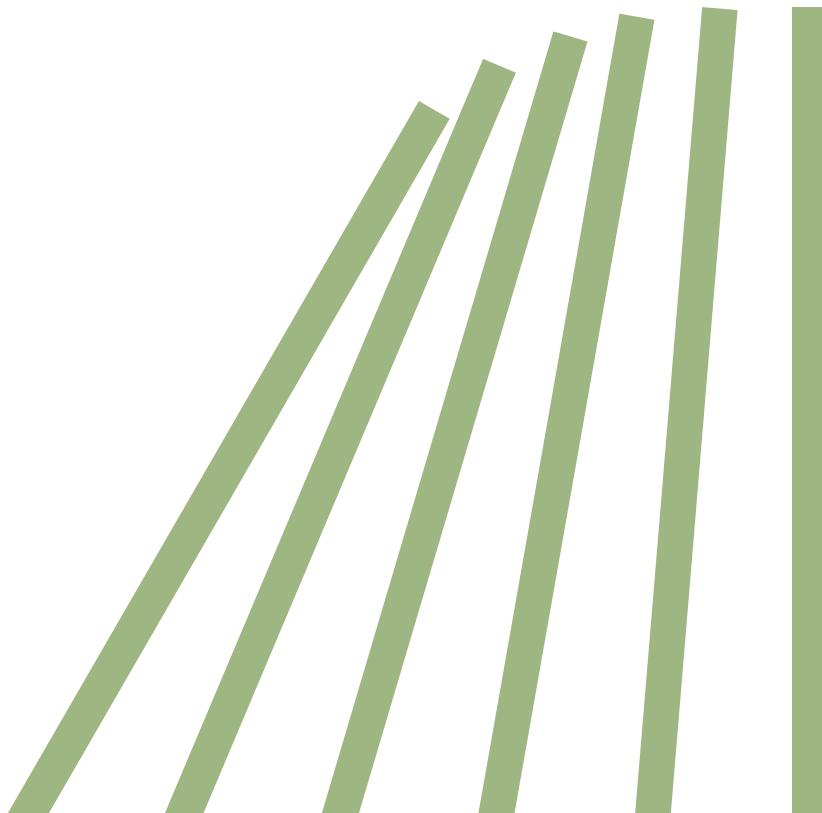
Part 2 provides an overview of local design review processes and participants, detailing the interconnected relationships between participants at different stages of the review process.

3

### Role specific guidance

Part 3 provides detailed guidance on the roles and responsibilities for each user group: local government officers, panel members and Chairs, proponents and decision-makers.

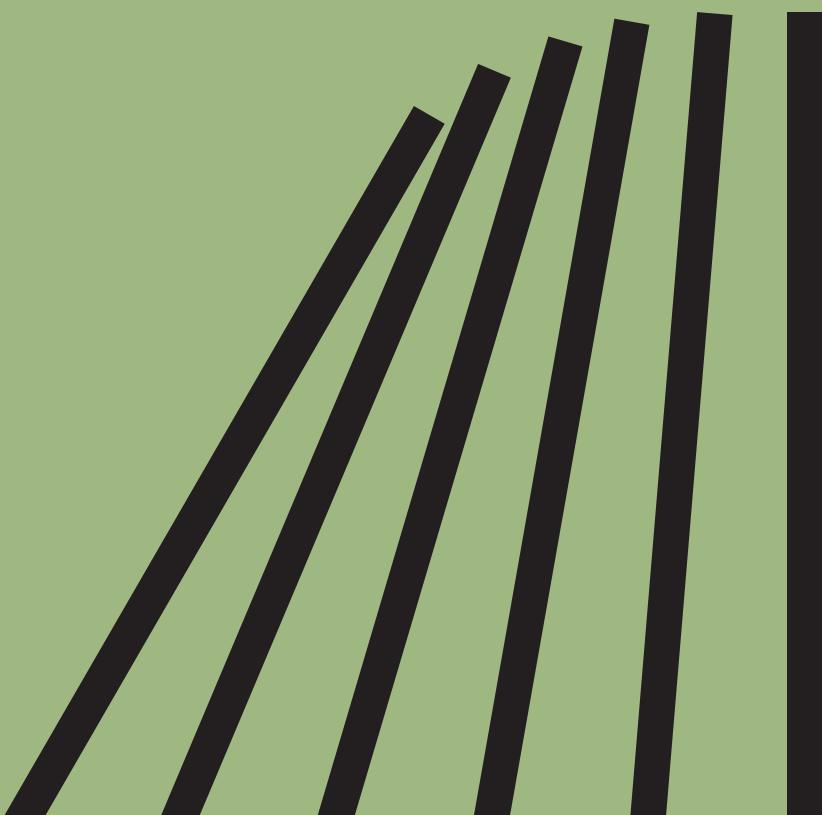
# Design Review Explained



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# Design Review Explained



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# What is design review?

Design review is an evaluation process that raises the design quality of development proposals and built form planning instruments. Conducted by a panel of trained, multi-disciplinary specialists, design review brings additional insight and professional rigor to each proposal and promotes alignment with SPP 7.0 and related policies.

The benefits of design review are wide-reaching. For developers and design teams, it offers expert feedback and fresh perspectives, which are valuable for complex or unique proposals. For decision-makers, it provides trusted, well-rounded insights that aid in assessing proposals and making balanced, informed decisions.

Design review has been demonstrated to enhance community spaces, and ensure development leaves a positive legacy for the community.

## Who benefits from design review?

### Benefits for proponents:

- Constructive, independent and multi-disciplinary design review provides a forum to test early decisions before there are impacts to cost and time.
- Support for good design and innovative design solutions.
- Early confirmation of foundational design approaches before proposal variables are set.
- Improved proposal risk management, supporting proposals to meet the objectives of SPP 7.0.
- Improved value for money outcomes.

### Benefits for local government:

- Expert advice on design quality to facilitate informed decision making.
- Increased certainty in assessing design quality and applying discretion in recommendations and decisions where design quality is a factor.
- Access to a multidisciplinary panel of experts where internal expertise in specific areas may not be available.

### Benefits for communities:

- Confidence that the design quality of a proposal's contribution to the public realm, and responsiveness to adjacent development and surrounding context has been considered.
- Assurance that an independent panel of design experts has provided advice on a proposal, against SPP 7.0.
- Improved social, economic and environmental benefits from development.

## Pillars for design review

All panels should be established and operated in line with these protocols to promote consistent outcomes across different local government areas.

### Independent

It is conducted by individuals not connected with the proposal's promoters or decision-makers, ensuring conflicts of interest are avoided or managed appropriately.

### Expert

It is carried out by suitably qualified experts in design and who can critique constructively. Review is most respected when conducted by professional peers of the proposal design team, as their expertise is understood and accepted.

### Multi-disciplinary

It combines perspectives of architects, urban designers, planners, landscape architects, and other specialist design experts to provide a comprehensive evaluation tailored to the specifics of a proposal.

### Accountable

The Panel and its advice must clearly benefit the public.

### Transparent

The Panel's remit, membership, governance processes, and funding are in the public domain.

### Proportionate

It is used on proposals whose significance warrants the investment needed to provide the service.

### Timely

It takes place early in the design process, to offer the best time and cost benefits for proponents.

### Advisory

The Panel does not make decisions, rather it offers impartial expert advice on design to inform assessment and recommendations to decision-makers.

### Objective

It appraises proposals according to reasoned and objective measures, considering the principles of SPP7.0, rather than the individual taste and subjective preferences of panel members.

### Accessible

The advice arising from design review is clearly expressed in terms that design teams, decision-makers and the public can understand and use.

### Consistent

The advice received across subsequent design review sessions for the same project is consistent. Panel members remain the same across sessions or, when this is not possible, are well-briefed and respectful of previous advice.

# Good design and the planning system.

Planning aims to create places that work well for everyone in a community. Performance-based planning enables decisions to be made that are mindful of the context and uniqueness of the place and how the proposal fits within that. This requires skilled assessment by expert planners and, often, the exercise of discretion by decision-makers to achieve outcomes that avoid a 'one size fits all' mindset. A good design review process can support decisions that benefit both the community and the environment.

## ► About good design

Good design is more than just looks. It's about making spaces that are functional, sustainable and responsive to their surroundings. A well-designed place is, adaptable, cost-effective and enriching for users and the broader community. Good design adds value by improving local neighbourhoods and leaving a positive impact for future generations. Good design endeavours to reconcile multiple concurrent and often competing objectives that vary according to the circumstances of each proposal. A rigorous, considered and contextual design process should prioritise these competing objectives to develop a cohesive, site-responsive design. By carefully balancing various needs, spaces that are practical, beautiful and meaningful can be created.

## ► State Planning Policy 7.0 Design of the Built Environment

SPP 7.0 defines what 'good design' means in Western Australia, establishing a framework that brings quality to every aspect of our built environment. By setting clear expectations, SPP 7.0 aims to create spaces that enhance economic, environmental, social, and cultural well-being. To ensure consistent design across the State, SPP 7.0 outlines 10 interconnected core Design Principles that guide all aspects from planning to building. These principles collectively present a shared vision for high-quality design across Western Australia.

The principles form the basis for design review discussions. Individual principles may not apply equally to all proposals at every stage, due to their location or type. However, as the principles are interconnected, their individual application may positively influence other aspects of the design.

SPP 7.0 can be explored online [insert link] for more detail.

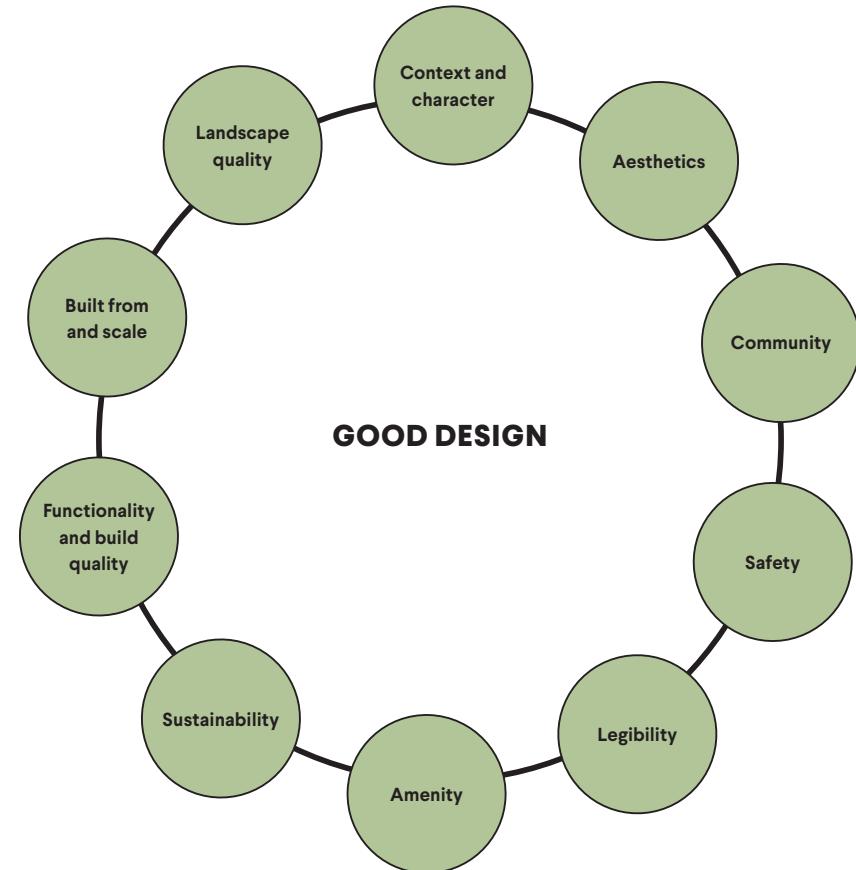


Figure 2 Interconnected design principles

# Role of a Local Government Design Review Panel

The role of a LGDRP is to provide advice to decision-makers in accordance with its Terms of Reference, on the design quality of a proposal against the SPP 7.0 Design Principles and supporting State Planning Policies, while considering relevant local planning schemes and policies.

Information regarding design review (including Terms of Reference, any Local Planning Policy and other information) should be published on the Local Government's website.

## ► Proposals eligible for LGDRP consideration

Design review eligibility should be outlined in a Local Planning Policy to ensure a consistent approach for all proposals.

### Recommended criteria for design review

Unless excluded, projects that meet the following criteria should be considered for design review:

- Multiple and grouped dwelling developments comprising 15 or more units/tenancies (dwellings and/or commercial).
- Development that is 4 or more storeys in height.
- Development located within the Town Centre zone (or another specified zone or locality).
- Development of a property on the State Register of Heritage Places or a Local Government Heritage List established under the Local Planning Scheme unless the proposal excludes a works component or does not require a planning approval under the Local Planning Scheme.
- Works undertaken by the local government if required by the Chief Executive Officer/Director Planning.

### Excluded from local government design review panel consideration:

- Single house
- Two to fourteen unit grouped dwellings
- Warehouse
- Industrial development
- Public works undertaken by a public authority other than the local government
- Projects eligible for referral to the State Design Review Panel or any other design review panel.

Other projects may be referred by the Chief Executive Officer/Director Planning.

The Design Review Eligibility Matrix can assist the Chief Executive Officer/Director Planning in determining whether a specific proposal should go through the design review process, receive design advice, or if no review or advice is needed. This should be used when varying from the general eligibility criteria.

The Matrix's indicators should be interpreted according to the specific context of a local government area. It is recommended that indicative benchmarks for the indicators are set through a Local Planning Policy to ensure a consistent approach for all projects.

In some instances, for example, the City Centre in the City of Perth, the above criteria will require adjustment to suit the context.

## ► Status of design review

Design review panels are advisory; they do not make decisions. The Panel's advice is one of several inputs considered in a thorough assessment process.

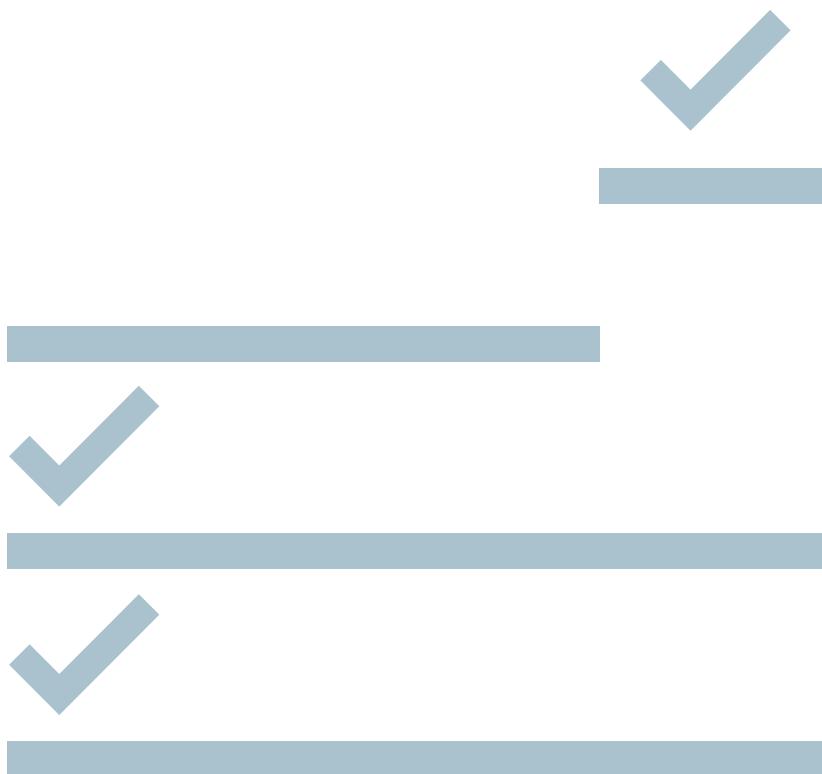
Panel advice does not represent a planning assessment nor provide a technical or compliance assessment against the Australian Standards or National Construction Codes.

In some cases, it may be appropriate for a local government to seek specialised input on a project through its usual internal referral processes when assessing a development application. If the required expertise is not available on staff and an external provider is utilised, local governments should refer to the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* before undertaking procurement. Local governments who are members of the Western Australian Local Government Association (WALGA) can also access a procurement toolkit that includes purchasing and contract management templates and assistance at [Procurement Advisory Services | WALGA](#).

## DESIGN REVIEW IS NOT:

- A planning assessment against SPP 7.0.
- Design advice provided by a single individual, or a City or Estate architect
- A peer review (either by individuals or a group) engaged by the proponent.
- A compliance check carried out at building permit stage.

# Guidance for effective design review



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# Guidance for effective design review



# 2

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# The design review process

## ► Engaging with design review

When a proposal is likely to require design review, the proponent and local government should discuss the process and timing of reviews as early as possible, to ensure design review is integrated in a helpful and timely manner.

The number of reviews required will depend on the complexity of the proposal and the quality of the initial design. However, two to three design review sessions are generally recommended. The design review process adds value early in the life of a proposal, when improvements to a proposal can be made without impacts to cost and time.

The first design review should occur during concept design stage, enabling proponents to benefit from advice while the design is still flexible enough to accommodate changes. Subsequent review scheduling will be based on the time required to respond to feedback. The final review will usually be undertaken after lodgement of the application and informs the statutory assessment and decision making processes.

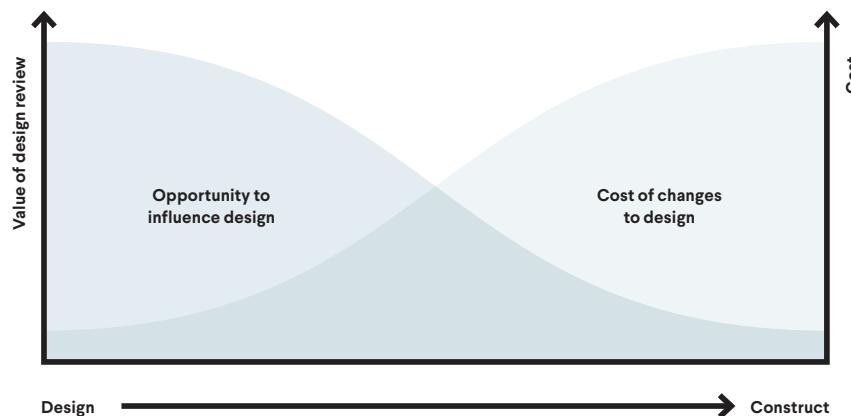


Figure 3 Design review timing

While design review panel meetings and procedures are not open to the public, the final report should be written in a manner that is suitable for publication as it will provide advice and recommendations to a planning decision-maker (typically the local government or a Development Assessment Panel).

Where an applicant seeks amendments to approved plans and the local government considers further advice is required, the local government may determine that this is sought as design advice rather than further referral to its Design Review Panel. In this case, the individual providing design advice should not be a member of the Design Review Panel and should have access to the original plans and the final Design Review Panel advice/report.

## ► Overview of participants

Every person involved in the design review process plays an important role. Design review is most likely to be successful when roles are clearly understood, and individuals commit to the process.

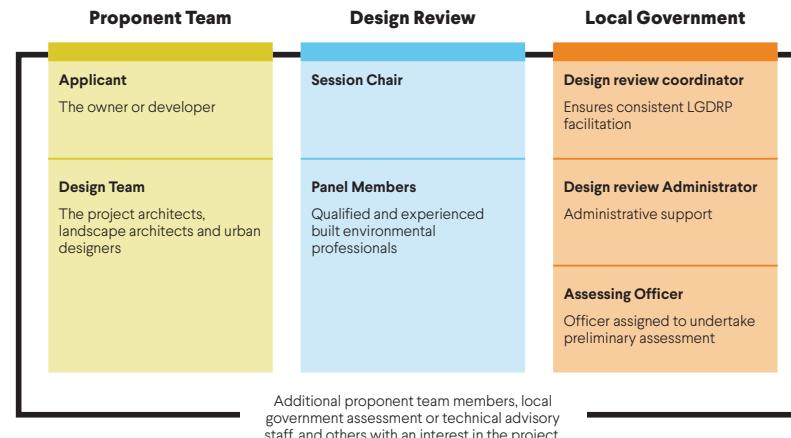


Figure 4 Design review participants

### ► How to get the most from design review

Design review is a structured process that evaluates the design quality of proposals through a series of discrete sessions, offering valuable feedback at key proposal stages. Figure 5 illustrates a typical design review cycle, however the number of sessions may vary based on proposal complexity and requirements. This flexible, session-based approach allows each proposal to be refined and improved before reaching the development application stage.

To achieve the best results, all participants should approach the process with a collaborative mindset and openness to constructive feedback, enabling designs to be refined to better serve both community needs and proposal goals.

The detailed roles and actions of the various participants are discussed in Part 3 of the Manual. A DRP may review several proposals in a sitting. Each proposal review will follow a similar process.

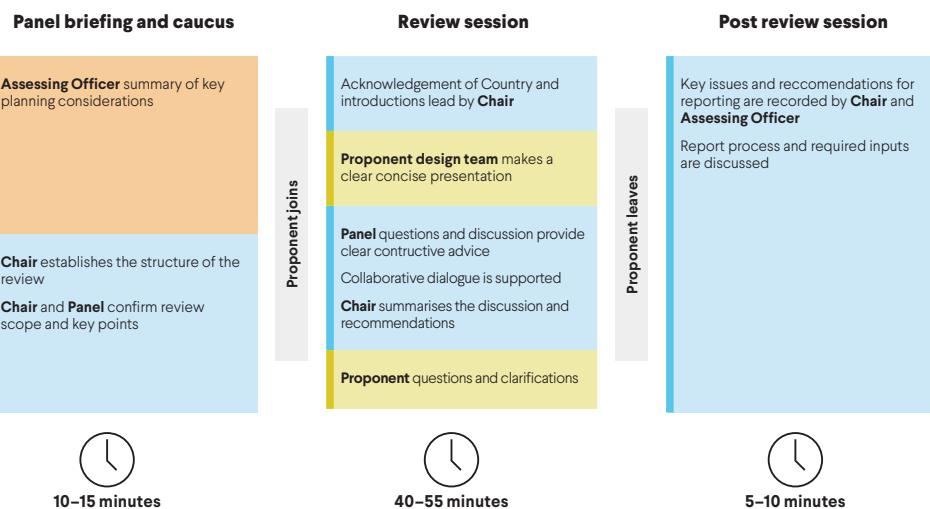
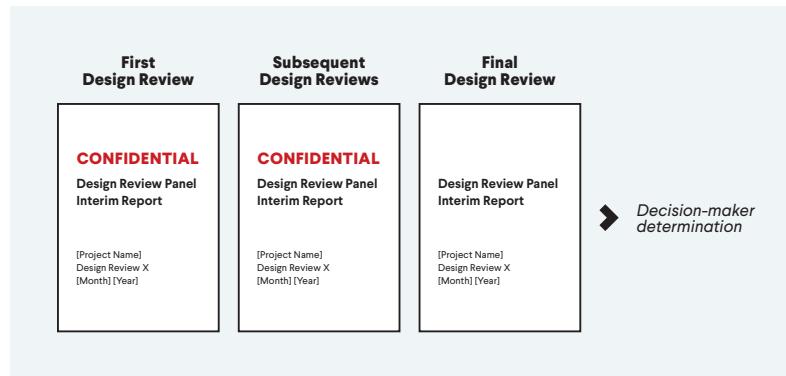


Figure 5 Quick guide to effective design review

**L 2.1 Insert Title?****► Feedback and reporting****Figure 6** LGDRP reporting formats**Reports**

After each design review session, a Design Review Report should be issued within 7 calendar days or other time frame determined by the local government through a Local Planning Policy or Panel Terms of Reference unless otherwise specified due to complexity of reporting or need to circulate to the Panel prior to finalisation. In such cases, the report should be issued no later than 14 calendar days after a review. Depending on the stage of the review process, this report will be either 'Interim Report' or 'Final Report.'

**Interim Report**

Reports for any reviews before the final review should be referred to as 'Interim Reports' as they do not represent the final position of the Panel. For this reason, interim reports should be treated as confidential so as not to misrepresent the Panel's position or cause unnecessary confusion.

These reports are shared with the proponent to help refine the design as it evolves, focusing on key areas of focus under SPP 7.0. An Interim Report highlights areas of support and areas needing improvement to meet good design standards. It is intended to guide the proponent and should inform their responses in subsequent reviews.

Maintaining confidentiality of design review information and material encourages open dialogue and the exploration of ideas between participants.

Generally, Interim Reports should not be included in any publicly available documents, such as development applications, consultation packages, public meeting agendas or media.

**Final Report**

The Final Report is the output of the last design review and aims to inform decision-makers of the design quality of a proposal. Along with other technical advice, it is one of the factors considered in the assessment of an application. Where relevant, the Final Report may reflect on the entire design review process where it is considered helpful for the decision-maker. Final Reports may be referenced in the final documentation presented to the decision-maker and in any briefings to elected members or other decision-makers as well as public advertising and development applications. As with all professional and technical advice, it is generally better to provide a full copy of the Final Report as an attachment to an assessment report (or other public document) with an appropriate summary and reference within the report.

**Examples****When an Interim Report becomes the Final Report.**

Sometimes it is hard to determine whether a review will be the final one. A review process may finish early for several reasons, making the last Interim Report the final record of the design review process.

In this scenario it is suggested that the Final Report be accompanied by a letter from the Chair stating that the interim report is considered the final report. This letter can provide context about previous review and offer clarity to the decision maker.

**When a Final Report becomes an Interim Report**

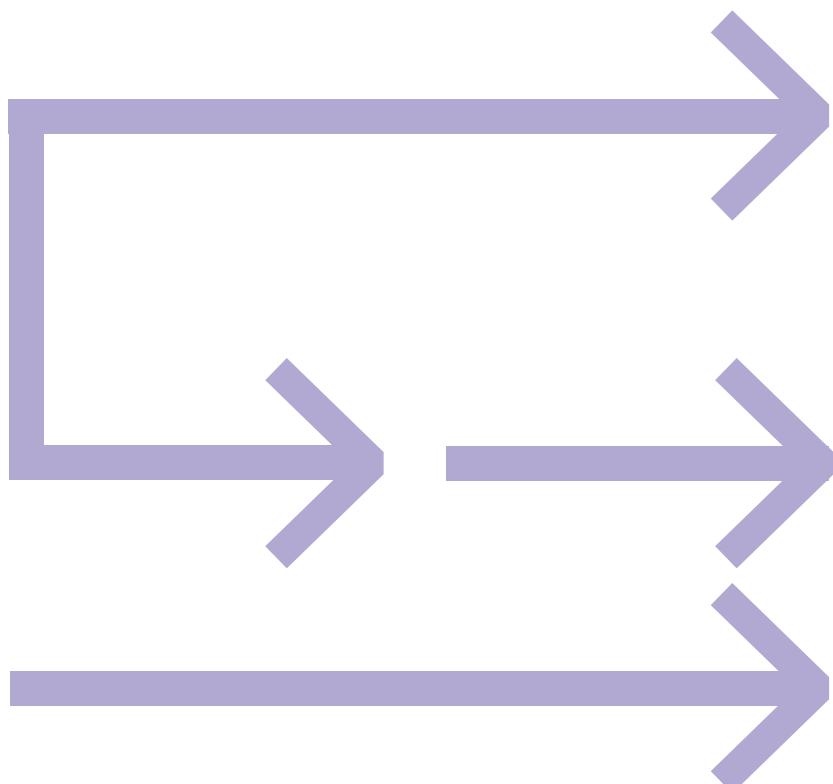
In other situations, a review process may have concluded with a Final Report issued, but subsequent changes to the proposal may require an additional review session. If this occurs before a planning decision is made, the Panel may either confirm that it has no further advice to provide or may issue an Addendum to the Final Report covering the amendments made to the proposal after the Final Report was produced. Where an Addendum is produced, the local government should update the cover page of the Final Report to note the issue of an Addendum and the date issued.

**When an Interim Report is required for public consultation**

In some cases, it may be necessary or appropriate to include an Interim Report as part of consultation material. If the local government requires this, the proponent should be informed before the consultation process commences and, preferably, agree. In this circumstance, the Interim Report should include be labelled 'Interim Report for consultation purposes only' and be accompanied by a statement that the review process is not finalised.

# Role specific guidance

The key roles and responsibilities for local government officers, panel members, panel chairs, proponents, and decision makers in design review have been outlined to ensure the process operates effectively and efficiently. Clarifying each group's role helps to ensure all participants are well-prepared to contribute effectively to the design review process and achieve high-quality outcomes.

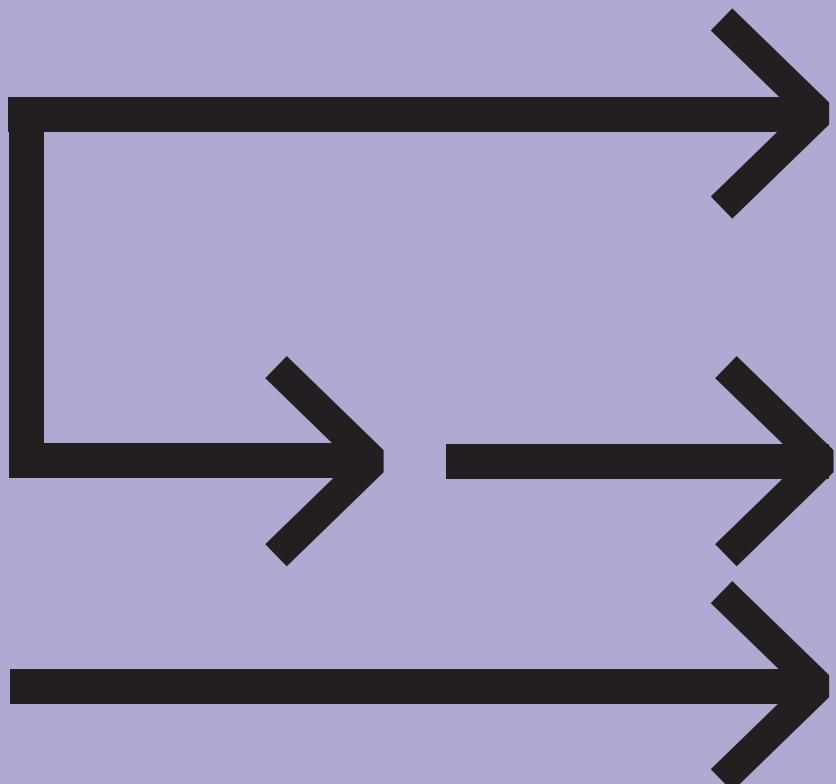


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# For planning officers: Establishing and appointing a panel

Design review panels should be established when there is a recurring need for independent advice on the design quality of proposals. The type of panel, frequency of meetings and number of members may differ in accordance with the identified needs of the administration.

## ► Governance

The local government is responsible for the funding, establishment, operation and management of its DRP.

As outlined under *Design Review Protocols* in Part 1, it is important that the LGDRP is impartial and apolitical. The Panel should be established as an independent body with an appropriate Terms of Reference and/or Local Planning Policy, and in accordance with the *Local Government Act 1995*.

Once the decision to form a LGDRP is made, sufficient staffing and funding should be committed in line with the type of panel and volume of reviews expected.

Local government staff resourcing is critical to successful DRP operation. Gaps in staffing should be identified and addressed as part of the establishment of a LGDRP. The suggested roles and responsibilities of local government staff are identified in the 'For local government officers' section of this Manual.

## Funding

Adequate funding is required for the appointment (or re-appointment) of the panel pool and operational costs, including member remuneration and staff resourcing. Decisions made regarding the frequency of meetings and the number of panel pool members will impact the costs associated with the LGDRP. Requirements for the panel pool size and meeting frequency will differ between local governments, however, should generally align with the identified panel types below.

## ► Types of Panels

### Joint local government panels

Generally, local governments are encouraged to establish shared panels unless high development activity is being experienced or there is a particularly unique circumstance that warrants a standalone panel. Joint local government panels or shared panels can be formed where contiguous local governments, or local governments with similar characteristics, development types, or future desired character may benefit from a common panel. This is the usual approach where multiple local governments share areas under a Structure Plan, or a need exists to service regional local government areas. This type of panel can be effective in sharing resources and administration load and promoting consistent design review operation across areas.

Arrangements to cover funding for shared administrative costs associated with design reviews and panel sitting fees can be confirmed in the Terms of Reference or through a Memorandum of Understanding (MOU) and be in accordance with the *Local Government Act 1995*.

This approach can also be used where a smaller local government makes occasional use of a Single local government panel through an MOU.

### Single local government panels

Historically, most LGDRPs in Western Australia service a dedicated local government area. This is most appropriate and accessible when there is high development activity demand, usually Class 1 local governments and Class 2 metro local governments in the Perth and Peel regions, as prescribed in the *Local Government (Constitution) Regulations 1998*.

	Panel type	
	Joint local government panel	Single local government panel
<b>Local government class</b>	Class 1, Class 2, Class 3, Class 4	Class 1, Class 2 (metro)
<b>Resourcing</b>	Design review coordination forms part of another role <b>OR</b> Design review responsibilities are shared between management, administration staff and individual planning officers. A dedicated officers group with representation from participating LGAs for operational requirements of the Panel.	Dedicated Panel Coordinator recommended
<b>Panel pool size</b>	10-20	8-15
<b>Chair and deputies</b>	1 Chair and 1-2 additional Deputy Chairs	
<b>Estimated review demand</b>	Monthly or less	Fortnightly to monthly

### L 3.1 For planning officers: Establishing and appointing a panel

#### ► Types of Sessions

Design review session types include in person, online or hybrid. When selecting a session type, consider the below.

Session type	Advantages	Disadvantages
<b>In person</b> All participants are physically present in the same room.	<ul style="list-style-type: none"> <li>– Best for nonverbal communication.</li> <li>– Allows for more interactive dialogue.</li> <li>– Minimises technological difficulties.</li> <li>– Encourages equal opportunities for contribution from all present.</li> <li>– Control over who attends the session.</li> </ul>	<ul style="list-style-type: none"> <li>– Travel time for participants.</li> <li>– May limit the panel members who can be used.</li> <li>– Can make scheduling more difficult.</li> <li>– Requires larger rooms to be available.</li> <li>– Administrative load in setting up / signing in.</li> </ul>
<b>Online</b> All participants log into a video conferencing platform and the review is done conducted online.	<ul style="list-style-type: none"> <li>– Allows participants to participate from wherever they are, removing requirements for travel to a set location.</li> <li>– Potential to record meetings for accurate record of the discussion.</li> <li>– Enables greater consistency of panel members if they are unable to travel to a particular session in person.</li> <li>– Allows panel members who may not live locally to participate.</li> <li>– Reduces burden of time on applicants and costs of consultants.</li> </ul>	<ul style="list-style-type: none"> <li>– Highly reliant on stable internet connection.</li> <li>– Reliant on good video conferencing technology and skilled staff and participants to optimise.</li> <li>– Possibility of uninvited participants joining the session.</li> <li>– Reduced ability to interpret body language.</li> </ul>
<b>Hybrid</b> Some participants are online, and some are in person.	<ul style="list-style-type: none"> <li>– Can allow last minute absentees (illness or other) to join online</li> <li>– Allows participants to participate from wherever they are, removing requirements to travel to a set location.</li> <li>– Enables greater consistency of panel members if they are unable to travel to a particular session.</li> <li>– Allows panel members who may not live locally to participate.</li> <li>– Reduces requirements for large rooms to be secured.</li> <li>– Potential to record meetings for accurate record of the discussion.</li> </ul>	<ul style="list-style-type: none"> <li>– In person participants may forget to engage with on screen participants.</li> <li>– Acoustic difficulties can occur between online and in person participants.</li> <li>– Highly reliant on stable internet connection.</li> <li>– Reliant on good video conferencing technology and skilled staff and participants to optimise.</li> <li>– Possibility of uninvited participants to join the session.</li> <li>– Reduced ability to interpret nonverbal cues.</li> </ul>

#### ► Appointing an LGDRP

When establishing the Design Review Panel pool or recruiting new Panel pool members, it is important to follow an objective and transparent appointment process.

To be independent, the local government should not appoint decision-makers, its own elected members, members of the public without relevant design or built environment qualifications or its own officers.

#### ► Panel Pool expertise and structure

The panel pool size and composition should be determined by considering the likely number of reviews, requirements for subject expertise and possible conflicts of interest.

Having a larger pool expands the range and calibre of expertise available for a variety of project types, as well as potential conflicts of interest.

The panel pool should consist of a minimum of eight members, depending on the type of panel and class of local government. One Chair and one to two deputy Chairs should be nominated. This will help ensure availability and consistency in review processes and advice. Specific selection criteria relating to chairing should be included when appointing a Panel.

It is recommended that alongside diversity in member expertise and project experience, the Panel composition considers diversity in gender, age, and background. Caution should be exercised in appointing design experts who are residents or landowners in the local government area due to a higher likelihood of conflicts of interest.

Panel pools are to include experts in the following disciplines related to design and built environment.

##### Essential:

- Architecture
- Landscape architecture
- Urban design

##### One or more of the following specialists:

- Heritage Architecture
- Aboriginal cultural heritage
- Sustainability (including environmental design, systems ecology, urban water expertise)
- Accessibility and universal design
- Transport planning
- Planning
- Public art
- Civil, structural and services engineering.

This may also be met when a member is qualified in more than one discipline

#### Expression of Interest process



Figure 7 Appointing a panel

Expressions of Interest (EOI) for panel membership should be sought from suitably capable professionals to determine a short-list of applicants. Clear selection criteria should form the basis of the EOI.

##### Expressions of interest for a LGDRP should also clearly outline:

- Remuneration rates and standards for Panel members and Chairs
- Estimated time commitments for Panel members and Chairs
- Terms of Reference and/or Local Planning Policy (if available)
- Meeting calendar (if known or set)

### 3.1 For planning officers: Establishing and appointing a panel

#### **Selection criteria**

When establishing the Design Review Panel pool or recruiting new Panel pool members, it is important to follow an objective and transparent appointment process.

To be independent, the local government should not appoint decision-makers, its own elected members, members of the public without relevant design or built environment qualifications or its own officers.

Undertaking a rigorous and transparent process in the establishment of a panel pool is critical to the process. This can be achieved through clear selection criteria. In addition to the inclusion of a brief professional profile, the following recommended selection criteria should be included:

#### **Panel members**

- Appropriate professional qualifications and expertise in the built environment including relevant specific project work.
- Where relevant, evidence or demonstrated eligibility for registration with an appropriate professional body or organisation.
- Ability to work constructively and collaboratively in a multi-disciplinary team.
- Understanding of the State's Planning Framework, relevant local government policies and development controls.
- Ability to analyse, evaluate and offer objective and constructive feedback on design quality issues of complex development applications and strategic planning matters. (This may be evidenced through board, practice or panel experience, or other means of peer review, including publications and relevant educational experience).
- Knowledge and understanding of probity requirements including conflicts of interest and confidentiality.
- High-level written and verbal communication skills and the ability to communicate clearly with design, development and planning professionals.
- Understanding of the local context and key issues that face the local government.

#### **Additional criteria for Chairs**

Ability to lead and facilitate meetings, including time management and strong verbal communication skills.

Ability to manage strong or conflicting views in meetings.

Highly developed written communication skills.

#### **Assessing applications**

Having an appropriate selection panel will assist in assessing applications and making recommendations for appointment to the LGDRP. The selection panel should include appropriate local government officer representation and at least one member with expertise in design review. If required, a member with design review experience may be sought externally to the local government.

A template Expression of Interest Assessment Matrix has been developed to assist in the rigorous assessment of applications.

#### **Interviews**

In some instances, interviewing candidates may be desirable, particularly when considering the appointment of a Chair or Deputy Chair.

It is recommended to follow the same interview process for each shortlisted applicant to maintain fairness and rigor. This includes:

- Set questions
- Interview length
- Interview panel (usually the full selection panel)

#### **Finalising the selection process**

Once the panel pool members are selected, their expertise and experience should be recorded in the Session Panel Curation Matrix for ease of session panel curation.

Following the completion of the selection process and any associated legislative requirements, all details of the appointment, including remuneration and time commitment, should be confirmed in writing and member induction scheduled.

#### **Member induction**

An induction process should be undertaken when new panels are established, or when new members are appointed.

#### **Induction topics should include:**

- Introduction of panel members, local government officers, and their roles and responsibilities (as outlined in Part 3).
- Training requirements, including opportunities for new members to observe a design review session.
- Introduction to the SPP 7.0 Design Principles for guiding the design review process.
- Overview of the *Design Review Pillars*.
- Explanation of administrative procedures including agenda circulation, minutes and reports, how to make requests for additional information and attendance at site visits.
- Access to relevant policies and documents, including the Terms of Reference.
- Governance requirements such as confidentiality, conflicts of interest and media protocols.
- Overview of significant current or upcoming proposals, redevelopment areas, and anticipated activity zones, with a focus on strategic intent

#### **Estimated time requirements for Panel members:**

	Meeting Duration	Number of items	Hours of preparation (per meeting)	Hours of report contribution (per item)
Panel members	Up to 3 hours	2-3	1 hour (1-2 items) 1.5 hours (3 items)	0-0.5
			1 hour (1-2 items) 1.5 hours (3 items)	1.5 hours

#### **TIPS:**

##### **Design Review Panel pools should not include:**

- Community members without design expertise.
- Elected members or local government officers employed by the municipality.
- Any representatives of special interest groups.

**Advertise Expressions of Interest (EOIs) in the right place:** Place notices in peak body newsletters, journals and websites, where they are likely to be seen by the required professions.

##### **Allow enough time for appointing a DRP based on the resources available to the LGA:**

- EOI advertising period of **six weeks**.
- Allocate additional time for evaluation and confirmation processes as well as any inductions or training for new members.



*Draft*

## **Local Government Design Review Manual**

June 2025

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## About this Manual

The Local Government Design Review Manual (Manual) provides practical, best-practice guidance for Local Government Design Review Panels (LGDRPs) in Western Australia. It aims to support consistent, high-quality design outcomes across jurisdictions, aligned with State Planning Policy 7.0 Design of the Built Environment (SPP 7.0). The Manual serves as a comprehensive resource for all participants involved in local government design review, helping them navigate the process effectively.

## Application

Design review is a measure supporting the implementation of SPP 7.0.

The Manual provides best practice guidance for LGDRPs in Western Australia. It is acknowledged that Local Governments of different sizes and in different contexts may adapt processes in this Manual to suit their resourcing and expected demand for design review. Any existing local planning policies and terms of reference for the operation of LGDRPs should be updated to align with the Manual when they are next reviewed.

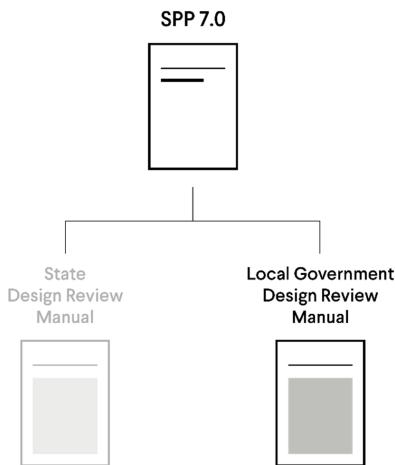


Figure 1 Local Government Design Review Manual relationship with SPP 7.0

This Manual focuses on guidance for LGDRPs, but other panels, such as the State Design Review Panel and those run by other State government agencies, may have different processes and procedures.

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For further information on the State Design Review Panel please see the State Design Review Panel Manual [\[insert link\]](#).

To further support users, this Manual references a series of templates available online [\[insert link\]](#). These resources offer additional tools to help ensure effective and efficient design reviews.

## Who is the Manual for?

The manual is for:

- Local governments establishing and operating LGDRPs.
- Panel members and Chairs of LGDRPs.
- Proponents and design teams whose proposals will undergo LGDRP review.
- Decision-makers and elected members considering proposals that have gone through an LGDRP process.

## How to use this Manual

The Manual has been structured to clearly outline roles and responsibilities of users and to ensure more efficient navigation.

Part 1 explains the role and purpose of design review and LGDRPs within the WA Planning system.

Part 2 provides an overview of local design review processes and participants, detailing the interconnected relationships between participants at different stages of the review process.

Part 3 provides detailed guidance on establishing and appointing a panel; expertise essential to a panel, the selection criteria, the types of panels (shared, joint or single panels) and remuneration process.

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# Part 1: Design review explained

## What is design review?

Design review is an evaluation process that raises the design quality of development proposals and built form planning instruments. Conducted by a panel of trained, multi-disciplinary specialists, design review brings additional insight and professional rigor to each proposal and promotes alignment with SPP 7.0 and related policies.

The benefits of design review are wide-reaching. For developers and design teams, it offers expert feedback and fresh perspectives, which are valuable for complex or unique proposals. For decision-makers, it provides trusted, well-rounded insights that aid in assessing proposals and making balanced, informed decisions.

Design review has been demonstrated to enhance community spaces, and ensure development leaves a positive legacy for the community

## Who benefits from design review?

### Benefits for proponents

- Early confirmation of foundational design approaches before proposal variables are set.
- Improved value for money outcomes.
- Constructive, independent and multi-disciplinary design review provides a forum to test early decisions before there are impacts to cost and time.
- Support for good design and innovative design solutions.
- Improved proposal risk management,
- Promoting proposals to meet the objectives of SPP 7.0.

### Benefits for local government

- Increased certainty in assessing design quality and applying discretion in recommendations and decisions where design quality is a factor.
- Access to a multidisciplinary panel of experts where internal expertise in specific areas may not be available.

### Benefits for communities

- Confidence that the design quality of a proposal's contribution to the public realm, and responsiveness to adjacent development and surrounding context has been considered.
- Assurance that an independent panel of design experts has provided advice on a proposal, against SPP 7.0.
- Improved social, economic and environmental benefits from development.

## Pillars for design review

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Support for good design and innovative design solutions.¶ Early confirmation of foundational design approaches before proposal variables are set.¶ Improved proposal risk management, supporting promoting proposals to meet the objectives of SPP 7.0. with support for good design and innovative design solutions.¶ Improved value for money outcomes.¶

**Deleted:** <#>Expert advice on design quality to facilitate informed decision making.¶ Increased certainty in assessing design quality and applying discretion in recommendations and decisions where design quality is a factor.¶ Access to a multidisciplinary panel of experts where internal expertise in specific areas may not be available, to provide .expert advice on design quality to facilitate informed decision making.¶

All panels should be established and operated in line with these protocols to promote consistent outcomes across different local government areas.

**Independent**

It is conducted by individuals not connected with the proposal's promoters or decision-makers, ensuring conflicts of interest are avoided or managed appropriately.

**Expert**

It is carried out by suitably qualified experts in design and who can critique constructively. Review is most respected when conducted by professional peers of the proposal design team, as their expertise is understood and accepted.

**Multi-disciplinary**

It combines perspectives of architects, urban designers, planners, landscape architects, and other specialist design experts to provide a comprehensive evaluation tailored to the specifics of a proposal.

**Accountable**

The Panel and its advice must clearly benefit the public.

**Transparent**

The Panel's remit, membership, governance processes, and funding are in the public domain.

**Proportionate**

It is used on proposals whose significance warrants the investment needed to provide the service.

**Timely**

It takes place early in the design process, to offer the best time and cost benefits for proponents.

**Advisory**

The Panel does not make decisions, rather it offers impartial expert advice on design to inform assessment and recommendations to decision-makers.

**Objective**

It appraises proposals according to reasoned and objective measures, considering the principles of SPP7.0, rather than the individual taste and subjective preferences of panel members.

**Accessible**

The advice arising from design review is clearly expressed in terms that design teams, decision-makers and the public can understand and use.

**Consistent**

The advice received across subsequent design review sessions for the same project is consistent. Panel members remain the same across sessions or, when this is not possible, are well-briefed and respectful of previous advice.

## Good design and the planning system

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Planning aims to create places that work well for everyone in a community. Performance-based planning enables decisions to be made that are mindful of the context and uniqueness of the place and how the proposal fits within that. This requires skilled assessment by expert planners and, often, the exercise of discretion by decision-makers to achieve outcomes that avoid a 'one size fits all' mindset. A good design review process can support decisions that benefit both the community and the environment.

### About good design

Good design is more than just looks. It's about making spaces that are functional, sustainable and responsive to their surroundings. A well-designed place is, adaptable, cost-effective and enriching for users and the broader community. Good design adds value by improving local neighbourhoods and leaving a positive impact for future generations. Good design endeavours to reconcile multiple concurrent and often competing objectives that vary according to the circumstances of each proposal. A rigorous, considered and contextual design process should prioritise these competing objectives to develop a cohesive, site-responsive design. By carefully balancing various needs, spaces that are practical, beautiful and meaningful can be created.

### State Planning Policy 7.0 Design of the Built Environment

SPP 7.0 defines what 'good design' means in Western Australia, establishing a framework that brings quality to every aspect of our built environment. By setting clear expectations, SPP 7.0 aims to create spaces that enhance economic, environmental, social, and cultural well-being. To ensure consistent design across the State, SPP 7.0 outlines 10 interconnected core Design Principles that guide all aspects from planning to building. These principles collectively present a shared vision for high-quality design across Western Australia.

The principles form the basis for design review discussions. Individual principles may not apply equally to all proposals at every stage, due to their location or type. However, as the principles are interconnected, their individual application may positively influence other aspects of the design.

SPP 7.0 can be explored [online](#) [insert link] for more detail.

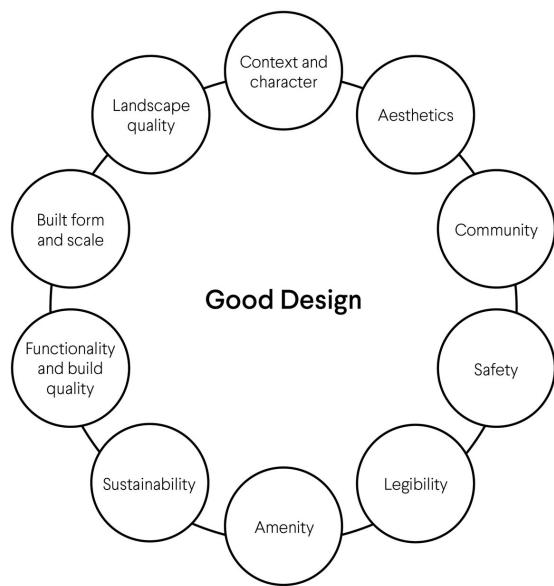


Figure 2 Interconnected design principles

## Role of a Local Government Design Review Panel

The role of a LGDRP is to provide advice to decision-makers in accordance with its Terms of Reference, on the design quality of a proposal against the SPP 7.0 Design Principles and supporting State Planning Policies, while considering relevant local planning schemes and policies.

Information regarding design review (including Terms of Reference, any Local Planning Policy and other information) should be published on the Local Government's website.

### Proposals eligible for LGDRP consideration

Design review eligibility should be outlined in a Local Planning Policy to ensure a consistent approach for all proposals.

#### Recommended criteria for design review

Unless excluded, projects that meet the following criteria should be considered for design review:

- Multiple and grouped dwelling developments comprising 15 or more units/tenancies (dwellings and/or commercial).
- Development that is 4 or more storeys in height.
- Development located within the Town Centre zone (or another specified zone or locality).
- Development of a property on the State Register of Heritage Places or a Local Government Heritage List established under the Local Planning Scheme unless the proposal excludes a works component or does not require a planning approval under the Local Planning Scheme.

Works undertaken by the local government if required by the Chief Executive Officer/Director Planning.

Excluded from local government design review panel consideration:

- Single house
- Two to fourteen unit grouped dwellings
- Warehouse
- Industrial development
- Public works undertaken by a public authority other than the local government
- Projects eligible for referral to the State Design Review Panel or any other design review panel.

Other projects may be referred by the Chief Executive Officer/Director Planning.

The **Design Review Eligibility Matrix** can assist the Chief Executive Officer/Director Planning in determining whether a specific proposal should go through the design review process, receive design advice, or if no review or advice is needed. This should be used when varying from the general eligibility criteria.

The Matrix's indicators should be interpreted according to the specific context of a local government area. It is recommended that indicative benchmarks for the indicators are set through a Local Planning Policy to ensure a consistent approach for all projects.

In some instances, for example the City Centre in the City of Perth, the above criteria will require adjustment to suit the context.

## Status of design review

Design review panels are advisory; they do not make decisions. The Panel's advice is one of several inputs considered in a thorough assessment process.

Panel advice does not represent a planning assessment nor provide a technical or compliance assessment against the Australian Standards or National Construction Codes.

In some cases, it may be appropriate for a local government to seek specialised input on a project through its usual internal referral processes when assessing a development application. If the required expertise is not available on staff and an external provider is utilised, local governments should refer to the *Local Government Act 1995* and the Local Government (Functions and General) Regulations 1996 before undertaking procurement. Local governments who are members of the Western Australian Local Government Association (WALGA) can also access a procurement toolkit that includes purchasing and contract management templates and assistance at [Procurement Advisory Services | WALGA](#).

*Design review is not:*

- A planning assessment against SPP 7.0.
- Design advice provided by a single individual, or a City or Estate architect
- A peer review (either by individuals or a group) engaged by the proponent.
- A compliance check carried out at building permit stage.

## What is the difference between a design review and design advice?

Design Review is a process of review conducted by a multidisciplinary panel of qualified professionals established by a regulatory authority and typically addresses an entire proposal rather than specific elements.

In contrast design advice is typically provided by appropriately qualified individuals based on a need to address a focused element or concern. For example, design advice may be sought from a landscape architect relating to a specific landscape element of a proposal.

In many cases, referral to a Design Review Panel may not be necessary or practical, but design advice can still be valuable particularly where specific elements of a proposal would benefit from specialised input. Design advice may be especially helpful in the development of design guidelines, local planning policies, or standard and precinct structure plans.

Design advice can be:

- Provided by an appropriate qualified individual such as an Estate Architect, appropriately qualified local government officer (including City Architect or Landscape Architect), or an appropriately qualified professional procured by the local government.
- Undertaken as part of a pre-lodgement process (if offered by the local government) or integrated into the standard referral process.

**Deleted:** Design advice is provided by an appropriately qualified individual and may not deal with all elements of a proposal, for example, design advice may be sought from a landscape architect relating specifically to the landscaping elements of a proposal. Design Review is always provided by a multidisciplinary panel of qualified professionals established by the planning authority and deals with the entire proposal rather than specific elements.¶

Design review is the process of review conducted by a panel of multidisciplinary qualified professionals whilst design advice is provided by an appropriately qualified individual, on a specific element of the proposal. Design advice is suitable for proposals that require attention on one or two elements. For example, design advice may be sought from a landscape architect relating specifically to the landscaping elements of a proposal.¶

In some cases, referral to a Design Review Panel may not be necessary or practical, but design advice can still be valuable particularly where specific elements of a proposal would benefit from specialised input. Design advice may be especially helpful in the development of design guidelines, local planning policies, or standard and precinct structure plans.¶



## Part 2: Guidance for effective design review

### The design review process

#### Engaging with design review

When a proposal is likely to require design review, the proponent and local government should discuss the process and timing of reviews as early as possible, to ensure design review is integrated in a helpful and timely manner.

The number of reviews required will depend on the complexity of the proposal and the quality of the initial design. However, two to three design review sessions are generally recommended. The design review process adds value early in the life of a proposal, when improvements to a proposal can be made without impacts to cost and time.

The first design review should occur during concept design stage, enabling proponents to benefit from advice while the design is still flexible enough to accommodate changes. Subsequent review scheduling will be based on the time required to respond to feedback. The final review will usually be undertaken after lodgement of the application and informs the statutory assessment and decision making processes.

While design review panel meetings and procedures are not open to the public, the final report should be written in a manner that is suitable for publication as it will provide advice and recommendations to a planning decision-maker (typically the local government or a Development Assessment Panel).

**Where an applicant seeks amendments to approved plans and the local government considers further advice is required, the local government may determine that this is sought as design advice rather than further referral to its Design Review Panel. In this case, the individual providing**

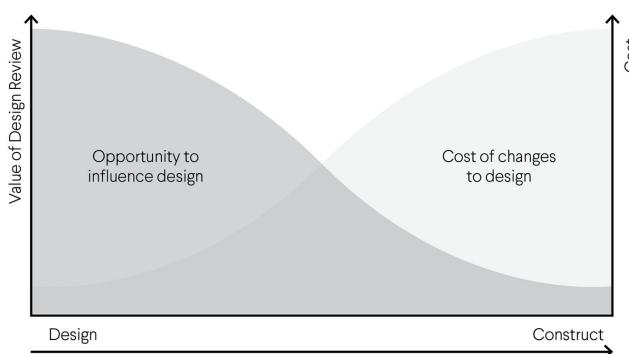


Figure 3 Design review timing

design advice should not be a member of the **project specific** Design Review Panel and should have access to the original plans and the final Design Review Panel advice/report.Overview of participants

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Every person involved in the design review process plays an important role. Design review is most likely to be successful when roles are clearly understood, and individuals commit to the process.

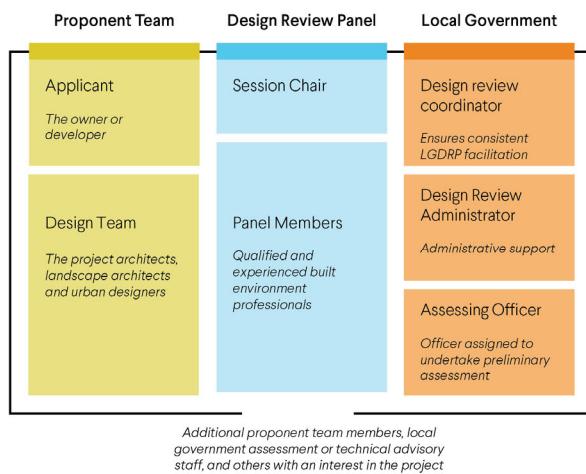


Figure 4 Design review participants

### How to get the most from design review

Design review is a structured process that evaluates the design quality of proposals through a series of discrete sessions, offering valuable feedback at key proposal stages. Figure 5 illustrates a typical design review cycle, however the number of sessions may vary based on proposal complexity and requirements. This flexible, session-based approach allows each proposal to be refined and improved before reaching the development application stage.

To achieve the best results, all participants should approach the process with a collaborative mindset and openness to constructive feedback, enabling designs to be refined to better serve both community needs and proposal goals.

A DRP may review several proposals in a sitting. Each proposal review will follow a similar process.

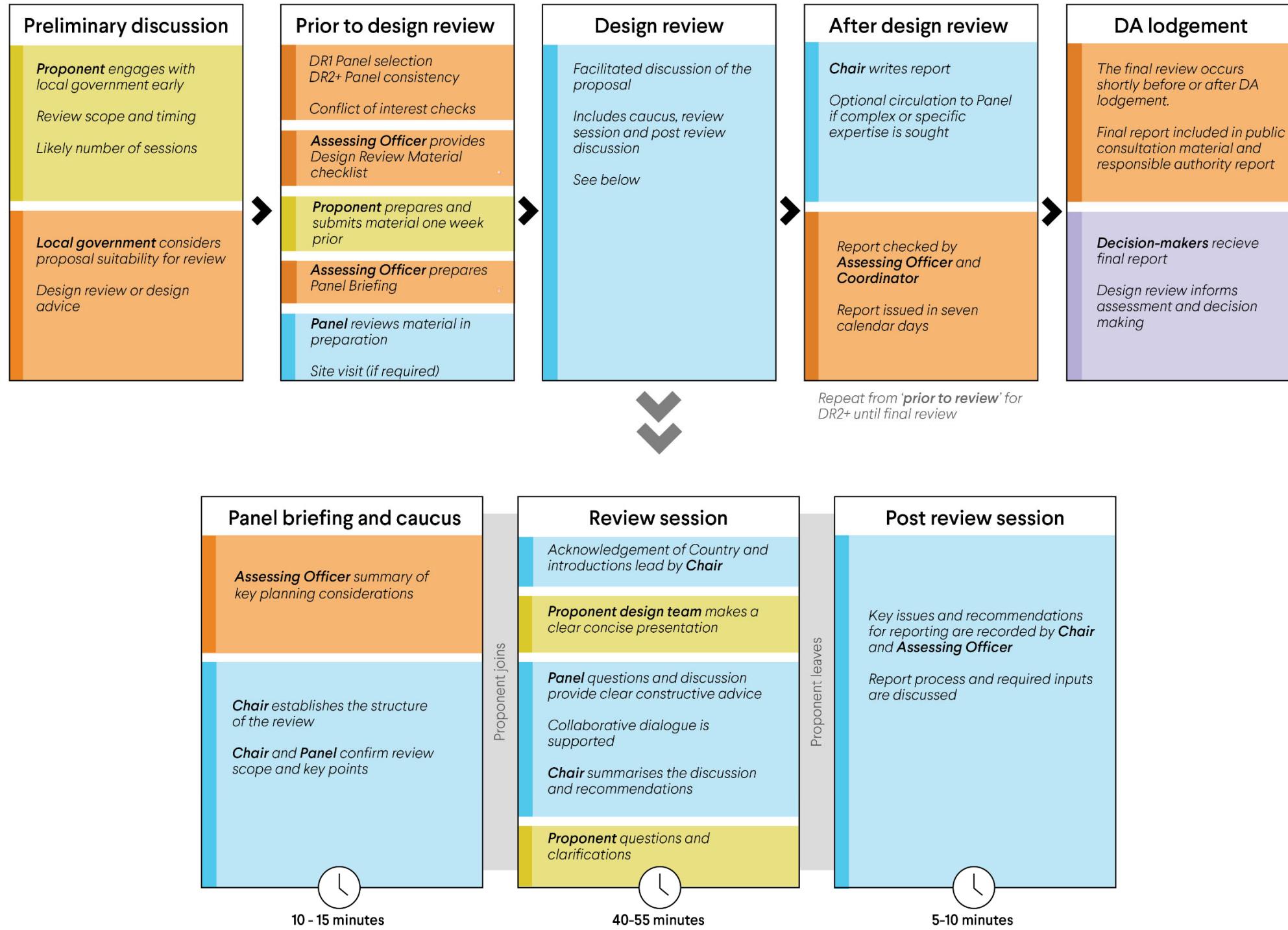


Figure 5: Quick guide to effective design review

## Feedback and reporting

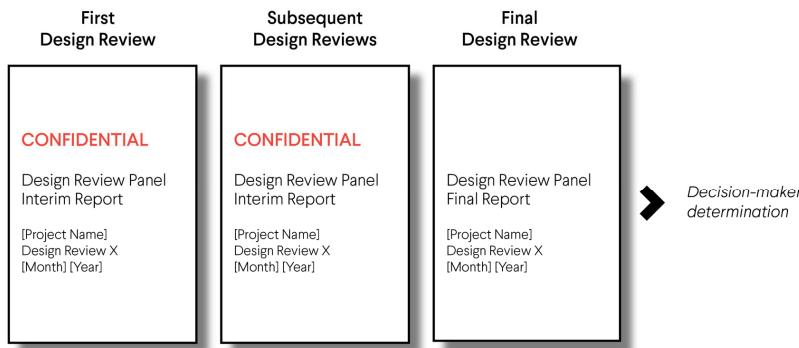


Figure 6 LGDRP reporting formats

### Reports

After each design review session, a Design Review Report should be issued within 7 calendar days unless otherwise specified due to complexity of reporting or need to circulate to the Panel prior to finalisation. In such cases, the report should be issued no later than 14 calendar days after a review. Depending on the stage of the review process, this report will be either 'Interim Report' or 'Final Report.'

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#### Interim Report

Reports for any reviews before the final review should be referred to as 'Interim Reports' as they do not represent the final position of the Panel. For this reason, interim reports should be treated as confidential so as not to misrepresent the Panel's position or cause unnecessary confusion.

These reports are shared with the proponent to help refine the design as it evolves, focusing on key areas of support and areas to meet good design standards under SPP 7.0. It is intended to guide the proponent and should inform their responses in subsequent reviews.

**Deleted:** An Interim Report highlights areas of support and areas needing improvement to meet good design standards.

Maintaining confidentiality of design review information and material encourages open dialogue and the exploration of ideas between participants.

Interim Reports should not be included in any publicly available documents, such as development applications, consultation packages, public meeting agendas or media, unless otherwise agreed prior to release.

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#### Final Report

The Final Report is the output of the last design review and aims to inform decision-makers of the design quality of a proposal. Along with other technical advice, it is one of the factors considered in the assessment of an application. Where relevant, the Final Report may reflect on the entire design review process where it is considered helpful for the decision-maker. Final Reports may be referenced in the final documentation presented to the decision-maker and in any briefings to elected members or other decision-makers as well as public advertising and development applications. As with all professional and technical advice, it is generally better to provide a full copy

of the Final Report as an attachment to an assessment report (or other public document) with an appropriate summary and reference within the report.

### **Examples**

#### *When an Interim Report becomes the Final Report.*

Sometimes it is hard to determine whether a review will be the final one. A review process may finish early for several reasons, making the last Interim Report the final record of the design review process.

In this scenario it is suggested that the Final Report be accompanied by a letter from the Chair stating that the interim report is considered the final report. This letter can provide context about previous review and offer clarity to the decision maker.

#### *When a Final Report becomes an Interim Report*

In other situations, a review process may have concluded with a Final Report issued, but subsequent changes to the proposal may require an additional review session. If this occurs before a planning decision is made, the Panel may either confirm that it has no further advice to provide or may issue an Addendum to the Final Report covering the amendments made to the proposal after the Final Report was produced. Where an Addendum is produced, the local government should update the cover page of the Final Report to note the issue of an Addendum and the date issued.

#### *When an Interim Report is required for public consultation*

In some cases, it may be necessary or appropriate to include an Interim Report as part of consultation material. If the local government requires this, the proponent should be informed before the consultation process commences and, preferably, agree. In this circumstance, the Interim Report should include be labelled 'Interim Report for consultation purposes only' and be accompanied by a statement that the review process is not finalised.

## Part 3: Establishing and appointing a panel

Design review panels should be established when there is a recurring need for independent advice on the design quality of proposals. The type of panel, frequency of meetings and number of members may differ in accordance with the identified needs of the administration.

### Governance

The local government is responsible for the funding, establishment, operation and management of its DRP.

As outlined under *Design Review Protocols* in Part 1, it is important that the LGDRP is impartial and apolitical. The Panel should be established as an independent body with an appropriate Terms of Reference and/or Local Planning Policy, and in accordance with the [governance requirements of the Local Government Act 1995](#).

Once the decision to form a LGDRP is made, [the type of panel should also be determined](#). Sufficient staffing and funding should be committed in line with the type of panel and volume of reviews expected.

[A Panel may be selected from an established and pre-vetted common pool \(if available\) that can offer access to a wide range of design professionals reducing costs in establishing an individual panel pool for each local government](#).

Local government staff resourcing is critical to successful DRP operation. Gaps in staffing should be identified and addressed as part of the establishment of a LGDRP.

### Funding

Adequate funding is required for the appointment (or re-appointment) of the panel pool and operational costs, including member remuneration and staff resourcing. Decisions made regarding the frequency of meetings and the number of panel pool members will impact the costs associated with the LGDRP. Requirements for the panel pool size and meeting frequency will differ between local governments, however, should generally align with the identified panel types below.

### Types of Panels & Sessions

[Panel types are dependent on the level of development activity and local government classifications](#). When assessing the requirement for a panel, consider the table below for the best suited panel type.

	Panel type	
	<a href="#">Shared or joint local government panel</a>	<a href="#">Single local government panel</a>
	<a href="#">Shared or joint local government panels can be formed where contiguous local governments, or local governments with similar characteristics, development types, or future desired character may benefit from a common panel.</a>	<a href="#">A design review panel dedicated to a local government area.</a>

**Deleted:** Role specific guidance

**Deleted:** The key roles and responsibilities for local government officers, panel members, panel chairs, proponents, and decision makers in design review have been outlined to ensure the process operates effectively and efficiently. Clarifying each group's role helps to ensure all participants are well-prepared to contribute effectively to the design review process and achieve high-quality outcomes.¶

**For planning officers: Establishing and appointing a panel¶**

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**Deleted:** The suggested roles and responsibilities of local government staff are identified in the 'For local government officers' section of this Manualthe Local Government Design Review 'Procedures'.

**Deleted:** dependant

**Deleted:** Joint local government panels¶

Generally, local governments are encouraged to establish shared panels unless high development activity is being experienced or there is a particularly unique circumstance that warrants a standalone panel. Joint local government panels or shared panels can be formed where contiguous local governments, or local governments with similar characteristics, development types, or future desired character may benefit from a common panel. This is the usual approach where multiple local governments share areas under a Structure Plan, or a need exists to service regional local government areas. This type of panel can be effective in sharing resources and administration load and promoting consistent design review operation across areas.¶ Arrangements to cover funding for shared administrative costs associated with design reviews and panel sitting fees can be confirmed in the Terms of Reference or through a Memorandum of Understanding (MOU) and be in accordance with the *Local Government Act 1995*.¶ This approach can also be used where a smaller local government makes occasional use of a Single local government panel through an MOU.¶ Single local government panels¶ Historically, most LGDRPs in Western Australia service a dedicated local government area. This is most appropriate and accessible when there is high development activity demand, usually Class 1 local governments and Class 2 metro local governments in the Perth and Peel regions, as prescribed in the *Local Government (Constitution) Regulations 1998*.¶

**Deleted:** J

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Local government class	Class 1, Class 2, Class 3, Class 4	Class 1, Class 2 (metro)
Resourcing	<p>Design review coordination forms part of another role OR</p> <p>Design review responsibilities are shared between management, administration staff and individual planning officers.</p> <p>A dedicated officers group with representation from participating LGAs for operational requirements of the Panel.</p>	Dedicated Panel Coordinator recommended
Chair and deputies	1 Chair and 1-2 additional Deputy Chairs	<b>Deleted:</b> Panel pool size ... [1]
Estimated review demand	Monthly or less <u>frequently</u>	Fortnightly to monthly
<u>Session Type</u>	<u>Face to Face / Online /Hybrid</u>	<u>Face to Face / Online /Hybrid</u>

## Appointing an LGDRP

When establishing the Design Review Panel pool or recruiting new Panel pool members, it is important to follow an objective and transparent appointment process.

~~Local governments should not appoint decision-makers (including its own elected members) or employees to a Panel pool. Members of the public without relevant design or built environment qualifications and experience should not be appointed.~~

### Panel Pool expertise and structure

The panel pool size and composition should be determined by considering the likely number of reviews, requirements for subject expertise and possible conflicts of interest. ~~Panel pool members can be selected from a Design Review Common pool established by the State (where available).~~

Having a larger pool expands the range and calibre of expertise available for a variety of project types, ~~increases panellist availability~~ as well as ~~reduces~~ the potential ~~for~~ conflicts of interest.

The panel pool should consist of ~~sufficient~~ members ~~to accommodate the~~ type of panel and class of local government. One Chair and one to two deputy Chairs should be nominated. This will help ensure availability and consistency in review processes and advice. Specific selection criteria relating to chairing should be included when appointing a Panel.

It is recommended that alongside diversity in member expertise and project experience, the Panel composition considers diversity in gender, age, and background. Caution should be exercised in appointing ~~Panel pool members~~ who are residents or landowners in the local government area due to a higher ~~potential for~~ conflicts of interest.

Panel pools are to include experts in the following disciplines related to design and built environment.

Essential:

- Architecture
- Landscape architecture
- Urban design

One or more of the following specialists:

- Heritage Architecture
- Aboriginal cultural heritage
- Sustainability (including environmental design, systems ecology, urban water expertise)
- Accessibility and universal design
- Transport planning
- Planning
- Public art
- Civil, structural and services engineering.

#### **Deleted:** Types of sessions

Design review session types include in person, online or hybrid. When selecting a session type, consider the below. **Session type**

... [2]

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**Deleted:** design experts

**Deleted:** likelihood

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This may also be met when a member is qualified in more than one discipline

### Expression of Interest process



Figure 7 Appointing a panel

Expressions of Interest (EOI) for panel membership should be sought from suitably capable professionals to determine a short-list of applicants. Clear selection criteria should form the basis of the EOI. Alternatively, and where available, a Panel may be selected from a pre-qualified common pool.

**A** LGDRP should clearly outline:

- Remuneration rates and standards for Panel members and Chairs
- Estimated time commitments for Panel members and Chairs
- Terms of Reference and/or Local Planning Policy (if available)
- Meeting calendar (if known or set)

**Deleted:** Expressions of interest for

**Deleted:** a

**Deleted:** also

### Selection criteria

Undertaking a rigorous and transparent process in the establishment of a panel pool is critical to the process. This can be achieved through clear selection criteria. In addition to the inclusion of a brief professional profile, the following recommended selection criteria should be included:

#### **Panel members**

- Appropriate professional qualifications and expertise in the built environment including relevant specific project work.
- Where relevant, evidence or demonstrated eligibility for registration with an appropriate professional body or organisation.
- Ability to work constructively and collaboratively in a multi-disciplinary team.
- Understanding of the State's Planning Framework, relevant local government policies and development controls.
- Ability to analyse, evaluate and offer objective and constructive feedback on design quality issues of complex development applications and strategic planning matters. (This may be evidenced through board, practice or panel experience, or other means of peer review, including publications and relevant educational experience).
- Knowledge and understanding of probity requirements including conflicts of interest and confidentiality.
- High-level written and verbal communication skills and the ability to communicate clearly with design, development and planning professionals.
- Understanding of the local context and key issues that face local governments.

**Deleted:** the

#### **Additional criteria for Chairs**

- Ability to lead and facilitate meetings, including time management and strong verbal communication skills.
- Ability to manage strong or conflicting views in meetings.
- Highly developed written communication skills.

#### Assessing applications

Having an appropriate selection panel will assist in assessing applications and making recommendations for appointment to the LGDRP. The selection panel should include appropriate local government officer representation and at least one member with expertise in design review. If required, a member with design review experience may be sought externally to the local government.

A template [Expression of Interest Assessment Matrix](#) has been developed to assist in the assessment of applications.

**Deleted:** rigorous

#### Interviews

In some instances, interviewing candidates may be desirable, particularly when considering the appointment of a Chair or Deputy Chair.

It is recommended to follow the same interview process for each shortlisted applicant to maintain fairness and rigor. This includes:

- Set questions
- Interview length
- Interview panel (usually the full selection panel)

#### Finalising the selection process

Once the panel pool members are selected, their expertise and experience should be recorded in the [Session Panel Curation Matrix](#) for ease of session panel curation.

Following the completion of the selection process and any associated legislative requirements, all details of the appointment, including remuneration and time commitment, should be confirmed in writing and member induction scheduled.

#### Member induction

An induction process should be undertaken when new panels are established, or when new members are appointed.

Induction topics should include:

- Introduction of panel members, local government officers, and their roles and responsibilities
- Training requirements, including opportunities for new members to observe a design review session.
- Introduction to the SPP 7.0 Design Principles for guiding the design review process.
- Overview of the *Design Review Pillars*.

**Deleted:** (as outlined in Part 3).

- Explanation of administrative procedures including agenda circulation, minutes and reports, how to make requests for additional information and attendance at site visits.
- Access to relevant policies and documents, including the Terms of Reference.
- Governance requirements such as confidentiality, conflicts of interest and media protocols.
- Overview of significant current or upcoming proposals, redevelopment areas, and anticipated activity zones, with a focus on strategic intent and design quality.
- Review session schedule.
- Payment arrangements.

**Deleted:** as per the *Local Government Act 1995*

#### Panel remuneration

Panel members should be paid appropriately for their time. This includes preparation, the review session and contributions to reports. An hourly rate is recommended, providing flexibility for meeting duration dependent on the number of items or the complexity of proposals that may require more time in preparation and/or reporting.

The Chair rate should recognise the additional responsibility of the role. Additional time spent by the Chair editing and preparing reports should be paid accordingly at the hourly rate.

**Deleted:** be higher in recognition of

Sufficient preparation time should be allowed and allocated per review item, not per meeting. If site visits are required by the local government, they should be remunerated.

Remuneration rates should be outlined in the panel's terms of reference

Estimated time requirements for Panel members:

	Meeting duration	Number of items	Hours of preparation (per meeting)	Hours of report contribution (per item)
Panel members	Up to 3 hours	2-3	1 hour (1-2 items) 1.5 hours (3 items)	0-0.5
Chair			1 hour (1-2 items) 1.5 hours (3 items)	1.5 hours

## Tips

### Design Review Panel pools should not include:

- Community members without design qualifications or experience.
- Elected members or local government officers employed by the municipality.
- ▾

**Deleted:** expertise

**Deleted:** Any representatives of special interest groups.¶

**Deleted:** <#>Advertise Expressions of Interest (EOIs) in the right place: Place notices in peak body newsletters, journals and websites, where they are likely to be seen by the required professions. ¶  
Allow enough time for appointing a DRP based on the resources available to the LGA.¶  
EOI advertising period of six weeks ¶  
Allocate additional time for evaluation and confirmation processes as well as any inductions or training for new members.

# Terms used

**Chair:** The design review panel member appointed as Chair. They will usually be the Session Chair for a project review unless they are unavailable or have a conflict of interest.

**Deputy Chair:** one to two design review panel members appointed as Deputy Chairs. They can be the Session Chair for a project review depending on availability, conflicts and expertise.

**Session Chair:** A Chair or Deputy Chair who will chair a design review session for a specific project. The Session Chair should remain the same for all reviews of a project unless completely unavoidable.

**Minutes:** Administrative minutes capture details of the design review session including attendance, apologies, meeting time and duration.

**Design Review Report:** A record of the Panel's critique and advice against the SPP 7.0 Ten Design Principles. It is not a verbatim record of the design review session.

[Design Review Panel Pool: A discrete selection of panel members identified to provide design review services to a local government or joint local government Design Review Panel.](#)

[Design Review Common Pool: A multi-disciplinary pool of pre-qualified professionals to resource Design Review Panels.](#)

[Design Review: A process of review conducted by a multidisciplinary panel of qualified professionals established by a regulatory authority and typically addresses an entire proposal rather than specific elements](#)

[Design Advice: Professional advice provided by an appropriately qualified individual typically relating to a specific design element of a proposal.](#)

## Figure list

Figure 1: Local Government Design Review Manual relationship with SPP 7.0

Figure 2: Interconnected design principles

Figure 3: Design review timing

Figure 4: Design review participants

Figure 5: Quick guide to effective design review

Figure 6: LGDRP reporting formats

Figure 7: Appointing a panel

Figure 8: Reporting timeline

Figure 9: Typical design outputs and the review discussion

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## Resources

List of templates available online [future link]

1. Agenda

2. Design Review Material Checklist
3. Design Review Scalability Tool
4. Expression of Interest Assessment Matrix
5. Final Report
6. Interim Report
7. Panel Briefing
8. Session Panel Selection Matrix
9. Terms of Reference

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**Chamali Koralededara**

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**Chamali Koralededara**

**13/05/2025 4:27:00 PM**

## Proposal Name

---

Subject	[Proposal name DR#]	
Date	[Day Month Year]	
Time	[00:00-00:00]	
Meeting item number	[1/2/3]	
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)
Proponent Team	[Name]	[Role]
	[Name]	[Role]
	[Name]	[Role]
	[Name]	[Role]
Local Government Staff	[Name]	[Role]
	[Name]	[Role]
Stakeholders (if applicable)	[Name]	[Role (Agency)]
Observers (if applicable)	[Name]	[Role]

## Declarations

---

[insert any declarations]

## Changes to Panel

---

[insert any changes: i.e. member replacements or absences]

## Design Review Panel Agenda

1 / 1.5 - hour review

<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	5/10 mins
<b>DRP Session – All</b>		<b>40 / 55 mins</b>
0:10/0:15	Chair Welcome, Overview of session, Procedures, Introductions Chair Acknowledgement of Country, Chair opens the Design Review	5 mins
<b>Design Team Briefings</b>		
0:15/0:20	Design presentation	10 / 20 mins
<b>Design Review</b>		
0:25/0:40	Review Discussion (including questions)	20 / 25 mins
0:45/1:05	Summary by the Chair	5 mins

0:50/1:10	Questions and clarifications from design team	5 mins
0:55/1:15	Chair closes the Design Review	
0:55/1:15	Manager outlines reporting timeframes and closes meeting	
<b>Post Review – Panel Members and Staff only</b>		<b>5 / 10 mins</b>
1:00/1:25	Panel member discussion	5 / 10 mins
1:00/1:25	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.

# **Design Review Panel Final Report**

[Proposal name] Design Review [X]  
[Month Year]

[Reference number]

DRAFT

## **Review Attendance** *[completed by Assessing Officer]*

---

Subject	[Proposal 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)
Proponent Team	[Name]	[Role]
	[Name]	[Role]
	[Name]	[Role]
	[Name]	[Role]
Local Government Staff	[Name]	[Role]
	[Name]	[Role]
Stakeholders (if applicable)	[Name]	[Role (Agency)]
Observers (if applicable)	[Name]	[Role]

## **Declarations**

---

[insert any declarations]

## **Briefings**

---

Design Team [Name] Design Presentation

## **Design Review Report Endorsement**

---

Signature

Chair, [Name]

## **Executive Summary** *[completed by the Chair]*

---

### **Overall**

Insert an overall summary sentence of the Panel's position

### **Summary:**

General summary of supported or not supported aspects of the proposal.  
Note key recommendations/next stages of design development should focus on in clear succinct dot points.

DRAFT

## Design Quality Evaluation [completed by the Chair]

---

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

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

**Principle 2: Landscape quality** *Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

**Principle 3: Built form and 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.*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

**Principle 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.*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

**Principle 5: Sustainability** *Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

**Principle 6: Amenity** *Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

**Principle 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.*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

---

**Principle 8: Safety** *Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

---

**Principle 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.*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

---

**Principle 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.*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

DRAFT

# **Design Review Panel Interim Report**

[Proposal name] Design Review [X]  
[Month Year]

[Reference number]

DRAFT

## **Review Attendance** *[completed by Assessing Officer]*

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Subject	[Proposal 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)
Proponent Team	[Name]	[Role]
	[Name]	[Role]
	[Name]	[Role]
	[Name]	[Role]
Local Government Staff	[Name]	[Role]
	[Name]	[Role]
Stakeholders (if applicable)	[Name]	[Role (Agency)]
Observers (if applicable)	[Name]	[Role]

## **Declarations**

---

[insert any declarations]

## **Briefings**

---

Design Team [Name] Design Presentation

## **Design Review Report Endorsement**

---

Signature

Chair, [Name]

## **Executive Summary** *[completed by the Chair]*

---

<b>Overall</b>	Insert an overall summary sentence of the Panel's position. [supported/ not supported/ pending further attention on issues outlined in this report]
<b>Further review</b>	Specify if a follow up review of this proposal is required or not
<b>Summary:</b>	General summary of supported or not supported aspects of the proposal. Note key recommendations/ next stages of design development should focus on in clear succinct dot points summary of the commentary below, focusing on the most significant recommendations.

DRAFT

## Design Quality Evaluation [completed by the Chair]

---

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

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

**Principle 2: Landscape quality** *Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

**Principle 3: Built form and 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.*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

**Principle 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.*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

**Principle 5: Sustainability** *Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

**Principle 6: Amenity** *Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

**Principle 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.*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

---

**Principle 8: Safety** *Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

---

**Principle 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.*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

---

**Principle 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.*

1. [Comment, with clear recommendation]
2. [Comment, with clear recommendation]
3. [Comment, with clear recommendation]

DRAFT

# Project Name

---

## Design Review Panel Briefing

Proposed development [Brief and succinct summary of proposal]

Location [Street address]

Applicant / owner

## Background

---

[Note the history of the proposal to date, any project and meeting updates since the previous design review, etc.]

## Site context

---

Site and adjoining site zoning, encumbrances, existing and future development context.

Applicable planning framework and key objectives for zones and special control areas and relevant links to state and local planning policies.

## Key issues

---

[insert a few dot points summarising the planning opportunities and constraints based on the applicable local (and state) frameworks, noting local precedents if relevant]

## Review focus

---

[Include top 2-4, macro to micro, based on summary below]

## Planning considerations and (preliminary) assessment summary

---

Design element	Allowable	Proposed
[Indicate design aspects such as building height, landscape requirements, housing diversity etc.]	[Note the Policy requirement / standard]	[Note the proposed design response, with a rationale if relevant]  <b>[Complies/Discretion sought/Advice required whether...]</b>

## Comments from referral agencies

---

[Internal/External Agency]

[Comments]

## **Design Review Panel Terms of Reference**

### **Purpose**

- *The [Local Government] Design Review Panel (DRP) is established on [insert date] to provide independent, expert advice regarding the design quality of development proposals identified in section [X] or Local Planning Policy [insert number and name] and in other circumstances in relation to any major development or other proposal required by the Council or any relevant Local Planning Scheme provision.*

### **Objectives (Optional)**

*The key objectives of the DRP are to:*

- *insert objectives relevant to the Local Government if required]; and*
- *facilitate greater awareness of built environment design quality matters and the benefits that may be realised through a constructive design review process.*

### **Authority, accountability, and decision making**

#### **Status of Advice**

*The [Local Government] Design Review Panel is advisory only and does not have a decision-making function. The Panel advises on the design quality of proposals against the Design Principles in SPP7.0 and supporting State Planning Policies, with reference to the [local planning scheme] 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 Panel shall not provide advice directly to an applicant, landowner, Elected Member or member of the public in respect to any proposal under consideration at a Design Review Panel meeting.*

#### **Membership**

*The DRP shall 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:*

***[Local Government to edit list as applicable]***

- *Architecture*
- *Landscape Architecture*
- *Urban Design*
- *Aboriginal engagement and designing with country*
- *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
- **[insert other as required - eg economic/retail]**

*A person who is currently employed by, or who is an Elected Member of [insert local government], is not eligible for appointment as a member of the Panel*

*Appointment to the DRP pool is through [a public advertising process – insert other details if appropriate] and will usually be for a term of [number] years. [Insert additional information on whether appointments are made by the Chief Executive Officer, Council or other process]. A member may be reappointed but may serve no more than [insert number] of consecutive terms. [The Local Government may extend the term of appointment for up to 12 months without further advertising under specific circumstances].*

*The [Local Government] 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 Panel, 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 [Local Government] 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 [insert Council/CEO as required] may appoint one or more members as a Panel Chair or Deputy Chair. If a Panel Chair is not nominated when the panel is appointed, [insert the procedure for determining a session chair or delete this sentence if not required]. Following appointment to the pool but prior to sitting on a project panel, 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 [Local Government] and that all conflict of interest requirements (including declaration and management plans) have been identified and provided to the [Local Government] as required by the Local Government Act 1995.*

*It is the responsibility of each 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 Panel, and
- maintain the professional development, standards, and requirements of their profession (where required) during the term of their appointment.

*Individual project Design Review Panels of a minimum of three (3) pool members, including the Session Chair, will be constituted by the [Local Government] based on the complexity of the project under review and considering member expertise, availability and any declared conflicts of interest.*

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

## Member responsibilities

### Panel Members

*All Panel 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 Panel for a project review, disclose any interests to the nominated local government officer and the Panel 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 Panel 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 Panel including advice regarding additional briefing material or requirements.*
- *Welcoming and introducing the Session Panel members, proponents and any observers present in the meeting.*
- *Ensuring that the review session agenda is followed.*
- *Facilitating interactive discussion and participation between Session Panel 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 Panel advice between reviews.*
- *Summarising the view of the Session Panel at the conclusion of the meeting*
- *Managing any dissenting views from Panel members where they may occur, ensuring there is sound reasoning when a dissenting view is expressed and that it is accurately captured in reporting.*
- *Compiling the Design Review Report post meeting in consultation with [insert relevant local government officer], ensuring that the content is in line with the review discussion and the form follows the standardised reporting template*
- *Briefing decision makers on Panel advice if required.*

## Meetings, operation and support

### Eligibility for review

*Referral to the [Local Government] DRP is determined by the [insert local government officer] and will generally be in accordance with the criteria outlined in [insert number and name of local planning policy].*

### Design review sessions and reporting

*The [Local Government] 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.*

*Design Review Panel reports will generally follow the template provided on [State Government website] and be issued within [7] calendar days of the design review session, unless otherwise advised by the [insert local government officer].*

### Frequency and timing of meetings

*Review sessions will generally be held on [quarterly/monthly/fortnightly/as required] basis but can be scheduled at 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 panel 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

*Panel Members: [Local government to insert remuneration arrangements. Refer to Part 3 of the Manual for guidance.]*

*Panel Chair: [Local government to insert remuneration arrangements. Refer to section Part 3 of the Manual for guidance.]*

Should a member of the Panel appear for the [City/Town/Shire] 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.

### Proponent Fees

*[insert relevant information or delete if not required].*

### Endorsement and Review

*These Terms of Reference were approved by [resolution of the Council] on [XXX]. They will be subject to review in [XXX] or earlier if so resolved by the [Council].*

Document details				
File Reference:				
Document review tracking information				
Date Reviewed:	Author:	Amendment Details	Version No.	Date Approved:

DRAFT

# Design Review Material Checklist

## What is it for?

This template is intended to be an indicative list of drawings and other material that may be appropriate for design review, and should be curated to match each project coming to design review. The **Assessing Officer** should add or remove items as appropriate to the project and review number.

## When to use

This template should be used once a review is confirmed to inform the proponent design team of the material requirements for the review.

## How to use

The assessing officer should prepare the material checklist by adding, removing or customising items to suit the project coming to review. It should then be sent to the proponent.

When the proponent submits their material they should note supplied or not in the far right column. The Assessing Officer should check this against the

## Notes

Not all of the items in the checklist are appropriate for every project or at every review. It is essential that the checklist is curated to the specific project coming to review to ensure material is relevant. More detailed outputs should generally not be required in initial design review sessions.

# Project Name

Date	
Design Review #	
Date Material is Due	
Acceptable formats	PDF, JPG, PNG

## Design Review Material Checklist

The list provided is for reference purposes only. This checklist can be tailored according to the project's primary focus areas. The covered material can be presented in separate or combined plans, diagrams, and reports

*Concept drawings / outputs typically communicating the understanding of context and character*

*More detailed design outputs showing concept development and refinement*

Submittal Item	Details	Format	Indicative Scale	Supplied
<b>Site Location Map</b>	Aerial map showing the site, major roads, public open spaces, commercial areas and public transport (bus interchange and train stations).	Drawing	1:5,000 - 1:10,000	Y
<b>Site Context Plan</b>	Aerial map showing the site, adjoining properties, existing buildings and street names. Label any existing business, public open spaces, public transport stops, cycle network to communicate the land use and built form context of the proposal.	Drawing	1:250 - 1:1,000	N
<b>Existing heritage</b>	Historic or culturally significant sites (including Aboriginal sites of significance) and/or a cultural assessment of the site.	Drawing and/or Photos, reports		
<b>Existing Conditions (climate)</b>	Photos or a plan with comments showing the existing conditions of the site; contours, landforms, topography, sun, shade angles, breeze patterns	Drawing and/or Photos, reports	1:100 - 1:250	Y
<b>Existing Conditions (environmental)</b>	Location, type, ecological significance, canopy coverage study, vegetation survey. Stormwater, drainage, existing water elements. Existing noise levels and sources.	Drawings, reports		Y
<b>Existing and future context</b>	Existing and future (as noted in scheme provisions or the local planning framework) surrounding building types and land uses. Existing heights, built form elements, siting, material palettes.	Drawings, reports, photos		
<b>Existing Site Plan</b>	Plan showing proposed development, preserved built structures showing the existing buildings, assets, vegetation, topography, trees, site layout, connection to services, contours, boundaries.	Drawing	1:100 - 1:250	N
<b>Concept Plan</b>	Plan showing the basic design approach and intention for the building design, its layout, functions, entries and exits. The plan can include or be accompanied with indicative material samples, fixtures, landscaping.	Drawing	1:100 - 1:250	Y
<b>Section Drawings</b>	Section drawings showing the relationship between the proposed indoor and outside areas, including the garden, streets, parking. The drawings also indicate the existing and proposed level changes.	Drawing	1:100 - 1:250	

<b>Elevation Drawings</b>	Indicative drawings showing basic façade design. Front elevation needs to show adjoining properties (applicable for urban areas)	Drawing	1:100 - 1:250	
<b>Massing and site configuration</b>	Proposed development, its relationship to the existing site conditions and and interface with neighbouring sites, overshadowing plans capturing winter solstice and equinoxes.	Drawings, 3D models		
<b>Floor Plans</b>	Drawings showing the detailed layout of each building level, including furniture, bathroom and kitchen fixtures, doors and windows, internal and external walls. Show user movement, cross-ventilation and solar access. The drawings should include dimensions and be to scale.	Drawing	1:100 - 1:250	
<b>Section / Elevation Drawings</b>	Refined Section and Elevation drawings showing detailed interior and exterior design, including stairs, entries and exits, level changes across the site, solar access, interface with neighbouring sites, and overlooking and privacy considerations. The drawings should include dimensions and be to scale.	Drawing	1:100 - 1:250	
<b>Servicing Plan</b>	Access for servicing, impact on amenity and existing context	Drawings		
<b>Landscape and/or Streetscape Plan</b>	Plan showing the proposed landscaping design of the outdoor areas including greenery and pavement. Show vegetation and trees to be planted, and indicate any retained trees or plants and deep soil areas. Drawings should show program of uses, including softscape, hardscape, private open space, shared open space. The drawings should include dimensions and be to scale.	Drawing, Lists	1:100 - 1:250	
<b>Signage Plan</b>	Plan showing the proposed placement of any wall signs, freestanding signs, illumination, indicating method of attachment, signage colours. The drawing should include dimensions and be to scale.	Drawing and Photos	1:100 - 1:250	
<b>Material, Colour and Finish Samples and Lists</b>	Proposed construction and finishing materials, embodied carbon calculation and impact on lifecycle assessment, and mainentance. The plans, sections and elevations should indicate their application.	Drawing, Lists, Photos	N/A	
<b>Illustrative 3D Renderings</b>	Detailed drawn or computer-generated images that visually represent the building in three dimensions, typically showing its relationship to the surrounding buildings, street or neighbourhood.	Drawing or Illustration	To scale	
<b>Lifecycle assessment</b>	Embodied energy, construction energy	Reports		
<b>Sustainability Assessment</b>	Chosen sustainability assessment framework. E.g. Green Star, NABERS, Living Building Challenge, NatHERS	Reports		
<b>CPTED Statement</b>	Demonstration of a CPTED analysis through provision of a CPTED statement. See the WAPC's <i>Safer Places by Design: CPTED Guidelines</i>	Reports		

## Expression of Interest Assessment Matrix

### What is it for?

The expression of interest matrix supports a standardised assessment of applicants for Design Review Panel membership. It supports selection panel members to quantify the applicant's ability to meet the selection criteria.

The standard selection criteria included in the Local Government Design Review Manual is listed as criteria 1-12, with 9-12 being specific Chair criteria.

Additional criteria may be added relating to diversity, targeting emerging professionals, or skills or expertise relevant to the local government area.

To assist in weighting, additional criteria is given a score of either 0 or 1.

### How to use this matrix

This matrix should be used by each member of the selection panel when assessing applicants. It should be filled out individually initially and used to assist in shortlisting applicants. Short written comments should be included to accompany the score given to demonstrate reasoning.

Add the assessor's name, the date of completion and any conflict of interest declarations relevant to any of the applicants.

Names of all applicants should be listed in the first column. General Panel members should be listed first and those who have applied to be Chairs are listed below with additional criteria being relevant.

When the sheet is locked, only relevant cells are editable to avoid accidental deleting or editing of data validation and formulas. If deleting or adding rows and columns is required, the code is 1,2,3.

Criteria	Relevant to
1	Appropriate professional qualifications and expertise in the built environment including relevant specific project work. (submission of evidence of qualifications)
2	Secondary area of expertise. Score either 0 (none listed) or 1 (listed) (submission of evidence of qualifications)
3	Where relevant, evidence or demonstrated eligibility for registration with an appropriate professional body or organisation.
4	Ability to work constructively and collaboratively in a multi-disciplinary team
5	Understanding of the State's Planning Framework, relevant local government policies, development controls and design issues
6	Ability to analyse, evaluate and offer objective and constructive feedback on design quality issues of complex development applications and strategic planning matters. This may be through board or panel experience, or other means of peer review.
7	Knowledge and understanding of probity requirements including conflicts of interest and confidentiality
8	High-level written and verbal communication skills and the ability to communicate clearly with design, development and planning professionals.
9	Understanding of the local context and key issues that face the local government.
10	Ability to lead and facilitate design review sessions, including time management, structuring of panel member commentary, and summarising the review discussion.
11	Ability to manage strong or conflicting views, between Panel members, proponents and other stakeholders in a professional and respectful manner.
12	Highly developed written communication skills for the purpose of clearly and accurately conveying the Panel's advice in the design review report.
	Additional criteria around diversity can be included as relevant to the LGA and should score either 0 or 1. Additional criteria may also be included to encourage emerging professionals and diversity

<b>Scoring</b>	
0	Not demonstrated
1	Limited demonstration
2	Meets expectations
3	Exceeds expectations

*note: for criteria 2 and any additional criteria, it is either 0 or 1*

Assessor Name										
Date										
Any declarations	Any declarations that should be made in relation to the applicants being									
	Criteria 1 comments	Criteria 1 Score	Criteria 2 comments	Criteria 2 Score	Criteria 3 Comments	Criteria 3 Score	Criteria 4 Comments	Criteria 4 Score	Criteria 5 Comments	Criteria 5 Score
Applicant 1	[Insert text]									
Applicant 2										
Applicant 3										
Applicant 4										
Applicant 5										
Applicant 6										
Applicant 7										
Applicant 8										
Applicant 9										
Applicant 10										
Applicant 11										
Applicant 12										
Applicant 13										
Applicant 14										
Applicant 15										
Applicant 16										
Applicant 17										
Applicant 18										
Applicant 19										
Chair Applicant 1										
Chair Applicant 2										
Chair Applicant 3										
Chair Applicant 4										
Chair Applicant 5										
Chair Applicant 6										
Chair Applicant 7										
Chair Applicant 8										
Chair Applicant 9										
Chair Applicant 10										



## Session Panel Curation Matrix

### What is it for?

Matching Panel members expertise and experience to specific projects, and minimising conflicts of interests can assist in helpful, relevant and independent advice being provided by the DRP.

The Session Panel Curation matrix is intended to assist in selecting the appropriate Panel members for each project and to record the decision making process. Where there is a smaller DRP Pool, there may be fewer choices for each project, however it may still be beneficial to record decision making.

If the Panel pool is larger, aim to avoid clusters of the same members on multiple project reviews to ensure equitable use of members, and aim for gender balance on session Panels where possible.

Where less experienced reviewers are used, consider matching them with the more experienced reviewers.

### How to use this matrix

- 1 The Design Review Panel Pool tab should be populated once the Design Review Panel Pool has been appointed. Important information includes whether the member is Chair or a Deputy Chair, where they live and whether they have standing conflicts (i.e. significant relationships/ financial declarations). A summary of expertise and experience from their CV should also be included.
- 2 Duplicate this template for each new project and shortlist Panel members as follows:
  - Consider the required expertise for the project. List Panel members with the appropriate general and specialist expertise. List which members could be selected to Chair (Chair or Deputy Chair members).
  - Add the listed members' employer, place of residence (if in the project suburb) and standing conflicts of interest (if relevant to the project) or other identified interests. If necessary at this point, discount members from consideration through greying out their row, do not delete it.
  - Check member availability, and if available, request their consideration of any conflicts of interest.
  - Confirm selection of the session Panel and Chair.
- 3 When a project returns for DR2, this matrix should be updated as a record if the Panel change due to unavailability or new conflicts arising.

## Design Review Panel Pool

Example only, replace with relevant information

Name	Gender	Chair/Deputy Chair	Primary Expertise	Secondary expertise or specialisation	Project Experience (from CV or other)	Employer	Residential address	Standing conflicts of interest
Ann Taylor	F	Chair	Landscape Architecture	NA	Key Projects   Complex urban project, urban regeneration, greenfield development, regional project	Taylor and Associates	12 Tree Boulevard,	Married to xx of xx Owns property on...
John Smith	M	Deputy Chair	Architecture	Heritage	Key Projects   Complex urban project, urban regeneration, greenfield development, regional project	Smith Architects	15 Anvil Drive,	Close friendship with xx of xx
Leisha Green	F	N	Landscape Architecture	hydrology	Key Projects   Complex urban project, urban regeneration, greenfield development, regional project	Green LA	3 Bush Road,	Owns property on xx
Dean Urban	M	N	Urban Design	NA	Key Projects   Complex urban project, urban regeneration, greenfield development, regional project	Dean Design	10 Reserve Lane	
Jane Doe	F	N	Architecture	NA	Key Projects   Complex urban project, urban regeneration, greenfield development, regional project	Doe Architects	19 Street Road	
Bill Power	M	N	Sustainability	Green Star consultant	Key Projects   Complex urban project, urban regeneration, greenfield development, regional project	Power Up	1 Parade Street	

## Session Panel Curation Matrix

Date completed:	
Completed by:	
Date reviewed for DR2/3:	
Reviewed by	

Project:	
Location	
Client	[Owner/Developer]
Planning Consultant	[Name and consultancy]
Design team	[Architect] [Landscape Architect] [Urban Designer] [Sustainability consultant] [Heritage consultant]

Example only

Panel member	Chair/Deputy Chair	Expertise required for the review	Relevant secondary expertise or specialisation	Relevant project experience	Employer	Resides in project suburb	Identified interests	Availability	Selected	Conflict declaration needed
John Smith	Y	Architecture	Heritage		Smith Architects	Y, Full address/Suburb	Smith Architects have a financial working relationship with X landscape architects	Overseas until X	no	
Ann Taylor	Y	Landscape Architecture			Taylor and Associates	N		available	yes: Chair	no
Leisha Green	N	Landscape Architecture	hydrology		Green LA	N	working on another project for the developer.	NA	no	
Dean Urban	N	Urban Design			Dean Design	N		available	yes	no
Jane Doe	N	Architecture		High Density	Doe Architects	N		available	yes	no
Bill Power	N	Sustainability	Green Star consultant		Power Up	N	Previous work with project architect, over a year prior.	available	yes	no

## Design Review Eligibility Matrix

### What is it for?

Eligibility for design review is set to guide proponents and local governments on whether certain projects may or may not require design review.

When an individual project is considered, it may or may not easily meet the eligibility criteria. To assist in determining whether design review would be useful, this tool has been developed. It asks the relevant officer to consider complexity and impact indicators.

It allows for 3 'outcomes': no review, design advice and design review. This can assist in determining when a project would benefit from some level of review, but it's not necessarily a full design review panel. The indicators can assist in framing why a project may need review.

This tool is intended to assist in confirming a project's design review pathway. It is not mandatory to use the tool and the 'outcome' is not binding.

### How to use this tool

Add the project name and date of assessment to the worksheet.

The officer is to assign a rating between 0-5 for each of the indicators in Table 1: Impact and Table 2: Complexity. Only one value per row can be added, and the value must match the header of the respective column. Data validation in the cells will prevent errors. The overall 'score' is an autocomplete cell. The two overall cells will automatically input into Table 3 which informs the graph.

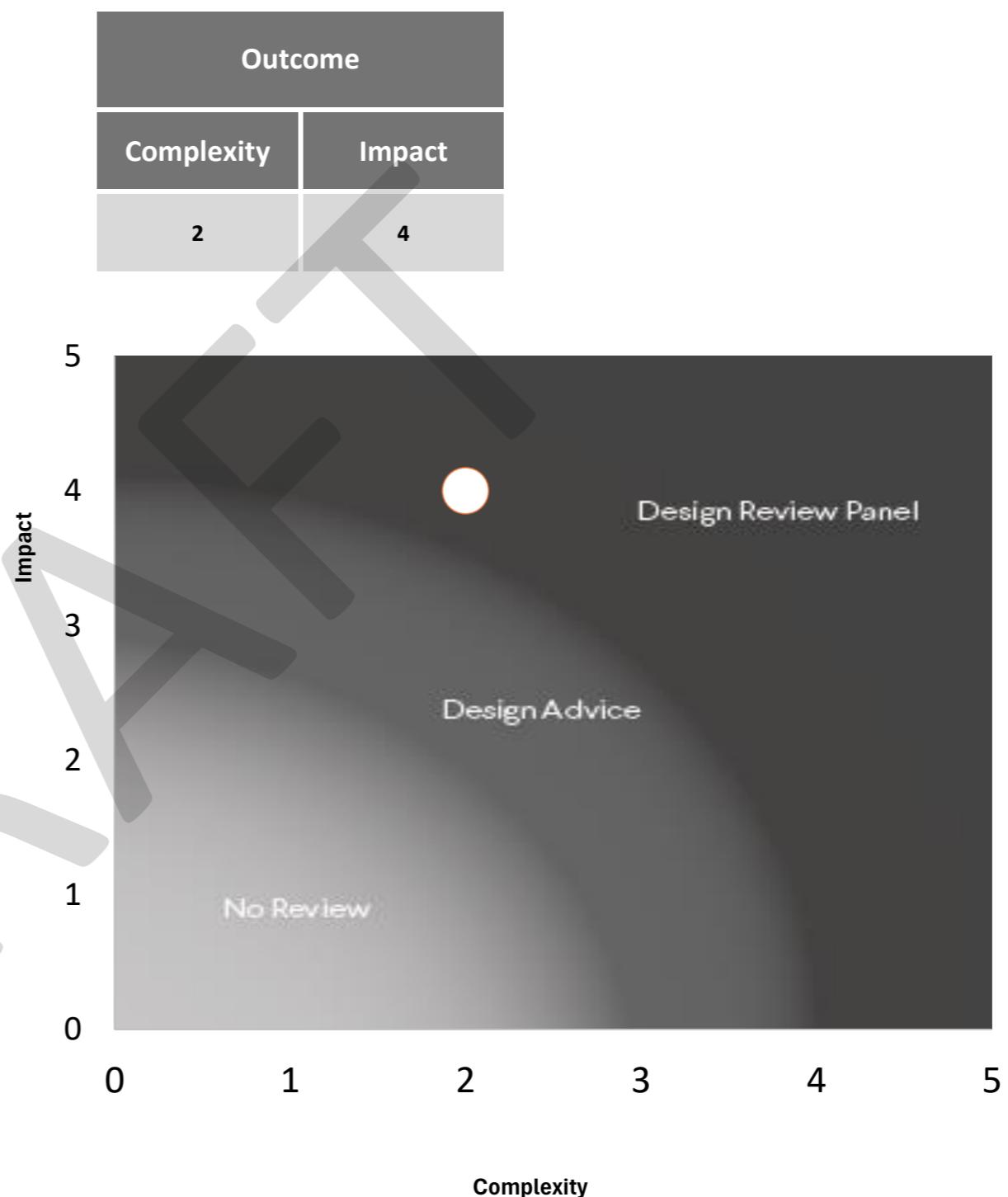
The position of the marker on the graph will indicate what scale of review may be appropriate.

The worksheet has been locked to prevent accidental editing. Unlocking is not likely to be required, however it can be unlocked with the code '1,2,3'.

Project Name	date of assessment	recorded outcome
--------------	--------------------	------------------

Y Axis: Impact		
Impact indicators	No	Yes
Is it in or in proximity to a highly visible or well-known location?		1
Will this project have a lasting impact on the area?		1
Is it a contentious or new type of project for the area?		1
Will it have a direct or indirect impact on high value public realm?		1
Will the project influence the existing or future character of the area?	0	
Overall (this translates onto the Impact axis in the matrix)		4

X Axis: Complexity		
Complexity indicators	No	Yes
Is it in a location with constraints or characteristics that will impact the proposal (environmental, planning, heritage)?	0	
Is it in an area where strategic planning/change is being implemented or contemplated?	0	
Is the project type inherently complex or has a need for a specialist skill in its design or delivery?		1
Is this project of significant investment level for the area?		1
Does the project significantly challenge the existing planning framework?	0	
Overall (this translates onto the Complexity axis in the matrix)		2





# Local Government Design Review Manual

## ENGAGEMENT OUTCOMES REPORT

### Executive summary

- The Local Government Design Review Manual (LGDRM) aims to provide updated guidance for Local Government Design Review processes applicable to all participants as a part of the broader Design Review Guide project review.
- The consultation sought feedback on the clarity, legibility and content of the Manual and associated templates, and ran for 42 days from 15 October to 26 November 2024.
- The target audience included peak bodies representing review proponents (developers, designers, and planners), Panel Members, and Local Governments who operate design review panels.
- A total of 20 submissions were received, including those from key peak and industry bodies.
  - The feedback was generally supportive of the Manual. Suggested improvements were mostly minor, focusing on clarity of terms, additional detail in some areas and the legibility of diagrams.
  - Consultation feedback also recommended including more detail in the Manual and developing a model Terms of Reference on project eligibility.
- The LGDRM and templates were also subject to a peer review, undertaken by Gresley Abas.
  - A restructure of the document content and refinement of language was recommended, which largely aligned with the consultation feedback on clarity and structure.
  - Additional feedback on project eligibility and review scalability has been addressed through the formation of a Model Terms of Reference and an additional Review Scalability tool.
- Some feedback and comments on Design Review were out of scope of the Manual. Where appropriate, it will be addressed in the Design Review Discussion Paper or the forthcoming Training Modules.

### Introduction

The LGDRM serves as a comprehensive guide to establishing, operating and engaging with a local design review panel. The project aims to create an effective document and resource for local governments, proponents, panel members and decision makers, to support current best practices and stakeholder needs.



Preliminary stakeholder engagement was conducted to ensure issues were understood and could be addressed in the draft LGDRM. This engagement involved targeted working group sessions, and broader workshops with DRP members and local government officers.

Consultation was held after WAPC endorsement, from 15 October to 26 November 2024, during which participants were invited to submit their feedback via an online survey. During the consultation period, Gresley Abas was commissioned to conduct a peer review of the LGDRM and its associated templates.

The feedback from both the consultation and peer review have been considered and integrated into the revised LGDRM.

### **Engagement methodology**

The engagement objectives were to inform stakeholders about updates to the WAPC's Design Review Guide, ensure the Manual's content is useful and easy to understand, and identify any gaps or inconsistencies.

Feedback was collected through an online survey designed to capture detailed responses on the clarity of the document's content and diagrams. Participants were also encouraged to share any informational gaps and feedback on design review processes more broadly to inform future improvements to design review processes. The survey and project information were hosted on the 'Have your say, WA!' platform.

The target audience for consultation included peak bodies representing review proponents (developers, designers, and planners), Panel Members, and Local Governments who operate design review panels. Electronic Direct Mail (EDM) was sent to the target audience on the first day of consultation, with subsequent reminders before the consultation concluded. Two information sessions were run in the second week of consultation, one for local government officers and one for peak bodies.

The list of stakeholders included:

- PIA (Planning Institute of Australia)
- Local Government Planners' Association (LGPA)
- Western Australian Local Government Association (WALGA)
- AIA (Australian Institute of Architects)
- ACA (Association of Consulting Architects)
- AILA (Australian Institute of Landscape Architects)



- UDIA (Urban Development Institute of Australia)
- PCA (Property Council Australia)
- Local DRP members

## Key findings

The key findings from the 20 submissions include:

1. **Clarity of Information and document navigation:** While generally clear, some sections were considered long, and the audience was not always clear. Minor grammatical and typographical errors were also noted. A restructure of some of content and text edits has been progressed to address clarity, audience and length.
2. **Design review processes:** Processes are mostly clear but could benefit from more clarity in some instances with clear timeframes and examples.
3. **Panel:** Composition of expertise on panels recommended to match the project and context. Additional clarity on the role of the panel chair was welcomed.
4. **Reporting:** Removal of the traffic lights reporting approach was generally supported, though some comments noted keeping it. Feedback for additional clarity to manage a review that may or may not be the final review and the approach to reporting was also received.
5. **Diagrams:** Diagrams are generally clear but should be larger and, in some cases, given their own page. Updates recommended were largely based on alignment with text.
6. **Information Gaps:** Eligibility criteria and guidance to when design review should be used was noted. This section has since been expanded with recommended criteria. More information on conflicts of interest and design advice was also noted. This will also be addressed in scenario specific training as part of the Local Government Design Review Training Modules.
7. **Additional Feedback:** More collaborative review sessions, design review feedback being proportionate to the specific project and stage of design, and design review panels straying into unrelated areas was also noted.

Some feedback received was out of scope of the Manual. Where relevant this will be integrated into the training modules or Design Review Discussion Paper.

Feedback from the peer review broadly aligned with that from consultation. The key feedback from the peer review was:

- The Manual is a robust guide that effectively aligns with State Planning Policy 7.0 (SPP 7.0) and sets high standards for design quality across diverse jurisdictions.



- The manual clearly defines the roles, processes, and principles of design review, offering a solid foundation for consistent, community-centred outcomes.
- The need for reorganisation of content in certain areas for easier navigation.
- Requests for simplification of language and streamlining of some content.
- Suggestions for additional visual aids for navigation including a central reference diagram.
- Suggestions for refinements of templates.

### **Close Out and Next Steps**

Following WAPC approval, the updated Manual will be published online and distributed to stakeholders, nominally in Q2 2025.

### **Appendices**

1. Consolidated consultation issues and response table
2. ‘Have your say, WA!’ Digital Summary Report
3. Letter responses received



## Appendix 1: Consolidated consultation issues and responses

Topic	Feedback summary	Changes	Out of scope
<b>Manual Structure and legibility</b>	Largely positive feedback on structure, legibility and use of proforma templates. Some suggestions included section numbers, simplification of text and use of appendices for role specific guidance	In line with peer review feedback, the final layout has an improved structure for clearer navigation between different user sections. The document has also been reordered into 3 parts for ease of navigation.	
<b>Manual Content – General</b>	<p>It should be noted that DRPs will operate at different scales depending on the LGA.</p> <p>More detail on project eligibility recommended.</p> <p>Recommended adjusting content in 'design advice; to not preclude projects that would benefit from DR purely on timeframes.</p>	<p>A template Terms of Reference has been prepared to provide detail on the eligibility.</p> <p>Text on design advice adjusted to respond to feedback.</p>	<p>Some feedback such as making elements of the Manual mandatory, making changes to DAP regulations to mandate when and how design review is used, or amending SPP 7.0 is beyond the scope of this project.</p> <p>Feedback on setting consistent fees across local governments is out of scope.</p>
<b>Manual Diagrams</b>	Generally positive feedback. Text noted as small, some icons are unclear. Some minor inconsistency in text and diagrams. Figure 4 specifically was considered unclear, though conceptually useful. Figure 6 should include the proponent in the discussion part of the review.	Diagrams have been reviewed for clarity, consistency, legibility and alignment with text with changes made.	



<b>Manual Content – The review preparation and session</b>	<p>Feedback on review structure included length of presentations, guidance on material deadlines, inclusion of more conversational approach to design review between Panel and proponents.</p> <p>There was a suggestion that Panel members complete comments against the 10 principles prior to the review, which can be used for reporting.</p> <p>Some suggestions on local government planners providing comments in design review sessions.</p>	<p>Dedicated time has been added for questions and clarifications from the proponent. Dialogue is encouraged. Commentary from the planner should be provided in briefing material and the pre review session.</p>	
<b>Manual content – reporting</b>	<p>Clarification on how to navigate when a review may or may not be the final review and then impact of the type of report.</p> <p>Reduction in time for chair to complete report recommended.</p> <p>Removal of traffic lights and chairs writing the report generally supported.</p>	<p>Example scenarios of how and when to relabel a report to interim or final included.</p> <p>Chair report writing time reduced.</p>	
<b>Manual Content – Establishing and</b>	<p>Panel pool size recommended to be reduced to (feedback ranged from 10- 20 members as max). Inclusions of Chair and Deputy Chairs recommended.</p>	<p>Panel size adjusted to max 20.</p> <p>Deputy chairs included.</p> <p>Arborists added in as optional.</p>	



<b>appointing a Panel</b>	Consider adding arborists as an optional specialist. Guidance on time required for EOI processes and duration of Panel appointment recommended.	Guidance on timeframes added.	
<b>Manual Content – For local government officers</b>	Panel composition: 1 piece of feedback that Urban designer should be more broadly applicable to projects.	Applicability of urban designer for projects is expanded.	Some suggestions such as inclusion, complaints and resolution processes would better follow specifically established local government processes.
<b>Manual Content – for the Panel</b>	Suggestion that Chair role in summarising feedback be clarified to avoid long repetitive summaries.	Clarification on the expectation of a chair summary included.	
<b>For elected members and decision makers</b>	On some occasions decisions may be made under delegated authority so having decision makers explicitly precluded from attending design review is problematic	Text changes made to address decisions made under delegated authority.	
<b>Templates</b>	<b>Agenda:</b> Clarify what 'changes to panel' means. Time for caucus is too short. Time for design presentation is too long. Line and time for response from proponent recommended. <b>Design Review Material Checklist:</b> Add in cultural assessment.	<b>Agenda:</b> Added in clarification on panel changes. Added response time for proponent. Timing for caucus and presentation has recommended ranges for longer and shorter reviews. <b>Design review Material checklist:</b>	



<p>Clarify complex and simple. Clarify that not all the information is need for every review. Recommendation that this is guidance only.</p> <p><b>Expression of interest assessment matrix:</b></p> <p>Formatting of columns required. Some difficulty in scoring some of the criteria and feedback that it should be a guide. Feedback that an LGA will need to follow procurement requirements. Suggestion to add in primary and secondary expertise.</p> <p><b>Session Panel curation template:</b></p> <p>Noted by one submission as excessive detail for each review. The aim to balance gender and experience is cumbersome if not noted in the pool table.</p> <p><b>Panel briefing template:</b></p> <p>Additions recommended included site context and applicable planning from work</p> <p><b>Interim advice and interim report templates:</b></p> <p>Consider whether one template would suffice. Inclusion of 'strengths' recommended and a summary of key recommendations and conclusion</p>	<p>Instruction page added to explain how to use the checklist and that it is for guidance.</p> <p>Cultural assessment added.</p> <p>Consolidated complex and simple and consolidated into one.</p> <p><b>Expression of interest assessment matrix:</b></p> <p>Reformatting undertaking. A how to use page added and some additional weighting applied to criteria. Need to follow applicable procurement requirements is noted in the Manual.</p> <p>Primary and secondary expertise added.</p> <p><b>Session Panel curation template:</b></p> <p>A 'how to' page has been added to note this as guidance and to explain relationship between Panel pool and Session Panel. A consideration for experience has been include but not listed as a requirement.</p> <p><b>Panel briefing template:</b></p> <p>Recommended additions added.</p> <p><b>Interim advice and interim report templates:</b></p> <p>At this stage, the two templates are necessary to convey the different</p>		
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	audiences. Key recommendations, and a summary are included in the templates.	
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audiences. Key recommendations, and a summary are included in the templates.

Topic	Feedback summary	Changes	Out of scope
Manual structure and legibility	<p>Largely positive feedback on structure, legibility and use of proforma templates.</p> <p>Some suggestions included section numbers, simplification of text and used of appendices for role specific guidance</p>	<p>In line with peer review feedback, the final layout has an improved structure for clearer navigation between different user sections.</p> <p>The document has also been reordered into 3 parts for ease of navigation.</p>	
Manual content – general	<p>It should be noted that DRPs will operate at different scales depending on the LGA.</p> <p>More detail on project eligibility recommended.</p> <p>Recommended adjusting content in 'design advice; to not preclude projects that would benefit from DR purely on timeframes.</p>	<p>A template Terms of Reference has been prepared to provide detail on the eligibility.</p> <p>Text on design advice adjusted to respond to feedback.</p>	<p>Some feedback such as making elements of the Manual mandatory, making changes to DAP regulations to mandate when and how design review is used, or amending SPP 7.0 is beyond the scope of this project.</p> <p>Feedback was received in regard to setting consistent fees across local governments, which is out of scope of this project.</p>
Manual diagrams	<p>Generally positive feedback. Text noted as small, some icons are unclear. Some minor inconsistency in text and diagrams. Figure 4 specifically was considered unclear, though conceptually useful. It was suggested that figure 6 should include the proponent in the discussion part of the review.</p>	<p>Diagrams have been reviewed for clarity, consistency, legibility and alignment with text with changes made.</p>	

Manual content – review preparation and review session	<p>Feedback on review structure included length of presentations, guidance on material deadlines, inclusion of more conversational approach to design review between Panel and proponents.</p> <p>There was a suggestion that Panel members complete comments against the 10 principles prior to the review, which can be used for reporting.</p> <p>Some suggestions on the local government planners providing comments in design review sessions.</p>	<p>Dedicated time has been added for questions and clarifications from the proponent. Dialogue is encouraged.</p> <p>Commentary from the planner should be provided in briefing material and during the pre review session.</p>	
Manual content – reporting	<p>Clarification on how to navigate when a review may or may not be the final review and then impact on the type of report.</p> <p>Reduction in hours allocated for chair to complete report recommended.</p> <p>Removal of traffic lights and chairs writing the report generally supported.</p>	<p>Example scenarios of how and when to relabel a report to interim or final included.</p> <p>Chair report writing time reduced.</p>	<p>One response recommended that the design review report does not form part of a planning assessment.</p>
Manual Content – Establishing and appointing a Panel	<p>Panel pool size recommended to be reduced to (feedback ranged from 10- 20 members as max).</p> <p>Inclusions of Chair and Deputy Chairs recommended.</p> <p>Consider adding arborists as an optional specialist.</p>	<p>Panel size adjusted to max 20.</p> <p>Deputy chairs added.</p> <p>Arborists added in as optional.</p> <p>Guidance on timeframes for EOI processes and Panel Pool duration has been added.</p>	

	Guidance on time required for EOI processes and duration of Panel appointment recommended.		
Manual Content – For local government officers	Panel composition: 1 piece of feedback that Urban designer should be more broadly applicable to projects.	Applicability of urban designer for projects is expanded.	Some suggestions such as inclusion complaints and resolution processes would better follow specifically established local government processes.
Manual Content – for the Panel	Suggestion that Chair role in summarising feedback be clarified to avoid long repetitive summaries.	Clarification on the expectation of a chair summary included.	
For elected members and decision makers	On some occasions decisions may be made under delegated authority so having decision makers explicitly precluded from attending design review is problematic	Text changes made to address decisions made under delegated authority.	
Templates	<p><b>Agenda:</b> Clarify changes to panel. Caucus too short. Design presentation too long Response from proponent recommended.</p> <p><b>Design Review Material Checklist:</b> Add in cultural assessment. Clarify complex and simple. Clarify that not all the information is need for every review. Recommendation that this is guidance only.</p> <p><b>Expression of interest assessment matrix:</b> Formatting of columns required. Some difficulty in scoring some of the criteria and feedback that it should be a guide. Feedback that an LGA will need to follow</p>	<p><b>Agenda:</b> Added in clarification on panel changes. Added response time for proponent.</p> <p><b>Design review Material checklist:</b> Instruction page added to explain how to use the checklist and that it is for guidance. Cultural assessment added. Consolidated complex and simple and consolidated into one.</p> <p><b>Expression of interest assessment matrix:</b> Reformatting undertaking. A how to use page added and some additional weighting applied to criteria. Need to follow applicable procurement</p>	

<p>procurement requirements. Suggestion to add in primary and secondary expertise.</p> <p><b>Session Panel curation template:</b> Noted by one submission as excessive detail for each review. The aim to balance gender and experience is cumbersome if not noted in the pool table.</p> <p><b>Panel briefing template:</b> Additions recommended included site context and applicable planning from work</p> <p><b>Interim advice and interim report templates:</b> Consider whether one template would suffice. Inclusion of 'strengths' recommended and a summary of key recommendations and conclusion</p>	<p>requirements is noted in the Manual. Primary and secondary expertise added.</p> <p><b>Session Panel curation template:</b> A 'how to' page has been added to note this as guidance and to explain relationship between Panel pool and Session Panel. A consideration for experience has been included but not listed as a requirement.</p> <p><b>Panel briefing template:</b> Recommended additions added.</p> <p><b>Interim advice and interim report templates:</b> At this stage, the two templates are necessary to convey the different audiences. key recommendations, and a summary are included in the templates.</p>	
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**Enquiries:** Fiona Mullen on 9474 0777 or  
Fiona.mullen@southperth.wa.gov.au

26 November 2024

Department of Planning, Lands and Heritage  
140 William Street  
PERTH WA 6001

Sent via email – [tim.greenhill@dplh.wa.gov.au](mailto:tim.greenhill@dplh.wa.gov.au)  
Attn: Reform, Design and State Assessment Team

Dear Sir / Madam

**CITY OF SOUTH PERTH SUBMISSION – DRAFT LOCAL GOVERNMENT DESIGN REVIEW PANEL MANUAL**

The City of South Perth (the City) appreciates the opportunity to review and provide the following submission on the above consultation.

The City broadly supports the draft Local Government Design Review Panel Manual (draft DRP Manual) and understands its importance in providing a consistent basis for the administration and implementation of Local Government design review panels. The following submission provides feedback first on the content of the draft DRP Manual and subsequently on the associated templates where appropriate.

Section	Comment
<b>Draft DRP Manual</b>	
Application	<p>The second paragraph 'the Local Government Design Review Manual provides best practice etc.' has been duplicated in the application section of the document.</p> <p>It should be noted in this section that whilst the Manual provides best practice guidance for LGDRP, it is acknowledged that DR's will operate at different scales depending on the size of local government, for example, staff resourcing may require one officer in a local government to perform the role identified in the 'Establishing a LGDRP' section.</p>
Part A: Overview	<p>With the exception of 'Role of a Local Government Design Review Panel', the balance of this section should be incorporated into State Planning Policy 7.0 – Design of the Built Environment, as it either duplicates existing content in the SPP or relates to both Local and State Design Review.</p>
Role of a Local Government Design Review Panel	<p>This section should be amended to refer to LGDRPs instead of GDRPs given the purpose of the manual. It should be clarified that panel advice also does not represent a planning assessment against relevant State Planning Policies of the Residential Design Codes.</p> <p>The manual should be amended to include recommended project eligibility for guidance for Terms of Reference of Local Planning Policy, and these documents should be included as templates attached to the Manual.</p>
Part B: Practical Advice – Overview of Participants.	<p>The 'Design Review Coordinator' role should be retitled as the Design Review Manager, a role which is identified later in the Manual. This should then be consistently referred to within the Manual. It is for each local government to determine who within their planning service is the Design Review Manager. In the City of South Perth, the 'Design Review Manager' is the Urban Planning Coordinator.</p>

Section	Comment
Part B: Practical Advice – Seek early review	It is not considered necessary to recommend the number of design review sessions as this is very dependent on each development proposed.
Part B: Practical Advice – Review Conduct	This section refers to meeting standards which should otherwise be contained in a Terms of Reference template for Local Governments to use.
Part B: Design Review Structure	The length of time recommended for each review is excessive. Panel Members are expected to have prepared for and read the presentation and supporting information prior to attending the meeting and therefore a meeting should consist of short presentation (10mins) by the proponent then verbal feedback from Panel Members. 1.5hrs is overly excessive.
Part B: Practical Advice – Confidentiality and Reports	The information in this section states that the confidential interim advice is shared with “participants” and that the decision maker only reviews the Final Report. The City has a number of development applications that undergo design review and are determined under delegation. This section should be reworded as using the term ‘decision maker’ may cause confusion.
Appointing an LGDRP-Panel Pool expertise and structure	Whilst the City agrees that diversity in gender, age and background should be sought, when seeking EOI’s and assessing skills and qualifications for panel membership, it is considered appropriate to base suitability on an applicant meeting the selection criteria (qualifications, experience, membership of professional bodies etc.)
Appointing an LGDRP – Expression of Interest process	A DRP member's role in shaping a project's outcome is significant, a robust selection criterion is critical to ensuring that a Local Government employs experienced and reputable industry experts. The selection criteria should be weighted to provide more onus on an applicant demonstrating not just experience but also exceptional outcomes in built-form development. Furthermore, given the legitimacy of industry bodies, registration should be a requirement instead of demonstrating registration eligibility.
Appointing an LGDRP – Expression of Interest process	One of the tips states that a DRP should not include a representative of a special interest group. The City agrees with this position and it should be incorporated into a pro forma application checklist for a potential DRP member to disclose. Without any mechanism for disclosure, a Local Government would lack the ability to verify the associations of a prospective DRP member
For Local Government Officers	The ‘Design Review Coordinator’ role is listed as ‘Design Review Manager’. A consistent title should be used for clarity. It is not considered necessary to stipulate the requirement for a Design Review Administrator – this role can be shared amongst local government staff.
For the Panel – Session Chair For Proponents	The Chair of the meeting should take notes of the discussion so these can be utilised in the preparation of their report. Individual planning officers may take notes during the meeting. The Chair should take notes throughout the meeting to enable them to prepare the report. Presentations should be required to address the 10 design principles. A limited number of spokespersons should be identified – and only those relevant to the discussion (i.e. professionals only). <u>Preparing for Review</u> The “design review material checklist will be provided” is an onerous requirement – the wording should be “design review material checklist <i>may</i> be

Section	Comment
For Elected Members and decision makers	<p>provided" to give local governments the option, but providing the material required by each local government is consistent.</p> <p><u>Design Review 1</u></p> <p>Should include a requirement to submit information addressing all 10 principles.</p> <p><u>On the day</u></p> <p>As previous comments, the time suggested is overly long – presentation time for DR1 is considered overly long (30mins) given the Panel will have previously reviewed the information.</p> <p>It is agreed that Elected Members <i>must</i> not attend DR meetings as this is an administrative/operational process however as previous comment – given some decisions may be made under delegated authority, "decision makers" may be present at the DR.</p>
<b>Session Panel Curation Matrix</b>	
Guidelines	<p>The Selection Panel Curation Matrix outlines within its guidelines on sheet one that aim should be to balance the gender and experience of panellists. This needs to be listed in the Panel Curation Matrix or the Design Review Panel Pool. Without these items listed, it would be cumbersome for a Local Government to review and check gender and experience when curating each DRP panel. These matters are to be reflected in the Panel Curation Matrix, or not considered.</p> <p>Notwithstanding, it is considered that the main focus should be on a balance of professionals and experience.</p>
<b>Material Checklist</b>	
Matters to be considered	Existing infrastructure and servicing requirements are listed as requirements for complex projects but not for simple ones. These matters are critical to assessing a proposed development and have the potential to heavily influence design, regardless of complexity. These matters should be addressed in all proposals that undergo DRP assessment
Simple and Complex Projects	<p>The Material Checklist is the only document that refers to simple and complex projects. Clear guidance on what differentiates each should be included to avoid unnecessary work by a proponent or insufficient information prepared for a DRP meeting. This is to be included in the DRP Manual.</p> <p>It is considered that the Matrix example for eligibility criteria for design review is overly complicated.</p>
<b>Interim and Final Advice</b>	
Recommendations	The Interim and Final Advice recommendations need to be more comprehensive and provide a legible overview of the assessment. In its current form, it is not sufficiently comprehensive to provide any meaningful value to an applicant. This document should conclude with a matrix that outlines the progress of the DRP and whether, in principle, support is given under each element. The City's preference is that the 'traffic light' system is continued to be utilised as below:

Section	Comment
<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 - Context and character	
Principle 2 - Landscape quality	
Principle 3 - Built form and scale	
Principle 4 - Functionality and build quality	
Principle 5 - Sustainability	
Principle 6 - Amenity	
Principle 7 - Legibility	
Principle 8 - Safety	
Principle 9 - Community	
Principle 10 - Aesthetics	

Should you require clarification on any of the points raised in this letter, please contact Fiona Mullen at 9474 0777 or via [fiona.mullen@southperth.wa.gov.au](mailto:fiona.mullen@southperth.wa.gov.au).

Yours faithfully,



**Donna Shaw**  
DIRECTOR DEVELOPMENT AND COMMUNITY SERVICES

## 2024/11/22 Local Government Design Review Manual – Draft / Comments

September 2024

### Comments

The guide is generally simple, clear and effective in communicating the key principles that need to be addressed in terms of establishing an operating a DRP.

### Formatting suggestions

The layout is clear and well-prioritised. The report could benefit from section numbers.

### Authority

The statement that it is the best guide for LGA-DRPS needs clarification. If the intent to limit alternatives. This may limit innovation and the emergence of context-based alternatives.

### Conflict of Interest/ Membership/ Privacy

The comments on panel membership, conflict of interest, use of information, privacy of information, etc., are highly appropriate and informative.

### Interconnected Principle

The diagram showing the interconnectivity of the principles is essential. It helps overcome the assertion, by some, that each principle is worth 10% and avoids, proponents' tendency to see 8 from 10 as a good score.

### Traffic lights

Support the reduced us of traffic lights. This system works.

- Supported (right direction generally)
- Not Supported – (wrong direction)
- Supported with changes (You may be able to get there)
- Insufficient information (you need to provide a response)

### Stated Benefits

One of the stated benefits is that it provides an 'extra set of eyes'. While well-intentioned, this comment may underestimate as the DRP provides a different role to the design team commissioned by the proponent. DRP is complementary, but its role is based on a different set of drivers.

One of the statements is that the DRP overcomes a lack of internal expertise. Focusing on a more positive statement, such as the DRP supporting and complementing internal expertise, may be better.

### Review conduct.

The conduct outline at reviews is excellent. In early reviews, it can be beneficial for the proponent to ask a question or clarify a comment in-the-moment. The guide could include that it is possible for the proponent to ask if they can clarify a comment on the spot, briefly.

### **Order of review**

The comments on order review perpetuate the approach asking each member to list their comments in full before proceeding to the next panel member to provide their comments. While it is indicated that the intent is that each panel member is a specialist and provides commentary on their discipline, many issues relate to several areas of expertise and several principles - ending with the last reviewer having little to say.

Other panels encourage members to keep their comments brief and selective, guaranteeing them an opportunity to return for any final comments -if the other panel members have not covered all their comments in full.

This last session, where additional comments are asked for, is also an opportunity for the chair to include their key comments if they have not been covered by the members – before a (brief) summary. It is noted that members often interject if a comment has not been raised; this opportunity is not provided, so it seems appropriate to make this session a formality.

### **Final Report**

The guide makes an excellent comment that the final report should include some comments about design evolution. It is beneficial to highlight that the DRP has influenced the project and will likely be a better fit. Conversely, the commentary can indicate that very little progress has been made, providing a stronger report for the Council and SAT.

### **Session Chairs**

Suggesting that the EOI allows for several session chairs is an excellent approach. It provides more opportunities for diversity and more flexibility and makes the DRP more attractive to applicants.

### **Selection of Members**

The guidance on selecting members is useful. The clarity that the role is that of Selection is not the design manager is useful.

### **DRP Selection Criteria**

The uniform selection criteria are excellent and will save prospective members the effort of creating a new job application for every DRP.

Along with the criteria, a suggested overall word limit and page limit may be of use. Allow for inclusion of some portfolio pages, also with a page limit.

The need for interviewing members could be seen as optional. If interviews are held, it should be suggested that the shortest is very short to avoid wasting people's time. Some DRPs hold interviews to select their sessional chairs.

## Minutes

While implicit there could be far more detail on what level of minute taking and completion is expected by the offices v the chair.

A comment on the members' role when reviewing minutes could also be included. Provide clarity on whether the intent is a fact-checking exercise or an opportunity for the DRP to build final consensus. Members often have different views on this aspect of the Minutes Review.

## Time for minutes

The inclusion of time for reviewing minutes by members is supported. 4 to 8 hour allocation for the chair to review each item of minutes appears excessive.

## Site visits

Site visits should be encouraged. Members arriving for DRPS and asking basic not being aware of the removal of items such as buildings and trees undermines the credibility of the DRP. Were sites are located a long way from the meeting location, an additional fee for site visits Should be allocated. Within smaller LGAs a visit to the site should be seen as mandatory and provides a good stand for emerging young planners.

## Maximum premise per session

The guide does not suggest an upper limit for payment for meetings or for SAT appearances. This is important and could be specifically referenced. There are times when meetings do go longer than the limit included in many policies. A stated limited of three hours for SAT work appears incongruous with the amount of time it may take to provide SAT advice.

## Design Review Administrator

Coordination of the design review and members, proactive communication, and clear support requires skill and dedication. Referring to the person doing this work as the design review coordinator may be a more inappropriate title – Or at least description.

## Panel Members Role

The advice to panel members is excellent, but given the performance of some members, it may be useful to suggest that panel members do not excessively critique the design team's credentials but stick to comments on the design outcome. This would not preclude suggesting inclusion of consultants that appear to be missing from the team.

## Chair Role

Noting that it is the role of the chair to provide guidance where there are differences of opinion amongst the members is an important inclusion.

The advice on the chair's role is excellent. However, the advice could go further by indicating whether the summary provided by the chair is a rounding up and

suggested areas of focus for future design development summary or a detailed reiteration of each comment with future elaboration. The latter can be highly repetitive and time-consuming.

### **Proponent response**

Five minutes of response time is sufficient for some review. However, earlier reviews should ensure a longer response period for clarification and even a more open dialogue during the DRP.

The guide could expand on the comments that large and more complex DAs may need an hour and a half for the first DRP. It could also highlight that the intent is to provide more opportunities for conversation to enable the design team to leave with a clear understanding and to enable more discussion on future direction. DRPs that allow the proponent to sound-out some options enable the designer to progress with some confidence rather than to take extensive work for the next DRP only to find the new direction would never have been supported by the DRP.

### **Number of Members**

The suggestion for 10 or more panel members (depending on Panel structure) is excellent. It will open opportunities for more membership, greater flexibility, and access to a broader range of views.

### **Urban Designer**

The guide makes the inclusion of an urban designer very clear. However is widely used and often claimed by those with less experience in the area. The guide could make it clear that an Urban-Design (or be highly experienced and awarded in urban design) and should hold a master's in urban design and preferably an undergraduate in a design-based field. The design could suggest that where an urban designer has an undergraduate area, they may be appropriate in place of/ or as a support for the key stated professional.

### **Architect / Landscape Architect**

It may be useful to clarify what is expected of Architect. Is current Architect Board registration in WA essential or just desirable? This difference between a registered WA Board Architect and person who has graduated Architecture is not always clear. LGA's may not insist on Board Registration. What is the expected certification of the Landscape Architect?

### **Caucus and members Area of discussion**

The comments in the guide about not going off alone in another direction not supported by the members are well placed.

During the caucus, it is not usually possible to cover all points of concern to be raised. The guide could suggest that members can comment on detailed design concerns during their delivery.

### **Comment by Planners.**

Many staff in local governments are highly capable of navigating design issues in a development application. Their expertise is useful to DRP, which has limited time to review the proposal.

The guide appears to preclude design comments from the planners. However, the planners have often been exposed to design conversations with the proponent. Background on these is highly useful. It is also helpful if the planners point out areas, they feel may need design comment, obviously without directing the DRP.

More direction on the role of the Estate architect and City architect would be useful, as well as the use of internal expertise like the heritage expert. They are sometimes not clear whether their role is to sit back and observe or provide their expertise. The matter is often useful. Your advice does not bind the decisions of the DRP.

### **Chair Review**

The design guide identifies that a single review is not a design review but design advice. The distinction is not always clear, especially when an item is referred to the chair to represent the panel when the proponent has made specific changes to address DRP comments.

The guide identifies that the chair may sometimes be involved in additional conversations. This is a critical area for further comment. The opportunity for the proponent to meet with the planning officers and the chair to discuss a possible direction or resolution ahead of preparing the materials for the second or third DRP can save proponent's significant time and resources and result in a better outcome. While independence is important access to Access to early design guidance is a state of intent of SPP 7.

### **DRP process.**

The outline on the Role of each DRP in the sequence of DRP reviews is excellent. The DRP principles are essential in assessing quality, but they do not represent, in many cases, a useful approach to explaining the project to the DRP members. More and more proponents are electing to send their statutory planners/ project managers to address the DRP using standardised commentary against the principles. A process that encourages the designers to Focus on design intent, Challenges, typical strengths and possible alternative solutions can add significant value to the evolution of the project.

**Other**

The guide could suggest that EOI should be circulated to the design Institutes. It would be helpful for DPLH/OGA to provide a register of open DRPs and even a registration list of prospective members for LGAs

Given that the work is advisory, it would be useful to suggest that public liability and public indemnity insurance may not be required at the discretion of the LGA.

Perhaps suggest that the LGAs provide training for emerging planners and encourage them to attend DRPS to raise awareness of design issues. Better local governments do this, and it should be encouraged.

**Brett Wood-Gush – Director****INSIGHT URBANISM**

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13/11/2024

Tim Greenhill  
Reform, Design and State Assessment  
Department of Planning, Lands and Heritage

## **Draft Local Government Design Review Panel Manual**

### **Local Government Submission**

Via email: [tim.greenhill@dplh.wa.gov.au](mailto:tim.greenhill@dplh.wa.gov.au)

Thank you for the opportunity to provide feedback on the draft Local Government Design Review Panel Manual

The City of Cockburn is generally supportive of the draft manual. In particular, the template materials will prove useful for local government officers and will allow local governments to provide a consistent service/experience to proponents.

The City would like to note the following:

- The draft manual does not explore in detail the pre-lodgement process. Whilst pre-lodgement may be covered by other DA-related process rather than specifically Design Review, the two are naturally intertwined. The greatest benefit comes where there is sufficient time to do a basic level assessment to guide the panel on where the local government best requires their inputs to be focused. Otherwise, you risk the panel exploring untenable suggestions which could potentially raise the applicant's hopes that certain aspects have been accepted without proper consideration.
- The draft manual does not provide a base/guide for Design Review triggers. Some feedback we have heard from proponents is that the varying requirements of local governments (as it pertains to DRP triggers identified through Local Planning Policies) cause uncertainty in timeframes. It may assist if the Manual provide uniform development triggers (such as estimated cost triggers, development types, zones etc.)
- The manual provided no guidance on the amount of time prior to a meeting the proponent should provide materials. Most DRPs have recurring, set meetings to ensure availability of panel members (noting many members sit on several panels), staff and room bookings. As such, DRP meeting dates and times are often set. Should a proponent want to meet for a certain monthly meeting date, we ask that they provide the information at least 2 weeks before the meeting date. This allows 1 week for the local government to compile the information and produce the presentation then another 1 week for the DRP to assess. The current manual doesn't really speak to the lead up times.
- The section that speaks to subsequent design reviews appears to assume that proponents will implement all recommendations and suggestions without hesitation, and

that the design will naturally be refined in the process. In reality, however, many proponents disregard the DRP advice and move on to DRP2 and often use the session to justify their reluctance to adjust the design, rather than refining it further. The manual should provide guidance on how to handle these situations and offer strategies for making these sessions productive. Without proper structure, DRP2 and DRP3 (where little to no change has been made) can devolve into unproductive standoffs, ultimately offering little value.

Please feel free to contact me if you require any further information.

Kind regards,



Riley Brown

A/Manager Development Services



**ROWE  
GROUP**

Job Ref: 4669  
3 December 2024

Department of Planning, Lands and Heritage  
Level 2, 140 William Street  
PERTH WA 6000

**Attention: Mr Tim Greenhill and Ms Megan Graham – Reform, Design and State Assessment**

Dear Sir/Madam

**Draft Local Government Design Review Panel Manual  
Submission**

Rowe Group acts on behalf of Denkey Pty Ltd, who has been involved in many projects that have been referred to a Design Review Panel (**DRP**) as part of the development application process. We have been engaged to lodge a submission on their behalf to address some concerns they have regarding the operation of DRPs from theirs and our own experience. These comments are made in the context of our review of the Department of Planning, Lands and Heritage (**DPLH**) Draft Local Government Design Review Panel Manual (**the Manual**) which was recently advertised for public comment.

Our concerns are summarised as follows:

- The language used in Draft Manual should be phrased in a manner that encourages more open discussion and less 'listening' on behalf of applicants in the design review process in local government settings.
- The Draft Manual does not allow specific time for applicants to respond to the panel comments in the meeting. This will allow for greater collaboration in the design process. This should be factored into the expected meeting model/structure.
- Meetings should focus on discussion / collaboration between the panel and the applicant – not just the applicant listening to the comments and not being able to respond in the meeting.
- In most instances, the applicant does not get to review the local government planner's brief to the design review panel. This should be made available to ensure the applicant can respond to any errors, or perceived errors, in the brief.
- Design concepts are generally the outcome of several months of collaboration between consultants to achieve an outcome that balances multiple competing objectives. It is impossible for an

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applicant to convey the extensive design process and outcomes in a 5-to-10-minute presentation, and it is impossible for panel members to form a detailed understanding of the many factors that have led to a design concept. It is therefore essential that the comments from a DRP are treated as suggestions only and that they do not form part of the planning assessment process.

Further explanation and justification in support of our request is provided below for the City's consideration.

## Our Experience

From our experience in many DRP meetings, we often find that DRP meetings function as follows:

1. The Panel will be briefed by the City's Planning Officer. This is carried out "behind closed doors" and with no input from Applicants.
2. The applicant will be given 5 to 10 minutes to give a presentation on the proposal.
3. Each Panel member will give their comments verbally, with little to no opportunity for applicants to reply in the meeting or discussion / collaboration to ensue.
4. The local government will issue minutes from the meeting which are not vetted with input from the applicant. Minutes are usually provided within 7 to 10 working days after the meeting.

We find that DRP meetings that function in this way are not beneficial and do not assist very much in the development application process. We think that this can lead to the following issues:

- Applicants, landowners and developers feeling that the comments made by DRPs is inaccurate, unreliable or not well thought out.
- Applicants, landowners and developers feeling that DRPs do not add value to the development application process or produce good outcomes and often, cause avoidable delays in decision making.
- Applicants, landowners and developers feel that DRPs are not well briefed on a project or that the information provided to the Panel is inaccurate which can lead to poor advice or baseless comments.
- Applicants, landowners and developers feel that there is no benefit to attend DRP meetings because there is little to no collaboration between Panel members and applicants or their agents.
- Panel members are at a disadvantage in that they have not being included in the extensive design process hence their comments must be considered as suggestions only.

Therefore, we recommend that the following modifications are made the Draft Manual.

**DRP meetings should be structured to encourage discussion rather than focused on listening to the advice of the Panel with little to no ability to reply**

Part B: Practical Advice of the Draft Manual, under the heading "Collaboration and Constructive Advice" states:

*Design review operates best as a dialogue between the proponent design team and the DRP.*

However, based on our experience, there is little to no opportunity for applicants to reply in the meeting or for a free-flowing discussion with the DRP members. This often makes the DRP meetings and process meaningless and without benefit to decision makers or proponents. We find this issue largely depends on the personality of

the chairperson of the DRP or the local government. This issue appears to be embedded in the Draft Manual on page 39, under the heading "On the Day", where it is stated:

*After the presentation, the Panel will ask any clarifying questions and then commence a review discussion.*

*During this time, the proponents should not join the discussion unless directed by the Session Chair. After the Session Chair has summarised the discussion, the proponents will be able to ask any follow up questions.*

On the basis of the above, it appears that the Draft Manual has been prepared with the intent that discussion and collaboration between the proponent and its design team and the Panel. However, from our experience, this is not facilitated. Rather, DRP meetings are run in a way where proponents give a presentation and then must listen to feedback without any opportunity to respond, reply or interact in two-way discussion.

Therefore, we recommend that Figure 6 of the Draft Manual should be modified to include the Design Team in Step 4 – Panel Discussion to facilitate two-way collaboration from the proponent / Design Team and the Panel.

**The Draft Manual should recommend that the local government briefing note and briefing of the Panel should be open to the Applicant to review and attend to ensure accuracy of information**

Local governments usually provide a briefing note to the DRP prior to the meeting which outlines any planning related issues. In most instances, this briefing note is not available to the proponent. If there are errors or information omitted from this briefing note, then this can lead to inaccurate information being presented to the DRP. This is demonstrated in Figure 6 of the Draft Manual where the Design Review Coordinator gives an overview of the project. Figure 6 shows that the proponent joins the meeting after this briefing nor are they given the right of reply to any issues raised in this briefing.

We recommend that Figure 6 is updated to allow the proponent to join the meeting before this briefing is given to the DRP. The briefing note should also be given to the proponent prior to the meeting.

The DRP cannot have the same level of understanding that the proponent's consultant team has in relation to the project and as such there are often comments made by the DRP that would undermine the project. The DRP process should be used to assist the proponent to improve their design. It should not form part of the planning assessment. As such any communication between the DRP and the proponent, including the DRP reports and outcomes of the review should remain as communications between the DRP and the proponent with the aim of aiding and assisting in achieving better design outcomes. The communications should not form part of the planning assessment. As such the DRP report should not be included within the planning assessment report.

## **Conclusion**

The current design review process, in most cases, requires proponents to give a short presentation and then listen to feedback with little to no opportunity for collaboration. We are of the view that the design review process does require some improvement to ensure an engaging and collaborative process. Therefore, the Draft Manual should be modified as follows:



- Figure 6 of the Draft Manual should be modified to include the Design Team in Step 4 – Panel Discussion to facilitate two-way collaboration from the proponent / Design Team and the Panel.
- Figure 6 is updated to allow the proponent to join the meeting before this briefing is given to the DRP.
- The briefing note should also be given to the proponent prior to the DRP meeting.
- The DRP report should not form part of the planning assessment.

Should you require any further information or clarification in relation to this matter, please contact the undersigned or Mr George Hajigabriel on 9221 1991.

Yours faithfully,

**Nathan Stewart**

Rowe Group

26 November 2024

Tim Greenhill  
Manager – Design Projects  
Reform, Design and State Assessment  
Department of Planning, Lands and Heritage  
140 William Street, Perth WA 6000

Via email: [tim.greenhill@dplh.wa.gov.au](mailto:tim.greenhill@dplh.wa.gov.au)

### **Draft Local Government Design Review Panel Manual**

Thank you for the opportunity to provide feedback on the draft Local Government Design Review Panel Manual (the draft Manual).

The Urban Development Institute of Australia (UDIA) WA is the peak body representing the property development industry in WA, with members across both private and public sector organisations. Our Vision is for 'Diverse living options in thriving, connected communities', and we strive to support this in working towards our Purpose of 'Great places + Housing choice = Better lives'.

UDIA WA welcomes the draft Manual, which is a useful guide for local governments in establishing and operating DRPs. UDIA WA also acknowledges the importance of the design review process as it was originally conceived. Ensuring the design review process is balanced and is applied as intended is important for its effectiveness, and enabling the timely delivery of diverse housing and the creation of great places for the community to live. This should be paramount in decision-making.

Whilst we do have some specific comments on the draft Manual which are reflected in the below, we also see this as an opportunity to highlight and seek to address implementation challenges in the context of the intended purpose of Design Review Panels (DRPs) in the development process.

While there is an opportunity to provide greater clarity around some of these matters directly in the Manual, we believe some can also be alleviated to an extent through ongoing training of panel members and local governments to ensure roles, responsibilities and requirements are understood by all, which in turn ensures the right review at the right time, appropriate for the context.

### **Current processes and implementation challenges**

#### **Contextual understanding**

- A consistent theme from UDIA WA member feedback is DRP's seek the achievement of 'design excellence' across all project types, despite compliance and achievement of the guiding 10 principles of good design outlined in *State Planning Policy 7.0 - Design of the built environment*. DRP's should consider what is appropriate and reasonable for one development may not be for another. Good design is measurable, is objective and can be more than one thing at a time. The importance of context in delivering good design outcomes should be considered individually and, on a project-by-project basis.
- Expectations of design excellence should be calibrated to the project scale and budget. This should be a constant lens through which questions of design excellence are considered by the DRP.

- Judgements about a site or its context are commonly made without visiting the site. The draft Manual does seek to address this, and we would look for this to be reinforced as a key point of procedure in the delivery of a design review.
- Additionally, at times there is a clear lack of understanding as to the relevant planning frameworks and processes resulting in applicants needing to 'defend' compliant developments. This issue is common where grouped or single dwelling proposals are referred (as distinct from apartment developments, which do not have a compliance pathway under the R-Codes). Consideration should be given to how this can be addressed.

#### **Scope creep**

- DRP assessment should be undertaken by design professionals. The DRP process is not another means to receive inputs from elected members or members of the public, where there are ample other avenues to influence or determine a proposal. The DRP process should be focussed on design quality, as assessed by relevant experts and in accordance with the ten design principles established by WAPC in the SPP.
- It has become common to see scope creep for matters that should be considered outside the bounds of 'design', including matters pertaining to traffic generation, parking supply, waste collection and most pertinently, development assessment.
- These matters should be reviewed by experts in these fields, which is not appropriate in a design review context.
- Whilst development assessment and urban planning are intrinsically linked with design review, it is understood proponents commonly experience DRPs overstepping their responsibilities. The following is an excerpt of minutes from an inner urban DRP in November 2024:

*"Consider incorporating compliant side setbacks for all levels, including ground, to assist with achieving 'Design Excellence'.*

*Comply with the maximum site coverage requirements.*

*Comply with the maximum floor plate size requirements."*

#### **Lack of questions and discussion**

- DRPs are very quick to move to providing feedback based on their review of the drawings received and are commonly not seeking to achieve a genuine understanding of the design or how the designer has approached aspects of the design.
- This comes back to a movement away from a 'conversational' approach to design review, which originally provided applicants an opportunity to discuss particular aspects of the design before assumptions have been made and supported collaboration to achieve good design outcomes.
- DRP members may come in with draft opinion of design quality against the ten principles, but they should be instructed to ask questions to check their assumptions and understand the design rationale, especially if there is a need for them to make assessments outside of their professional expertise (e.g. landscape architects on built form).

### **Overuse and inappropriate use of design review**

- Strategic planning proposals including activity centre plans, scheme amendments, structure plan amendments are being put to design review.
- The composition of a standard DRP would mean that reviewing these strategic proposals extends beyond their area of expertise. As a result, there is an undue focus on concept plans and additional details beyond what is available at the stage of design.

### **Excessive detail**

- There is detail being requested at the design review stage which should be considered unreasonable.
- For example, although most local governments encourage early design review with concept plans, proponents are often criticised by DRPs for not providing enough detail that allows them to make conclusive judgements. More extreme examples include artwork designs and detailed landscape designs at early stages.
- Furthermore, UDIA WA member feedback suggests it has seemingly become an unwritten rule for many design reviewers that proponents should engage a sustainability consultant and offer 'a sustainability narrative' even where the planning framework does not require it.
- UDIA WA members have also reported that DRPs will often comment on fastidious detail such as internal features, parking design, landscape species and the like. This quest for 'perfect design' is often causing secondary and tertiary design reviews and additional time to the process.

### **Timeframes**

- At present, the timeline to have an application reviewed and turned around with comments is far too long.
- Scheduling dependent, there are local governments where it may take up to six weeks for a matter to be listed and then several weeks until the meeting. For example, where local governments have monthly design review meetings and require submissions two to three weeks in advance, proponents may be waiting six weeks for the meeting.
- Most local governments issue minutes two weeks after the meeting. This is inconsistent with formal local government committees, where minutes are to be issued within seven days.
- Recognising most projects will require more than one design review, this issue is causing delays in approval timeframes.

### **General operation of DRPs**

- It is important to ensure clarity of roles and responsibilities e.g. the role of panel members / Council planners / members of the public / elected members.
- Council planners should assist in controlling conversations / feedback to proponents by DRP members (including DRP members providing feedback within the realm of their expertise) and separating feedback that is design related vs planning outcome based in assessing applications.
- When a design element has been resolved (e.g. received a green light), this should be tacit acceptance that it need no longer be revisited to avoid further, unnecessary delays.



### **Specific comments on the draft Manual**

As outlined above, we consider the draft Manual offers a useful guide for local governments in establishing and operating DRPs. The procedures are largely in line with best practice.

We offer the following recommendations for your consideration:

- Page 8 – Projects eligible for LGDRP consideration – It is recommended that guidance be included in this section to improve clarity and consistency between local governments for what does and does not require design review. Anecdotally, it is apparent that some local governments are using design review for matters where it does not offer significant benefit such as single houses, industrial development and strategic planning proposals (e.g. scheme amendments). There is an opportunity here to provide guidance for local governments on this matter.
- Page 19 – A pool of 10 to 25 members is suggested for Band 1 and 2 local governments however, this is considered too large and would increase the chances of inconsistency between reviews.
- Page 27 – Tips and resources – The text suggests reviews should be rescheduled for late information. However, it should be recognised and clarified that it is impractical for proponents to cease design work whilst awaiting a meeting or awaiting minutes. As outlined above, the full design review process can take up to eight weeks and is seldom less than four weeks. Whilst we agree any major re-designs should require rescheduling, minor updates can and should be accepted closer to the meeting date. Proponents cannot be expected to cease design work for this period of time and DRPs should be sympathetic when considering minor updates as late information.

### **Summary**

While the above may seem as though they are relatively minor issues, the cumulative outcome is that these are making it more difficult, longer and more costly to obtain development approvals. Amid a housing crisis, there is an opportunity for the design review process and DRPs to become more helpful in facilitating good design outcomes while simultaneously supporting the timely delivery of much-needed housing.

We trust that our comments assist in the finalisation of the Manual and with enhancing the ongoing implementation of the design review process, to ensure it functions in an effective and efficient manner. Should you require further information or wish to discuss this further, please contact Isaac George, Policy Officer at [igeorge@udiawa.com.au](mailto:igeorge@udiawa.com.au) or 9215 3409.

Thank you again for the opportunity to provide feedback.

Yours sincerely



Sarah Macaulay

**Acting Chief Executive Officer**

26 November 2024

Tim Greenhill  
Department of Planning, Lands and Heritage  
Email: [tim.greenhill@dplh.wa.gov.au](mailto:tim.greenhill@dplh.wa.gov.au)

**Subject: Submission of Support for the Draft Local Government Design Review Panel Manual**

Dear Tim

On behalf of the Local Government Planners Association (LGPA), we commend the Department of Planning, Lands and Heritage for undertaking the review and update of the Design Review Guide, transitioning it into the comprehensive Local Government Design Review Panel (LGDRP) Manual.

We recognise the importance of this initiative in enhancing design review practices at the local government level, and we appreciate the opportunity to provide input on this critical document.

The LGPA fully supports the objectives outlined in this project, particularly:

- **Improving Flexibility and Efficiency:** The proposed updates to streamline design review procedures will reduce administrative burdens, allowing local governments to allocate resources more effectively while maintaining high-quality outcomes.
- **Promoting Consistency and Clarity:** Establishing clear expectations for all stakeholders, from local government officers to development proponents, will foster a more collaborative and predictable process. Consistency in practices across jurisdictions will also encourage alignment with state-wide planning objectives.
- **Empowering Local Governments:** By providing updated best practices, the Manual will serve as a critical resource for local governments to facilitate high-quality urban design outcomes tailored to local contexts.
- **Enhancing Engagement with the Development Industry:** Clear guidance on successful design review practices will help streamline approvals, promote innovative design solutions, and encourage mutual understanding between developers and design review panels.

**Suggested Modifications for Consideration**

While LGPA supports the draft LGDRP Manual, we have identified some areas where minor refinements could further enhance its clarity and effectiveness. These suggestions have been included as an appendix to this letter for the Department's consideration. We believe these adjustments will complement the overall objectives of the Manual and ensure its successful implementation.

Thank you for your continued efforts in enhancing the design review processes. We are committed to supporting the successful implementation of the updated Manual.

Yours sincerely



**Karsen Reynolds**  
**PRESIDENT**  
**Local Government Planners Association**

## **Appendix: Suggested Modifications to the Draft LGDRP Manual**

### **Overview**

Support Figure 2 which is considered essential as it addresses the misconception that each principle holds an equal 10% weight and counters the tendency among proponents to view achieving 8 out of 10 as an adequate result. This approach reinforces the importance of considering all principles holistically rather than in isolation during design review panel assessments.

### **What is a Design Review?**

It is recommended that the list identifying what a '*Design Review is Not*' include 'Constitute a Decision-Making Function', or words to that effect.

One of the stated benefits is that the Design Review Panel (DRP) offers an "extra set of eyes." While this description is well-intentioned, it may oversimplify the DRP's purpose. Unlike the proponent's design team, the DRP plays a complementary yet distinct role, guided by a different set of objectives and priorities.

One of the statements suggests that the DRP addresses a lack of internal expertise. A more positive framing could emphasise that the DRP supports and enhances internal expertise, serving as a valuable complement to the skills and knowledge already within the organisation.

### **Protocols for Design Review – Multi-Disciplinary**

It is noted the text does not represent an exhaustive list of professions which would benefit a DRP makeup, however there would be merit in including Engineer in the list. This profession is undervalued in Design Review.

### **Protocols for Design Review – Proportionate**

It is recommended that additional commentary be provided to elaborate on which projects warrant Design Review noting the intent is that all Local Government panels should operate in line with manual protocols to ensure consistency.

### **Part B: Practical Advice – Overview of Participants**

The inclusion of 'other government agencies' as Observers / Stakeholders in DRP meetings is valuable, however it would be beneficial to address how the confidentiality of an item would be addressed with such attendance. It is recommended that this is expanded upon in the subsequent '*Confidentiality and Reports*' section of the manual.

### **Confidentiality and Reports – Reports**

It is recommended that the cited 14 days clearly outline whether business or calendar.

### **Confidentiality and Reports – Interim Advice**

It is recommended that commentary be included in this section to assist Local Governments in how to address Design Review / compliance with SPP 7.0 in report writing for development applications that require determination prior to a Final Design Review being undertaken, or in circumstances where an Applicant does not consent to a Final Design Review. Acknowledging the manual advises that any Interim Advice should not be included in any publicly available documentation.

Is a proposal deemed to automatically fail to satisfy the Objectives of SPP 7.0 if a Final Design Review has not been undertaken by time of determination?

### **Establishing a LGDRP – Panel pool size**

The pool size up to 25 is too much. A panel size of 8 to 10 members seems to be most effective for local governments. In practice, local governments quickly identify the most valuable members—typically 4 to 5 individuals—who consistently provide high-quality advice. As a result, this core group often remains consistent.

## **Appendix: Suggested Modifications to the Draft LGDRP Manual**

Large Panel pools have been problematic with a lack of continuity in review across a series of meetings and breeding frustration and discontent in very capable pool members who are in the pool but rarely are called upon. This is a particularly an issue with members who are new to the process, become jaded and then drop out of the DRP system.

### **Appointing an LGDRP – Panel Pool Expertise and Structure**

It is recommended that a specialist in sustainability be included as 'essential'. This point is affirmed by the level of recommendation attributed to a sustainability specialist in the subsequent '*Guide to Panel Composition*' on page 28 of the manual.

### **Expression of Interest Process – General**

At a strategic level perhaps some guidance on limiting the number of DRP that any one individual can sit on may be required. Several individuals are currently sitting on multiple DRP's, with some sitting on more than five panels.

A current barrier to gaining DRP experience are LGA's frequently requiring "previous DRP experience". This combination of requiring DRP experience and incumbents' limits opportunities for the next generation of DRP panellists to gain experience and for diversifying existing DRP panels across Perth.

Providing opportunities and pathways to gain DRP experience will provide a better balanced and diverse DRP body more reflective of the design and planning professions across Perth.

### **Expression of Interest Process – Panel Members**

It is recommended that the list include address disclosure of any membership / affiliation with a special interest group(s) in the local government area.

### **Expression of Interest Process – Additional Criteria for Chairs**

Acknowledging the '*Other Duties*' section on page 35 of the manual, the '*Additional Criteria for Chairs*' section should also include experience of attending SAT and presentation at DAP.

Interviews for Chairs should be mandatory.

Proposing that the EOI accommodates multiple session chairs is an excellent strategy. It enhances opportunities for diversity, increases flexibility, and makes participation in the DRP more appealing to potential applicants.

### **Expression of Interest Process – Member Induction**

It is recommended that Panel induction also include workshops / information sessions with Local Government officers on the context of the Local Government, current challenges, strategic goals and relevant Local Planning Framework.

Suggest the LGA includes a presentation on sample projects in the LGA, particularly to illustrate typical issues (such as built form / height interface between different land uses) and where design review has resulted in significant improvement for all parties and the place.

We support the point that community members without design expertise should not be appointed – the DRP is an independent design review panel.

### **Guide to Panel Composition**

Noting SPP 7.0 applies to strategic planning documents and tools, it would be beneficial for the guidance table to provide a couple of strategic planning examples to assist users.

### **For Proponents – Preliminary Discussions**

It is recommended that the last line of the text is amended to remove reference to whether a proposal qualifies for a Local Government Design Review, as in most instances this is determined by a Local Governments DRP Terms of Reference or relevant LPP.

## **Appendix: Suggested Modifications to the Draft LGDRP Manual**

### **Assessing Officer**

The briefing should focus on the expectations for the project from a planning perspective, any significant areas of inconsistency with the planning framework, and seeking advice on design implications on the site and context arising from inconsistency with the planning framework.

### **For Proponents – After the Review**

It is recommended the manual clarify up front 14 business or calendar days.

### **Minutes**

The document could benefit from greater detail regarding the expected roles of the officers versus the chair in minute-taking and finalisation as this is inconsistent across local governments.

Additionally, it would be helpful to clarify the role of members during the review of minutes. Specifically, whether the review is intended solely as a fact-checking exercise or as an opportunity for the DRP to reach a final consensus. This distinction is important, as members often have differing interpretations of the purpose and scope of the minutes review process.

The inclusion of time for reviewing minutes by members is supported. 4 to 8 hour allocation for the chair to review each item of minutes appears excessive – noting this should be clarified timing per item rather than meeting.

### **Traffic Lights**

Supportive of removal of the traffic light system and suggest the implementation of the following system to provide clarity for proponents:

- Supported (right direction generally)
- Not Supported – (wrong direction)
- Supported with changes (You may be able to get there)
- Insufficient information (you need to provide a response)

### **Consideration for SAT Representation**

The guide does not suggest renumeration for SAT appearances. A stated limited of three hours for SAT work appears incongruous with the amount of time it may take to provide SAT advice.

### **Chair role**

The inclusion of the chair's role in providing guidance when there are differences of opinion among members is an important and valuable addition.

The advice on the chair's role could be further enhanced by clarifying the nature of the chair's summary. Specifically, it would be helpful to indicate whether the chair's summary should serve as a concise wrap-up with key focus areas for future design development or as a detailed reiteration of every comment with further elaboration. The latter approach can often become repetitive and time-consuming, so providing clear guidance on this aspect would ensure consistency and efficiency in the design review process.

### **Proponent response**

While five minutes for a proponent's response is adequate in some cases, earlier reviews should allow more time for clarification and open dialogue. The guide could note that larger or more complex DAs may require up to 90 minutes for the initial DRP, providing more opportunity for meaningful conversation. This ensures the design team leaves with a clear understanding and fosters confidence in the direction for future development. Allowing proponents to explore design options during the DRP helps avoid unnecessary revisions and ensures alignment with the panel's feedback.

## **Appendix: Suggested Modifications to the Draft LGDRP Manual**

### **Comment by Planners**

Many local government staff are skilled in navigating design issues and their expertise can be valuable to the DRP, especially given the limited time available for reviews.

The guide seems to limit design input from planners, despite their often extensive involvement in design discussions with proponents. Planners can provide useful background and highlight areas that may require design review, without directing the DRP.

Clearer guidance on the roles of Estate and City Architects, as well as other internal experts like heritage specialists, would also be helpful. Their roles should be defined—whether they are to observe or contribute their expertise—since their input is often valuable but not binding on the DRP's decisions.



26 November 2024

Department of Planning, Lands and Heritage  
140 William Street  
PERTH WA 6000

Via email: [tim.greenhill@dplh.wa.gov.au](mailto:tim.greenhill@dplh.wa.gov.au)

Dear Reform, Design and State Assessment Team,

## **RE: DRAFT LOCAL GOVERNMENT DESIGN REVIEW MANUAL**

### **Introduction**

The Australian Institute of Architects (Institute) is the peak body for the architectural profession in Australia. It is an independent, national member organisation representing over 14,000 members across Australia and overseas. More than 1,300 of these are based in Western Australia and are supported by the Western Australian Chapter.

### **The Institute supports the draft Local Government Design Review Manual**

The Institute commends the Department of Planning, Lands and Heritage (DPLH) on developing the draft Local Government DRP Manual and proforma documents. The Manual is generally clear, well-structured, and legible to multiple user groups. The supporting proforma documents are an excellent resource for local governments and will assist in setting a consistency in the application, process, and administration of DRP's in Western Australia. There is great potential for the Manual to have a broader educational function about the role and benefits of good design and the planning process more generally to a range of stakeholders (including the general public).

### **The Institute supports Design Review Panels**

The Institute endorses Design Review Panels for reviewing Infrastructure projects and Development Applications. These panels provide specialised knowledge and experience that have been shown to lead to better outcomes. They can reduce overall cost and time by addressing problems early and ensuring proper standards and specifications are adhered to. Panels also reduce the risk of project failure, malfeasance and better ensure value for taxpayer money.

The Institute views the Draft DRP process and associated Manual as a best practice model. The DPLH is encouraged to actively recommend and support the model process and Manual as a template for Local Governments to establish and/or review their own DRP's.



## **Detailed Response**

### ***Legibility***

The Institute recommends a final edit of the document to resolve some grammatical and typographical issues to enhance readability:

- Page 8 “L” missing from LGDRP’s under ‘Status of Advice’
- Page 27 “Proponent” misspelt with two t’s
- Many of the hyperlinks in the draft Manual currently either do not work or direct readers to blank websites. It is assumed that this issue will be rectified in the final published version.

### ***Roles and responsibilities for different user groups (proponents, referral bodies, etc.) in the DRP process***

The panel pool expertise and structure, outlined on page 21, and the ‘Guide to Panel Composition’ on page 28, is well outlined and appropriately identifies the matching process of panel expertise with project typologies. Within the ‘Guide to Panel Composition’ where reference to High density development or Medium density development is made, articulating this is residential development would assist with legibility.

The roles and responsibilities outlined in the “For the Panel” section are well-outlined and appropriately address the need for preparedness of panel members.

It is recommended that for councils with specialised industry, guidance is provided:

- With regards to the thresholds for “state or regional significance” that will determine if the design review will be undertaken by the local or state DRP, and
- To ensure best efforts are taken that this specialist industry is represented in the pool specialist members and appropriately matched to these projects.

The Institute highly commends and supports the Manual’s guidance on panel remuneration. Design advice has value to both the local governments and their constituents, and proponents. It has been observed that some local authorities in Western Australia have set up DRP’s on a volunteer basis, however, rely upon and benefit from the expert design advice. This does not demonstrate best practice or demonstrate the value of the DRP and it’s panel members.

### ***Resources***

- Generally, the template resources provided are an excellent resource for all stakeholders involved in DRP processes and for Local Governments establishing/reviewing their own DRP processes.



- Likewise, the “tip highlights” throughout the document are helpful and provide additional practical advice in relation to the DRP process.
- With regards to the Matrix\_example, it is recommended that more certainty is given in the assessment by using numerical matrix and more clearly articulated bands, in lieu of colour scale. Example markup attached.

### ***Diagrams***

- Generally, some of the diagrams are too small and low resolution – recommend resizing the diagram to ensure font size is 10-point text minimum. For example, Figure 6 on page 13 is barely readable when printed.
- Alternatively, providing an appendix with a copy of high-resolution figures within the Manual would be helpful.
- Figure 9 on page 38: it is recommended that the project evolution arrow continue beyond the Design Review 3 stage and indicate the next process: Development Application submission. As the Manual recommends 2-3 Design Review sessions, it will be helpful to see a second diagram demonstrating a 2-stage process. A second diagram is recommended to demonstrate this scenario.

### ***Information or process gaps***

The Institute recommends the expansion of the document to include:

- Complaints and dispute resolutions processes.
- Concerning the pros and cons listed in the DRP session types on page 20, specifically the potential for recording sessions, we recommend adding a reference to the Department’s recording guidelines. It is foreseeable that instances will occur where project sensitivity will require users of the DRP process to clearly understand which sessions will be recorded (noting that some of the earlier DRP reports are listed as being confidential in the manual), the purpose of the recordings, who will have access to the recordings, how distribution and disposal of the recordings will be managed, etc.

Thank you for the opportunity to provide feedback and we look forward to future engagement regarding the Local Government DRP manual and ongoing planning reform in the future.

\*\*\*\*\*

# EXAMPLE ONLY FOR CONSULTATION

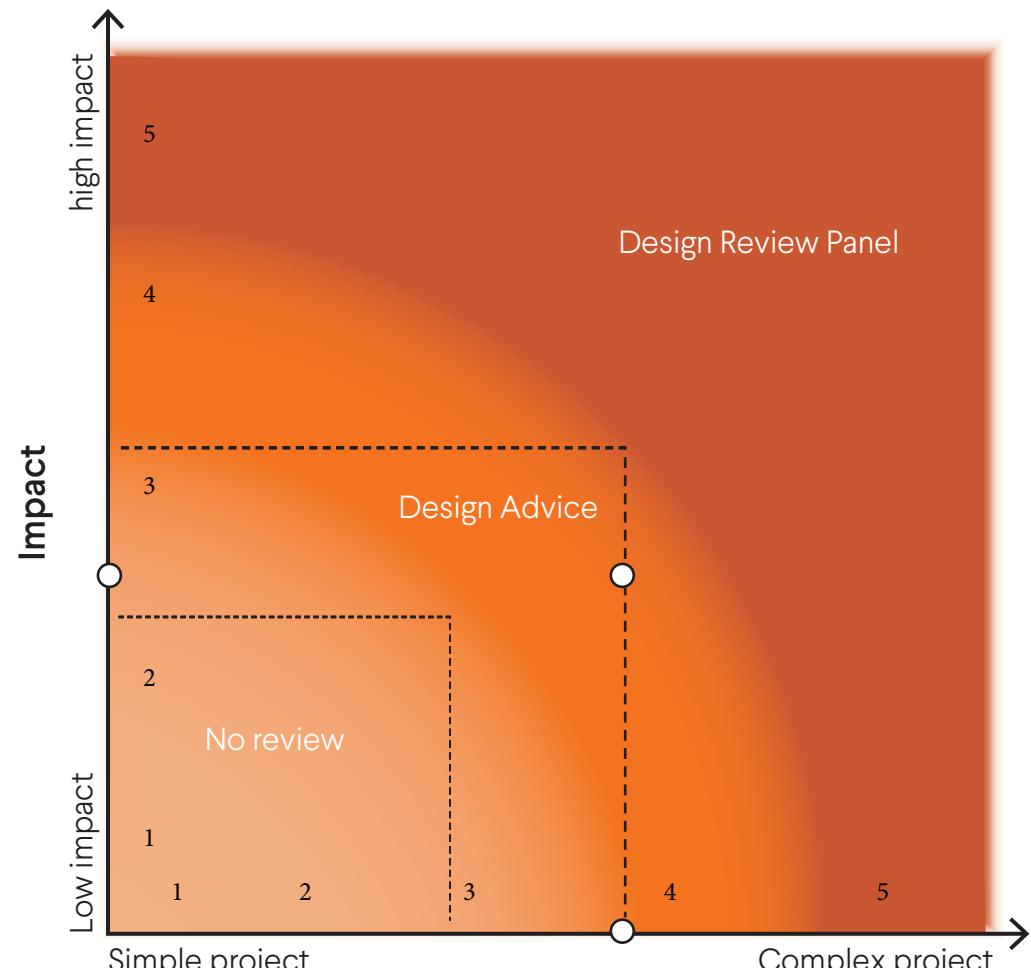
Project x meets the eligibility criteria for design review. When analysed with the indicators and placed in the matrix, it indicates that design advice from a single expert may be appropriate

## Step 1

Impact indicators	1	2	3	4	5
Is it in a highly visible or well-known location?	●				
Will it have a lasting impact on the area?		●			
Is it contentious or a new type of project for the area?	●				
Will it have a direct or indirect impact on high quality public realm?		●			
Overall	●				

Complexity indicators	1	2	3	4	5
Is it in a location with constraints or characteristics that will impact the proposal (environmental, planning, heritage)?	●				
Is it in an area where strategic planning/change is being implemented?		●			
Is the project type inherently complex or has a need for a specialist skill in its design or delivery?			●		
Is this project of significant investment level for the area?			●		
Overall	●				

## Step 2



26 November 2024

## **Submission on the Draft Local Government Design Review Panel Manual**

The Property Council WA welcomes the opportunity to provide a submission on the draft Local Government Design Review Panel Manual (the Manual). Our intent is that this feedback will improve the effectiveness of the Manual for both state and local government in Western Australia.

### **The Property Council of Australia**

The Property Council of Australia is the peak industry body representing the whole of the property industry. In Australia, the Property industry employs more than 1.4 million Australians and shapes the future of our communities and cities. As industry leaders we support smarter planning, better infrastructure, sustainability, and globally competitive investment and tax settings which underpin the contribution our members make to the economic prosperity and social well-being of Australians.

The Property Council WA membership consists of more than 300 member companies. They are architects, urban designers, town planners, builders, investors and developers. Our members conceive of, invest in, design, build and manage the places that matter most – our homes, retirement living communities, shopping centres, office buildings, education, research and health precincts, tourism and hospitality venues. This submission is informed by Property Council's membership and expert committee members.

### **Overall feedback**

The Property Council reaffirms its support for high quality development throughout WA and continues to advocate for greater consistency and standardisation in WA's planning system. Our feedback is intended to support Design Review Panels (DRPs) to achieve their intended function: that is, to enhance the design of developments in line with the State Planning Policy 7.0 (SPP7.0), without unduly adding to already protracted approvals timeframes. As building and construction costs continue to rise, major development projects – both residential and industrial – are becoming more difficult to finance. Reducing costs associated with unnecessary DRP processes is crucial to ensuring that projects remain viable.

While the Manual as drafted – and the existing Guide – aims to provide a consistent approach across local governments, the non-binding nature of the document continues to be a key concern to the Property Council. It does not hold DRPs and decision makers – in particular, local government and Development Assessment Panels – accountable for any deviations from the Manual, which significantly limits the likelihood that it will achieve the government's aims. Feedback from our members indicates that local governments already deviate from the

current guidelines, resulting in a prolonged and compromised design review process, adding delays and financial costs to project delivery. The delayed process negatively affects overall feasibility and affordability to developers, which indirectly affects prospective purchasers on completion. While the draft Manual includes improvements on the current Guide, its lack of enforceability means it will likely be ineffective in driving real change in local government practices.

We recommend strengthening the DRP process, ensuring consistency through binding regulatory measures within SPP 7.0 or regulatory amendments. Regulations should prescribe when and how DRPs are to evaluate proposals based on the conduct described in the draft Manual – subject to our suggested amendments. This would provide a solid foundation for DRPs and decision makers to engage with the design review process and is the most efficient and effective way to reduce the inconsistency in the application of the design principles to development outcomes and the existing uncertainty faced by proponents in WA.

We note a pervasive assumption throughout the draft Manual that all developments would benefit from the design review process. While peer review can be a useful tool, we feel this prejudges developments, and undermines the expertise and efforts of proponents and their design teams to deliver design excellence and meet the requirements of SPP 7.0 independently. Our members consider the draft Manual should contain guidance on circumstances where the requirement for design review can be waived. For example, where design review is progressed between the developer and the relevant local government pre-lodgement. Questions also remain about the necessity of DRPs for smaller projects that already comply with new design codes. Allowing such projects to bypass DRPs could reduce duplication and streamline processes. Documents like Volume 2 of the R-Codes and the Medium Density Codes already have established clear standards for design quality and impacts.

Finally, it is unclear who the primary audience of the draft Manual is. We feel attempting to include information for local government staff, panel members, proponents and elected members/decision makers overcomplicates an already lengthy document. We recommend tailoring the Manual into separate documents targeted to specific audiences—local government staff, panel members, proponents, and decision-makers. This would clarify responsibilities, separate mandatory elements from guidance, and make the document more user-friendly.

Further feedback related to specific sections of the draft Manual are provided below.

## Specific feedback

Section	Comments
Design and the Planning System	<ul style="list-style-type: none"> <li>The Property Council supports good design as described in SPP7.0. The effectiveness of a Local Government DRP, however, is determined by how efficiently and competently it is implemented.</li> <li>To facilitate faster development processes, especially for medium and high-density housing, it is imperative that DRPs operate within their remit and in line with SPP7.0.</li> <li>The Property Council reiterates its strong recommendation that the DAP Regulations be amended to include a regulation prescribing when and how a DRP must assess a proposal, by reference to the conduct provided in the draft Manual (subject to our suggested amendments). Alternatively, SPP 7.0 could be amended to incorporate relevant content from the draft Manual (subject to our suggested amendments) as an annexure or separate 'part'.</li> <li>This approach will ensure that matters of design remain a key part of the development regime and require DRPs to adhere to the best-practice model set out within the draft Manual. Like all matters to be given 'due regard' in the context of development assessment, DRPs should be able to depart from the elements set out within the draft Manual – subject to amendments – forming part of SPP 7.0 where they can demonstrate cogent reasons.</li> </ul>
What is Design Review	<ul style="list-style-type: none"> <li>We support the definition of "design review", alongside the clear description of "design advice".</li> <li>We strongly support the protocols for design review – previously referred to as principles. However, feedback from members indicates that the two areas that have received less focus are "proportionate" and "advisory" with smaller projects often scrutinised inappropriately, and DRPs exceeding their advisory role.</li> <li>We suggest reforms where smaller, compliant projects could bypass DRPs, reducing duplication and unnecessary procedural burdens.</li> </ul>
Role of a Local Government Design Review Panel	<ul style="list-style-type: none"> <li>Property Council members continue to provide feedback about DRPs operating inconsistently and outside their remit by providing prescriptive design advice, subjective commentary, or providing advice based on their interpretation of the relevant planning framework. This is inappropriate and leads to unnecessary and costly delays which significantly impact the feasibility of projects and overall appetite</li> </ul>

	<p>of proponents to subsequently propose development and investment within particular local government areas.</p> <ul style="list-style-type: none"> <li>While we agree with the statements, "DRPs are advisory only and do not have a decision-making function" and "Panel advice does not represent a planning assessment nor provide a technical or compliance assessment against the Australian Standards or national Construction Codes," advice from members indicates that local government decision makers are increasingly using design review advice as the rationale for refusing or delaying approval of projects.</li> <li>For example, there have been cases where the panel often recommended upgrades beyond what was required, such as enhanced landscaping or sustainable materials, even though the project met all approval criteria. These suggestions resulted in "orange light" evaluations, creating confusion about whether changes were necessary for approval. We are concerned about the growing 'mission creep' of panels.</li> <li>While the current guidance is broadly acceptable, greater adherence is needed. We recommend introducing a new discretionary clause that allows Directors of Planning or delegates to waive design review for projects demonstrating high compliance or evident design excellence.</li> </ul>
Terms of Reference	<ul style="list-style-type: none"> <li>We strongly recommend a model terms of reference for DRPs, however further recommend that consistent thresholds for projects to require design review should be included in the draft Manual to reflect the importance of local governments adopting these thresholds.</li> <li>The inconsistency in which decision makers engage with DRPs in the development assessment process is of significant concern to the Property Council. As alluded to above, the draft Manual currently does not contain any guidance on the criteria informing thresholds which trigger a Design Review. <ul style="list-style-type: none"> <li>For example, Stirling's threshold is 20 dwellings and in Nedlands it is 4 dwellings and there is inconsistency between local governments for other building types like childcare centres and petrol stations. Consistent terms of reference for all projects, regardless of scale, are needed.</li> </ul> </li> <li>On the other hand, Property Council members have provided examples where requests for design review have been refused, and where decision makers are giving little weight to positive DRP comments. This begs the question about the utility of design review to achieve the government's policy intent.</li> </ul>

Design Review Process Summary	<ul style="list-style-type: none"> <li>• We agree that – as a bare minimum – design reviews should be "consistent and efficient".</li> <li>• A key positive feature is its emphasis on proportionate approaches as well as its allowance for early-stage reviews without exhaustive details.</li> <li>• Our view is that making design review procedures publicly available should be mandatory.</li> </ul>
How to get the most from Design Review	<ul style="list-style-type: none"> <li>• Our members consider the requirement for three pre-lodgement design review sessions to be excessive. We believe two sessions should be sufficient, and this should be described as 'average' or 'typical' rather than recommended.</li> <li>• This is one section of the document where the lack of a clear audience/trying to cater to multiple audiences reduces its usefulness. This section also jumps quickly from a high-level description of process, to detailed instruction to participants to 'be punctual' and 'follow the agenda'.</li> <li>• Feedback from members indicates that DRP meetings are often too formal and lack the interactive discussion and collaborative idea generation that is encouraged by the draft Manual.</li> </ul>
Design Review over the life of a project	<ul style="list-style-type: none"> <li>• While not referred to explicitly here, we recommend that panel members should remain consistent throughout the entire design review process, unless a project is seriously delayed, or a panel member steps down. A fair design review requires consistency. Member feedback included instances of new DRP members challenging recommendations made by previous members, undermining the intent of early-stage reviews.</li> </ul>
Design Review Structure	<ul style="list-style-type: none"> <li>• We encourage DRPs to be a forum for collaborative and constructive dialogue, as suggested throughout the draft Manual. However, the caucus stage described here and later in the draft Manual undermines the transparency, fairness and trust of the design review process by encouraging private discussions between DRP members, which the proponent and their project teams are not privy to.</li> <li>• In some instances, assessing officers have not adequately briefed the panel on the planning framework as it relates to the project.</li> </ul>
Confidentiality and reports	<ul style="list-style-type: none"> <li>• Member feedback indicates that final reports produced by DRPs are inconsistent between local governments in the sense that they are not thorough and occasionally provide an inaccurate account of the matters discussed in a DRP meeting.</li> </ul>

	<ul style="list-style-type: none"> <li>While the current guidance is broadly acceptable, it lacks accountability, leaving it open to DRPs and decision makers to deviate from the guidance without recourse.</li> <li>In many DRPs, other types of projects are stopped, such as residential multiple dwellings and commercial buildings that typically do not require approval. We recommend introducing a new discretionary clause that allows Directors of Planning or delegates to waive design review for projects demonstrating high compliance or evident design excellence.</li> <li>While the four C's of report writing reflect good practice, they are operational in nature, and largely useful only to the person writing the report.</li> </ul>
Conflicts of Interest	<ul style="list-style-type: none"> <li>We agree that people "living in or owning property near the project" should not be on Local Government DRPs. The exclusion of individuals with local financial or property interests (and personal interests) ensures impartiality. We recommend this be made a mandatory requirement for panel members to avoid problems caused by conflicts of interest.</li> </ul>
Establishing an LGDRP: Funding	<ul style="list-style-type: none"> <li>Adequate funding is required to run Local Government DRPs, and to ensure the volume of reviews required can be delivered in a timely fashion.</li> <li>Whether due to funding or scheduling, feedback from members indicates that reviews often get delayed due to full agendas, and the limited availability of panel members adds significant delays to approval processes.</li> <li>Related to funding are the fees charged to proponents by various local governments which significantly vary. We encourage consistency and standardisation of fees across local governments.</li> <li>One option to improve timeliness, may be for proponents to pay higher fees to extend agendas or schedule additional meetings.</li> </ul>
Appointing an LGDRP	<ul style="list-style-type: none"> <li>We strongly support the statement that local governments should not appoint decision makers, elected members, members of the public and/or those without relevant qualifications to DRPs and recommend this is made a mandatory requirement.</li> <li>The inclusion of planners, transport planners, and engineers may not be necessary since their input may already be enabled through the Development Approval.</li> <li>While local knowledge is important for the DRP, it is not necessary since input from appropriately qualified consultants at both a local and State level – including referral agencies – is already enabled through the development assessment process.</li> </ul>

	<ul style="list-style-type: none"> <li>• To maximise relevance and utility of advice, panellists outside the local area should also be consulted.</li> <li>• The inclusion of information on how to run an Expression of Interest process, including potential selection criteria, assessment and member induction is very operational and aimed at a small audience in the administration of a local government.</li> </ul>
Reliance on Medium Density Codes	<ul style="list-style-type: none"> <li>• Most design reviews of small mixed-use developments and childcare facilities make sense from many design perspectives. However, not every project should be subject to a DRP but should consider alternative pathways to allow greater infill and residential development. Currently, any building with ten or more grouped or multi-dwellings is covered by the modified Medium Density codes, which incorporate more design nuance and sophistication, have set clearer design standards for internal amenity, quality, and impacts, and allow for far greater internal amenities.</li> </ul>

## Concluding Remarks

Property Council of Australia believes that while the draft Manual is a step forward, it requires stronger enforceability, consistency, and streamlined processes to achieve its intended objectives. By standardising thresholds, fees, and terms of reference, and reinforcing the advisory role of DRPs, it can foster a more efficient and transparent design review process. These changes are critical to facilitating the delivery of high-quality, affordable developments across WA - required to tackle the housing crisis and achieve the WA state government's target of 26,000 new dwellings per year.

We support good design in accordance with the SPP7.0 Design Principles, which emphasise performance-based evaluation and objective advice for proponents. We urge DPLH to address the lack of enforceability by introducing binding mechanisms to ensure consistency in DRP application. Without such measures, the Manual risks being a well-intentioned guide that fails to achieve meaningful outcomes.

## Next Steps

It is expected that the consultation process will meaningfully shape the final version of the Manual. We trust that ongoing consultation will be conducted during the final drafting phase to prevent unintended consequences during implementation.



If you require further information or clarification on this submission, please contact Leonard Hong, WA Policy Advisor, on 0452 040 733 or [lhong@propertycouncil.com.au](mailto:lhong@propertycouncil.com.au) or Andrew Thomson, WA Policy and Research Advisor, on 0409 470 336 or [athomson@propertycouncil.com.au](mailto:athomson@propertycouncil.com.au).

Yours sincerely,

A handwritten signature in black ink, appearing to read "N. Brischetto".

**Nicola Brischetto**

WA Executive Director

Property Council of Australia

# WALGA Comment: Local Government Design Review Panel Manual

## 1. Introduction

The Western Australian Local Government Association (WALGA) is an independent, member-based, not-for-profit organisation representing and supporting the WA Local Government sector. Our membership includes all 139 Local Governments in the State.

WALGA uses its influence, support and expertise to deliver better outcomes for WA Local Governments and their communities. We do this through effective advocacy to all levels of Government on behalf of our members, and by the provision of expert advice, services and support to Local Governments.

WALGA's vision is for **agile and inclusive Local Governments enhancing community wellbeing and enabling economic prosperity**.

WALGA welcomes the opportunity to provide feedback to the Department of Planning Lands and Heritage (DPLH) on the draft Local Government Design Review Panel Manual (the Manual), and associated documents and templates.

The Manual is intended to replace the Design Review Guide prepared by the State Government in 2019 and specifically provides guidance for Local Governments to set up and operate local design review panels (DRPs).

WALGA's response is informed by direct engagement with Local Governments, previous planning reform submissions and the following WALGA [advocacy position](#):

### *6.1 Planning Principles and Reform*

1. *The Local Government sector supports an efficient and effective planning system guided by legislation, policy, and processes that:*
  - a) *facilitates the creation of sustainable and liveable communities and places;*
  - b) *has a focus on strategic planning that delivers on long-term objectives and outcomes that balance social, environmental, cultural, and economic interests;*
  - c) *is easy to understand, accessible and transparent;*
  - d) *recognises the diversity of Western Australia and ensures that local environment, context, communities and character are appropriately reflected in planning frameworks and decision making;*
  - e) *ensures decisions are made by the level of government closest to and most impacted by a planning proposal; and*
  - f) *establishes consistent planning frameworks and streamlines planning processes where there is a demonstrated benefit in doing so.*

2. *Reforms to the planning system should:*

- a) *be guided by the above principles;*
    - b) *deliver community benefit;*
    - c) *promote system efficiency, including through the use of technology;*
    - d) *be evidence-based and informed by robust, transparent data;*

- e) proceed at an appropriate pace to enable effective implementation;
- f) be informed by engagement with the community; and
- g) be amended only with WALGA involvement and consultation/involvement with Local Government.

## 2. Comment

DRPs have led to enhanced design quality of developments while considering the unique context and needs of communities.

WALGA considers the Manual will provide contemporary guidance and templates for establishing and operating DRPs, leading to greater levels of consistency and transparency in DRPs.

WALGA acknowledges the engagement and consultation DPLH has undertaken with the sector on key components of the Manual.

WALGA's response to DPLH's detailed submission form is attached, with key recommendations included below.

### **Project eligibility threshold**

DPLH has specifically requested feedback on appropriate eligibility thresholds for DRP projects. An exact threshold for design review is difficult to quantify as it is influenced by several factors, including the context of the locality and complexity of the project.

Given the diversity of Western Australia's urban environment, it is critical that Local Governments retain the flexibility to set their own individual eligibility thresholds.

It is acknowledged that quantitative thresholds (i.e. cost of development or number of dwellings) are currently being used by some Local Governments and that this offers a level of certainty to proponents. The Manual could provide a uniform quantitative threshold to guide Local Governments that may want to consider this approach. However, it should be clear that this is a guide only and that ultimately the Local Government should determine eligibility on an individual project basis to ensure only relevant proposals are considered by DRPs.

The incorporation of best practice examples into the Manual would also assist Local Governments and proponents in understanding when a project may require a DRP review, compared to design advice.

### **Consistency and resources**

The Manual, and specifically the additional and updated templates, provide contemporary guidance and resources to Local Governments and will assist in streamlining panel processes and improving consistency between DRPs.

Most metropolitan Local Governments have established DRPs, which are funded by the Local Government and are responsible for the panel's establishment, operation, and management.

Given this, it is critical that DRPs continue to function in a manner suitable for each Local Government, considering their resources, funding, context, and community needs.

### **DRP meetings and reporting**

The Manual provides guidance on the design review process, including the number of meetings per project and reporting requirements.

The number of meetings required per project is contingent on a range of factors, not only the complexity of the proposal, but also the Local Government's resourcing, the proponent's willingness to engage in the process, and the design expertise of the Local Government officers.

Given these considerations, in many cases it is unknown how many DRP meetings will be required and when the final DRP meeting, and therefore the final report, will occur. Guidance should be provided in the Manual to consider these circumstances and how an interim report may proceed to a final report if it is determined that no subsequent DRP meetings are required.

Further, some projects may only require one DRP meeting. The Manual and associated *Design Review Material Checklist Template* should be updated to contemplate this option.

#### Training, education and support

The Manual provides a valuable resource to Local Governments, panel members and proponents. The Manual should be complemented with additional training and guidance to support Local Governments.

Design review training for Local Government officers will assist in building the capacity of the sector to better understand the principles of design and their role in the DRP process. Training and education should include best practice examples, preparing and presenting at DRP meetings, and interpreting DRP recommendations and comments.

Training for DRP chairs and members would also assist to ensure their advice is appropriate and constructive and that DRP chairs have the necessary skills to manage meetings and prepare minutes.

WALGA is currently collaborating with the Office of the Government Architect to develop appropriate training courses. Completion of the relevant training course should be included in the panel members' selection criteria.

### 3. Conclusion

WALGA appreciates the opportunity to provide comment on the Local Government Design Review Panel Manual and looks forward to further engagement with the sector on the refinement of the manual and potential DRP training opportunities.

Should you wish to discuss any aspect of this response, please contact Coralie Claudio, Senior Policy Advisor, Planning at [cclaudio@walga.asn.au](mailto:cclaudio@walga.asn.au) or 9213 2083.

# Draft Local Government Design Review Panel Manual

Have Your Say, WA!

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## Online Survey - Draft Local Government Design Review Panel Manual

The purpose of this survey is to gather stakeholder feedback on the draft LGDRP Manual. This Manual provides updated guidance on establishing and managing design review processes, tailored to different design review participants.

The survey consists of three sections: (1) about you and your role in the design review process; (2) feedback on the Manual's content and supporting templates; (3) views on local government design review process elements for future revisions.

Please take a few minutes to complete this survey and share your thoughts and suggestions by **26 November 2024**.

### About you

What is your name

Coralie Claudio

What is your email address?

cclaudio@walga.asn.au

What is your role when engaging with the Local Government Design Review Panel?

(Choose any one option)

- Local Government Officer / Planner
- Panel Member
- Panel Chair
- Proponent (Consultant)
- Proponent (Developer/Client)
- Industry / Peak Body
- Elected Member / Decision Maker
- Other (please specify)

# Draft Local Government Design Review Panel Manual

Have Your Say, WA!

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## About the Manual and templates

Is the [Manual](#)'s structure easy to read and navigate?

(Choose any one option)

Yes  
 No  
 Suggested improvements are...

Is the information in the [Manual](#) clear and easy to understand?

(Choose any one option)

Yes  
 No  
 Suggested improvements are...

- The manual is extensive, and some information is repetitive or superfluous. Most metropolitan Local Governments have DRPs and understand how to establish and operate panels. Given this, advice should be succinct and concise and focus on areas that provide value-add information and resources to Local Governments to create effective and efficient processes.

Examples:

- text that could be consolidated is 'Benefits for proponents (clients, developers, design teams)' (p. 6) includes six dot points that could be consolidated as many are similar and repetitive.
- Repeated sentence on page 1.

- Participates roles / names are used interchangeably in the document and will cause confusion. For example, Design Review Coordinator vs Design Review Manager and Assessing Officer vs Planning Officer.

Are the diagrams in the [Manual](#) clear and effective in conveying information?

(Choose any one option)

Yes  
 No  
 Suggested improvements are...

- Figure 3 Design Review Participants terminology doesn't align with other areas of the document and doesn't include the Design Review Administrator.
- Figure 9 Typical Design outputs and the review discussion (p.38) is in the 'for proponent' section but it may be beneficial to incorporate into the Design review structure section (p.12) as this information is important to understand for all participants, not just proponents.

Are the roles and responsibilities of different actors (Local Government Officers, Panel members, Chairs, proponents, etc.) clearly defined in the [Manual](#)?

(Choose any one option)

Yes  
 No  
 Suggested improvements are...

Assessing Officer (or Planning Officer) requires some clarification as the initial paragraph in italic (p.30) focuses on the officer's role post DRP and the dot points focus on their role during DRP processes. It would be worth clarifying that the officer plays a role at these different stages and also include pre-lodgment. It should also be noted that in some situations the officer that processes the DRP application may not be the same officer that assesses the development application for the proposal.

Design Review Administration – provide clarification that this role may form part of a broader administration or project officer role.

Session chair

- clarify up front in the italic section (p.34) that this role is responsible for chairing meetings and preparing the reports. While this information is provided in the subsequent dot points it may be different to how some DRPs currently operate, and it is worth providing this up front clarification. This would also align with how the other participants roles have been written.
- Under 'review session' include a dot point about post review panel debrief as per Figure 6 Typical Design Review Structure

Are the outlined processes in the [Manual](#) straightforward and easy to follow?

(Choose any one option)

Yes  
 No  
 Suggested improvements are...

Design Review VS Design Advice (p.5) – this section references several elements that may not require a full design review and instead design advice could be appropriate and should be updated accordingly:

- 'proposals subject to statutory timeframes which cannot accommodate design review' - purpose of DRP is to have early consideration of proposals before the projects are formally lodged and statutory timeframes commenced. This reference should be removed as it may encourage proponents to not engage early with Local Governments.

# Draft Local Government Design Review Panel Manual

## Have Your Say, WA!

- 'planning policies' – should clarify that this related to policies that don't have built form elements. Policies with built form elements may benefit from design review.

### How to get the most from Design Review (p.10) and Design Review structure (p.12)

- Early engagement, including pre-lodgment meetings, between Local Governments and proponents on complex planning proposals assist to inform the design process and discuss broader planning matters. It should be acknowledged in the document that this early engagement shouldn't be done solely in consideration of the design, but it could be accompanied with a broader pre-lodgment discussion on the key planning matters as they are inevitably intertwined.
- Design Review Structure (p.12) and other relevant sections of the manual should note that the information required as outlined in the Design Review Material checklist should be submitted by the proponent in a timely manner (ie specify 1 – 2 weeks before DRP meeting) to ensure Local Government officers have sufficient time to review the required material.
- Further guidance and clarification in determining the number of DRP meetings for an application and specifically how, when and who determines the final DRP meeting. This could be influenced by the following factors:
  - Complexity and scale of the project. Some simpler projects may only require one review which isn't an option clearly explored in the manual. Some clarification on what projects may be simple (ie could align with the 'simple projects' in the *Design Review Manual Checklist* template) and if there could be a streamlined process for these projects.
  - The proponent's willingness or ability to action DRP comments and recommendations. Proponents may not amend plans based on DRP recommendations and instead justify their proposals. Organising subsequent DRP meetings in these circumstances may not provide any value add to the proposal.
  - Local Governments may not have adequate resources to hold multiple DRP meetings for one application.
  - Design expertise and ability of Local Government officers to interpret DRP advice and determine if the proponent's response is adequate specifically in the context of the broader statutory planning proposal.

### Reports (p.14 and 15)

- As outlined above it is unclear for some proposals how many DRP meetings are required and when the final DRP meeting has been completed and therefore when the final report can be issued. As identified above, the complexity of the project, the proponent's ability to or willingness to effectively address the DRP comments, available resourcing and the design expertise of the Local Government officers may all influence this outcome. The manual should provide further guidance and the reporting process in these situations.

It is recommended that interim reports should be converted to 'final reports' at the discretion of the Local Government, with assistance from the DRP chair if required. While this version may not be targeted at the decision maker of the statutory proposal (ie DAP, Local Government Council) assessing officers are required to respond to the DRP reports and explain how the proposal has evolved over time and clarify if the design response is adequate.

- It is acknowledged that there are a few key changes to how some DRPs operate and report specifically in relation to the removal of the traffic light system and the requirement for the chair to prepare the report instead of Local Government officers. These changes are generally welcome as they will assist in providing clear and actionable advice to proponents.

### Appointing a LGDRP (p.23)

- 'Assessing application' should also include appointing panel members. It should be noted that the panel should consist of a range of experts as outlined in p.21.
- DRP Chair 'hours' of report contribution per item is noted as 4 – 8 hours. Feedback from Local Government's notes that this seems excessive for one item, specifically for simpler projects.

### Is the [Agenda template](#) useful and easy to use?

(Choose any one option)

Yes  
 No  
 Suggested improvements are...

### Clarify in the 'Summary by Chair' section that the proponents have an opportunity to ask questions or clarification as per Figure 6 Typical Design Review Structure (p.13)

### Is the [Design Review Material Checklist template](#) useful and easy to use? (Choose any one option)

Yes  
 No  
 Suggested improvements are...

This is a valuable template that will improve the quality of material lodged by proponents and the consistency of DRP applications between Local Governments and tailors the level of information to the scale of the proposal. Some matters to address:

- The template splits projects into 'simple' and 'complex' projects but these terms have not been defined or clarified in the manual. Guidance, including practical examples, should be provided to Local Governments to understand and determine the appropriate project category.
- Complex projects – need to clarify what information may be appropriate at initial 'concept' design stages compared to later design stages, like the checklist for simple projects.
- Separate guidance and education including best practice examples of different projects, and the materials provided would be beneficial to educate proponents and Local Government officers.
- Consideration should be given to the minimum information required especially if the proposal is only considered once by the DRP.

### Is the [Expression of Interest Assessment Matrix template](#) useful and easy to use?

(Choose any one option)

Yes  
 No  
 Suggested improvements are...

Scoring matrix should include a list of primary and secondary area of expertise of each panel members to ensure the panel includes a range of different design expertise. It may be that a lower scoring applicant is appointed as they have specific expertise required by that Local Government.

# Draft Local Government Design Review Panel Manual

Have Your Say, WA!

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Is the [Session Panel Curation template](#) useful and easy to use?

(Choose any one option)

Yes  
 No  
 Suggested improvements are...

Is the [Panel Briefing template](#) useful and easy to use?

(Choose any one option)

Yes  
 No  
 Suggested improvements are...

Is the [Interim Advice template](#) useful and easy to use?

(Choose any one option)

Yes  
 No  
 Suggested improvements are...

Is the [Final Report template](#) useful and easy to use?

(Choose any one option)

Yes  
 No  
 Suggested improvements are...

Unclear what the difference is between the interim advice template and final report template. Comments on the reporting have been outlined above.

Additional information or resources on the following topics would be helpful:

(Choose all that apply)

None, current resources are sufficient  
 Managing conflicts of interest  
 Joint Panels  
 Design Advice  
 Other (please specify)

The manual should be complemented with education and training and best practice examples.

Best Practice examples could include the following:

- Proponent materials for simple and complex DRP proposal (aligning with the *Design Review Material checklist template*).
- Examples of proposals that have required design review compared to design advice. Specifically comparing similar proposals (ie Child Care Premises) and include examples of other planning instruments (ie Precinct structure plan or local planning policy) that may warrant design review.

Training and education for Local Government officers to build capacity in the sector incorporating the following:

- Understanding the basic principles and language of design.
- Preparing reports for DRP meetings and their role at DRP meeting
- Understanding and interpreting DRP recommendations and comments
- Reviewing panel members, including chair, applicants in the EOI process

Training for DRP chairs and members would also be valuable to ensure their advice is appropriate and constructive and DRP chairs have specific skill set to manage meetings and prepare minutes.

WALGA is currently collaborating with the Office of the Government Architect to develop appropriate training courses. Completion of the relevant training course should be included in the panel members' selection criteria.

# Draft Local Government Design Review Panel Manual

Have Your Say, WA!

## Local Government Design Review Process

We recognise that design review processes vary among local governments due to factors like internal resources and specific built environment needs.

We are seeking additional feedback on aspects of the local government design review process that were identified in prior stakeholder engagement.

The following questions pertain to topics outside the current project scope but may inform future updates.

How many Design Review Panel applications did you process in the 2023/24 financial year and what were the project types (e.g. residential, commercial, mixed-use, tourism, etc.)?

Did you 'call-in' any developments that did not meet your design review eligibility thresholds? If so, please indicate how many and the reasons why.

(Choose any one option)

- No
- N/A**
- Yes (please indicate how many and why)

Did you exempt any developments that met your design review eligibility thresholds?

(Choose any one option)

- No
- N/A**
- Yes (please indicate why)

What would your preferred design review eligibility thresholds be?

(Choose any one option)

- Option 1 - Project eligibility in 3 tiers that broadly align to DAP areas
- Option 2 - Eligibility is consistent across the State
- Option 3 - Eligibility is set by individual local governments**
- N/A
- None of the above (please share your thoughts on design review eligibility thresholds)

Please explain your choice for Question 20.

As outlined in the matrix example, the requirement for design review is difficult to quantify as it is influenced by several factors including the context of the locality and complexity of the project.

Given the diversity of Western Australia's local environment and context it is critical Local Governments retain the flexibility to set their own individual eligibility criteria and thresholds.

It is acknowledged that quantitative thresholds (ie cost of development or number of dwellings) are currently being used by some Local Governments and offer a level of certainty to proponents. The manual could provide a uniform quantitative threshold to guide Local Governments that may want to consider this approach. However, it should be clear that this is only an option and that ultimately the Local Government will determine eligibility on an individual project basis to ensure only relevant proposals are considered by DRPs.

Training and best practice examples would also educate Local Governments and proponents in understanding when a project may require a DRP review compared to design advice.

Lastly, Local Government are responsible for funding and operating local DRPs and each Local Government's capacity and resourcing may influence the eligibility criteria.

In what scenarios would your local government provide design advice or review for single residential applications?

N.A

Note: Note on design advice: "There may be cases where a design review panel (DRP) process is not warranted or practical, but where design advice is still sought by the relevant determining body. This may be most appropriate for the formulation of design guidelines, planning policies, standard structure plans, proposals subject to statutory timeframes which cannot accommodate design review, or where discrete aspects of a proposal require specific expertise inputs. Design advice may be provided by a subject matter expert or, where available, by a City or Estate architect. The benefit of this approach includes the provision of timely advice on matters that may not otherwise be appropriate in a full design review process. In accordance with the Design Review Protocols (page 6 of the Manual), this activity is not considered a design review and instead constitutes design advice." Write N/A if this question does not apply to you.

Do you use individual Design Review Panel members or other experts to obtain design advice?

# Draft Local Government Design Review Panel Manual

## Have Your Say, WA!

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(Choose any one option)

- No
- N/A**
- Yes (please specify under which circumstances would you do this)

Note: Note on design advice: "There may be cases where a design review panel (DRP) process is not warranted or practical, but where design advice is still sought by the relevant determining body. This may be most appropriate for the formulation of design guidelines, planning policies, standard structure plans, proposals subject to statutory timeframes which cannot accommodate design review, or where discrete aspects of a proposal require specific expertise inputs. Design advice may be provided by a subject matter expert or, where available, by a City or Estate architect. The benefit of this approach includes the provision of timely advice on matters that may not otherwise be appropriate in a full design review process. In accordance with the Design Review Protocols (page 6 of the Manual), this activity is not considered a design review and instead constitutes design advice."

Would a matrix analysis tool, like [this one](#) for example, be useful to assist with determining the appropriate design review pathway for a project?

(Choose any one option)

- Yes**
- No
- N/A
- Yes, with suggestions...

The matrix analysis tool is helpful but the nature of assessing design is still subjective. The matrix should be accompanied with best practice examples of projects to provide education on specific factors that influence the decision to proceed with design review or design advice.

**DRAFT LOCAL GOVERNMENT DESIGN REVIEW MANUAL AND ATTACHMENTS – SEPTEMBER 2024****COMMENTS PREPARED BY MACKAY URBANDESIGN (Munira and Malcolm Mackay) – 14.11.24****p.1 Fig.4 LGDRM relationship to SPP 7.0**

The proposed LGDRM image **should be bold** and the SDRP Manual image should recede.

**p.3 “building”** should be defined, such as including ‘non-buildings’, for example, LDPs, masterplans, materials and colours review (submission for amendments or as part of a Condition) and infrastructure (bridge, carpark, public art). **Or use the term “project”...**

**p.5 and 7...appropriately trained, multi-disciplinary built environment professionals.** *Suggest adding “qualified and expert”...*

The selection of members to a Panel is critical to the professional integrity of the panel, quality of design review and commentary given, and the regard and respect afforded to the Panel by all parties involved.

Unfortunately we have attended DRPs where a member may be only partially qualified or have only an “affiliate membership” within a professional organisation to a different discipline (for example, a landscape architect anoints themselves as an ‘urban designer’ and **proceeds to provide detailed commentary on architecture** – this advice has often and embarrassingly been overturned by the qualified architect on the Panel); or the member clearly has no actual or *practical* experience in a profession, such as having only a graduate degree in architecture but never having had any useful employment on projects as a registered architect anywhere.

The above types of member appointments to DRPs serve to undermine the professional integrity of the Panel as the comments from these types of members have little to no justification or understanding of the complexities of development.

We’d suggest strongly that firstly, qualification for the Panel be researched carefully, and secondly that professionals provide design commentary in accordance with their actual discipline and experience.

**p.5... “design review” and “design advice”**

We support this section - many local governments request single member advice from a ‘trusted’ and generally pragmatic Panel member on projects that do not require a full Panel review – for example, design advice to assist a planning officer with input on the RAR report for a JDAP application.

**p.7...punctuation error “It considers proposals...”****p.10...Collaboration and constructive advice**

We support this very important point. Panel members are not appointed to judge a project as if it were a student submission for grading. The point is for the DRP to be helpful and to provide design advice in a positive manner with the intent of optimising the project’s design quality.

**p.11..Design iteration**

We support this clearly made point...“*advice that is practical and actionable...*” – members should not convey broad platitudes or roll out tropes that are not site and context specific.

The type of project also should be considered by the Panel. For example, suggesting high cost up-front “extras” for a simple and affordable housing project on a low land value site may unacceptably affect its viability. This point is related also to members’ actual *practical* experience and knowledge of development practices.

**p.12...punctuation error... “person Some”...full stop is required.****p.12...punctuation error...“1hour”...gap and consistency in punctuation is required, for example “1-hour”.**

**p.13 Step 1 Welcome and Introductions**

The Chair also should outline any 'ground rules' and the meeting's specific purpose if required (such as a focus on particular issues).

**p.14 Interim advice should not be included in any publicly available documentation...**

Often Interim Advice is included in publicly available documentation, such as Council Agendas and the RAR.

This section requires clarity as we understand the inclusion of Interim Advice helps to provide the 'story' of a project's improvement, or where important advice has not been addressed (sometimes repeatedly) and therefore, issues remain unresolved with the result that a project is not supported by the Panel, or not recommended for approval by the LGA.

**p.15 If consensus cannot be reached...**

This situation happens rarely, however we support the text in that sometimes different approaches to a design may be suggested and should be explored by the Proponent with the best outcome chosen that best satisfies the relevant Design Principles.

**p.19 Panel pool size**

10 – 25 members. Generally, a workable panel size for LGA seems to be 8 to 10 members.

In reality, the local government soon is able to work out the 'most valuable' members (usually 4 to 5 members) who are reliable in providing the optimal quality of advice and, as a result, this core group of members tends to be repeated.

Large Panel pools have been problematic with a lack of continuity in review across a series of meetings and breeding frustration and discontent in very capable pool members who are in the pool but rarely are called upon. This is a particularly an issue with members who are new to the process, become jaded and then drop out of the DRP system.

**p.22 Expression of Interest process**

Generally, we support this section, however...

**p.22 Selection criteria...**

Professional qualifications and registration with a professional body should be provided ... The applicant should provide scans of academic certificates and links to current membership of professional registration bodies to avoid any possible mis-representation.

The "where relevant" is important. Whilst architects, planners and landscape architects enjoy degrees of protection through registration and institute memberships, other important disciplines such as urban design, heritage and sustainability do not.

Refer also to our earlier point - **p.5 and 7...appropriately trained, multi-disciplinary built environment professionals.** *Suggest adding "qualified and expert"...*

Also, we'd suggest including the requirement for applicants to submit contact details of three referees.

**p.23 Panel renumeration...**

Chair's hours of preparation – suggest 1 hr per item (1.5 hrs per item is excessive)

Chair's report contribution – suggest 1 hr per item (8 hrs total is excessive)

**p.24 Member induction...**

Suggest outlining the expectations for members and their role/discipline (this information may be noted on LG websites/Design Reports).

Clarify if "minutes" should be omitted in favour of "interim review". The term "minutes" and design report are commonly interchanged, but some LGAs are more careful to distinguish between the two – 'minutes' being a record of the meeting prepared by the LGA, whereas the 'design report' is a record of the DRP commentary and advice prepared by the Panel.

Suggest the LGA includes a presentation on sample projects in the LGA, particularly to illustrate typical issues (such as built form / height interface between different land uses) and where design review has resulted in significant improvement for all parties and the place. In some cases (e.g. Port Hedland) the initiation process included a site tour to view the site and context for projects that were anticipated – this is particularly relevant for remote LGAs.

p.25 – We support the point that community members without design expertise should not be appointed – the DRP is an independent design review panel.

Consider the City of Melville and City of Nedlands DRP examples. There is a subtle difference here – the City of Nedlands had an opaque process for member selection with criteria changed to favour local members, whereas the City of Melville's process was more transparent, yet still delivered a community member with relevant professional skills. There is a broader question of whether the selection of members should favour those who live in the LGA – this can be problematic in that a) it raises questions of impartiality beyond the normal definition, and b) the LGA reduces its access to the best members if they don't happen to live in the LGA.

### **p.27 Spelling error..."proponent"**

### **p.28 Guide to Panel Composition**

This table requires modification...

Urban design is completely misrepresented in this table – at Mackay Urbandesign, Munira Mackay is a fully qualified Urban Designer and her qualifications and disciplines include both Architecture and Urban Design.

The scope of work defined in the table is bizarrely limited to only site planning and masterplanning. There is also a common misunderstanding that an Urban Designer merely selects street furniture or considers 'open space'. The reality is that urban design is an umbrella discipline that broadly covers all the other main disciplines – such as architecture, planning and landscape architecture – to understand the 'fit' of the project in its context and site.

In this design review context, urban designers are best placed to provide the necessary breadth of DRP commentary and are best suited to the role of Chair with a good understanding and appreciation of the skills of the other members and how to best reconcile their different perspectives.

A well-qualified and experienced Urban Designer with an architectural grounding is adapt at commenting expertly on all aspects of the built form and ground plane, both public and private, and interface matters.

Urban Design expertise should be included for **high density, medium density, mixed use and commercial or retail development**, and not be limited simply to the categories of 'public realm design' and 'sports and recreation'.

### **p.30 Assessing Officer**

We support the note on the Panel Briefing not being a repeat of information issues in the key issues document to panel members.

The briefing should focus on the expectations for the project from a planning perspective, any significant areas of inconsistency with the planning framework, and seeking advice on design implications on the site and context arising from inconsistency with the planning framework.

**p.31 For the Panel**

We support the statement on members providing "...independent, fair and reasonable professional advice..." as, on occasions, this is forgotten by some members.

The LGA, as the employer, should discuss any problems that arise at meetings (including complaints from other parties) with the specific Panel members.

We support the importance of the Caucus and its purpose. Also, we support the note on Panel members summarising key areas of focus from their own area of expertise.

We strongly support the Chair taking notes and drafting the Report, with notes provided from others to assist the Chair.

We strongly support circulation of the Report to Panel members for targeted and timely feedback.

**p.36 For Proponents**

The Proponent's presentation time should be typically 5 to 15 minutes depending on the size and complexity of the project. Also, there is merit in allowing more time for initial reviews because the information is being seen for the first time by the Panel rather than a review of changes since a previous meeting.

**p.37 Preparing for review**

Ideally Proponents should illustrate how each recommendation has been addressed and, if not, the rationale as to why.

p.38... punctuation error..."and or"

p.38...Fig 9 is not referenced.

*Subsequent Design Reviews, Development of concept* – presentation tools may include perspectives (with locations and orientation identified) and long street views, particularly for proposed development that exceeds the planning framework height, plot ratio requirements.

**p.39 On the day**

DR1 and subsequent reviews...Presentation time should be 15 minutes unless the project is highly complex.

**Comments on the templates are overleaf.**

**1. Agenda template**

-Clarify “Changes to Panel” – what does this mean?

- Agenda

Panel Caucus – too short, allow 10 minutes

Design presentation – too long, allow 15 minutes

**2. Panel Briefing template**

We support the content.

**3. DRP – Interim Advice**

Include the project’s “Strengths” up front.

We suggest using the ten design principles format to record the panel’s comments and recommendations.

Include a summary of Key Recommendations and Conclusion.

**4. DRP – Final Report**

As above 3. DRP – Interim Advice.

**5. EOI assessment matrix**

We support the content.

**6. Matrix – eligibility criteria for review or advice**

We support the content.

**7. Design Review Material Checklist**

The material should relate to the project stage.

Importantly, the material provided to DRP members should be checked and legible prior to issue – often plans are poor resolution, incomplete and fuzzy.

**8. Session Panel Curation**

We support this profile information on members being accessible to the Panel Co-ordinator.



## Peer Review

### Local Government Design Review (LGDR) Manual for Western Australia

Issue: 15/11/2024 Rev -

This review has been conducted on the **DRAFT Local Government Design Review Manual (October 2024 - 11 October 2024 Revision 2 - sent to Phil Gresley for Peer Review)**

## 1. Executive Summary

This peer review commends the **Local Government Design Review Manual** for Western Australia as a robust guide that effectively aligns with State Planning Policy 7.0 (SPP 7.0) and sets high standards for design quality across diverse jurisdictions. The manual clearly defines the roles, processes, and principles of design review, offering a solid foundation for consistent, community-centred outcomes.

To maximize its accessibility and practical impact, this review recommends targeted refinements to streamline structure, enhance clarity, and provide clear role-specific guidance. Key suggestions include reorganizing the content for easier navigation, simplifying language for varied users, and adding visual aids to clearly define roles and responsibilities for Local Government Authorities, Panel Members, Proponents, and Decision Makers to achieve the most effective outcomes. Refining templates and recalibrating the Design Review Matrix are also proposed to ensure all significant projects benefit from a thorough design review, encouraging thoughtful, quality-focused evaluations rather than a “box-ticking” approach.

Further recommendations include incorporating culturally sensitive design practices, such as an Acknowledgment of Country and guidance on context-driven design, to enrich the manual’s alignment with community values. Enhancing templates, particularly around context and character analysis, and establishing consistent cost frameworks will make the manual an even more practical tool.

## 2. Introduction

The **DRAFT Local Government Design Review Manual** provides a strong foundation for guiding design review across Western Australia's diverse jurisdictions. Its content effectively sets out the framework and principles of design review, addressing key roles, processes, and the significance of quality design in shaping communities. The manual's alignment with State Planning Policy 7.0 (SPP 7.0) establishes a solid basis for promoting high standards of design and consistency across local governments.

While the existing content is robust and informative, opportunities exist to further enhance the manual's accessibility, clarity, and practical usability. This review suggests refinements to the structure, language, and layout to ensure that each section flows logically and presents information in a way that is readily accessible to all users, including new panel members, proponents, local government officers, and decision-makers. By streamlining guidance, refining templates, and introducing additional role-specific resources, these improvements aim to make the manual an even more effective tool for achieving high-quality, equitable design outcomes.

These enhancements build upon the DRAFT's strengths, transforming it into a resource that not only sets clear standards but also empowers stakeholders to navigate the design review process with confidence and efficiency.

Below we provide our Key Observations and Recommendations, the suggested re-structuring of the document, followed by a detailed review with recommendations for your consideration, including a review of the developed templates.

## 3. Key Observations

**Document Structure and Language Accessibility:** The current structure and language of the manual could be improved to enhance usability, especially for non-specialist readers or first-time users. Some sections are dense, with language that may obscure key concepts and procedural clarity. There is an opportunity to streamline content, adopt more accessible terminology, and reorganize sections to further enhance the developed logical flow. A more concise, reader-friendly format would improve overall accessibility and empower stakeholders to engage confidently in the design review process.

**Clarity in Roles and Responsibilities:** While the manual covers the roles of various participant groups, there is opportunity for greater specificity and visual distinction to clearly demarcate each group's responsibilities and expectations. Creating visually differentiated, role-specific guidance sections could improve usability, ensuring that participants such as Local Government Authorities (LGAs), Panel Members, Proponents, and Decision Makers have clear, actionable directions tailored to their unique functions.

**Enhancement of Templates and Tools:** Templates provided in the draft are functional but would benefit from refinement to promote consistency, support user comprehension, and minimize ambiguities in the review process. The Design Review Matrix, in particular, needs recalibration to ensure that projects with significant community impact are routed appropriately for full design review. The Design Material Checklist template may risk fostering a "box-ticking" approach rather than encouraging comprehensive, quality-focused evaluations. There is opportunity to use these to enhance the responsiveness of proponents in areas that have been traditionally challenging, including Context and Character.

**Alignment with Broader Planning and Design Goals:** The manual's potential in general to promote high standards in design review is currently limited by insufficient guidance on context and character requirements including cultural responsiveness, especially concerning Aboriginal and Torres Strait Islander heritage.

## 4. Key Recommendations

### Structural and Linguistic Revisions for Clarity and Accessibility

- **Restructure Core Sections:** Streamline and reorder sections, emphasizing more accessible language that reduces technical jargon and clearly conveys design review principles and processes. Introduce a “How to Use This Manual” section early on to clarify the manual’s purpose and intended audience.
- **Redesign the Table of Contents:** Simplify or remove the Table of Contents to make navigation more intuitive, leveraging a clear document structure and professionally designed layout that supports easy content discovery.

### Role-Specific Guidance and Visual Enhancements

- **Use Graphic Elements for Role Differentiation:** Introduce consistent visual markers, such as color-coded banding, sections or icons, to denote information specific to each participant group. These elements would help readers locate their responsibilities, supporting easier navigation and clearer understanding.
- **Incorporate Visual Diagrams of the Review Process:** Provide additional rigour to the detailed process diagrams that illustrate the design review journey from project inception through to the final development application (DA). A more detailed visual summary of steps, responsibilities, and interactions could serve as a central reference for all stakeholders.

### Refinement and Calibration of Templates and Tools

- **Recalibrate the Design Review Matrix:** Recalibrate the Design Review Matrix to ensure that project typologies with substantial, lasting impacts, such as medium-scale residential or smaller commercial developments such as Childcare Centres, consistently undergo a full design review. Provide clear benchmarks or examples to guide application, improving consistency across jurisdictions.
- **Enhance Template Clarity and Usage Guidelines:** Expand the Review Material Checklist to guide proponents in preparing comprehensive, quality submissions. Additional guidance or case studies illustrating optimal context and character analysis would help users understand expectations and meet review standards more effectively.
- **Introduce Standard Costing and Remuneration Guidelines:** Establish a recommended standard cost framework that LGAs can apply to panel member remuneration and review fees, supporting transparent and predictable budgeting for proponents and local governments alike.

### Integration of Cultural Responsiveness and Community-Focused Design

- **Add an Acknowledgment of Country and Guidance for Indigenous Design Sensitivity:** Include an Acknowledgment of Country at the beginning of the manual, with culturally responsive design guidelines integrated throughout. This addition would align the manual with State Planning Policy 7.0 and demonstrate respect for the Aboriginal and Torres Strait Islander communities in Western Australia.
- **Promote Place-Based and Context-Driven Design:** Emphasize the importance of local context, particularly in areas undergoing transition to higher densities. Provide guidance on addressing context and character through visual tools, materials analysis, and heritage considerations to foster designs that are visually cohesive, functional, and culturally respectful.

### Enhanced Training and Online Resources

- **Develop Online Training Modules for Templates and Tools:** Consider creating online resources to support users in implementing the Design Review Matrix and templates consistently. Accessible training modules would facilitate broader understanding, reduce errors, and foster a shared approach to design review across different jurisdictions.

- **Introduce a Mentorship Program:** To support a diverse and skilled panel, consider including a mentorship scoring criterion into the EOI Assessment Matrix. A mentorship program would create pathways for emerging professionals, enriching the LGDRP's expertise and encouraging professional growth within the panel framework.

## 5. Proposed Framework Enhancements

While the DRAFT structure has a solid foundation, we propose restructuring the document to improve accessibility, clarity, and functionality for all users. An intuitive layout that guides readers from broad overviews to detailed information would better support the knowledge journey. This reorganization might also help readers navigate key sections efficiently, ensuring that each participant group can easily locate relevant guidance, tools, and templates.

The **Detailed Section-by-Section Feedback** has been revised to reflect this proposed structure, with recommendations for new or adjusted headings that better capture the content and purpose of each section. Additionally, where new or more descriptive titles are recommended, these aim to clarify roles, responsibilities, and the distinct stages of the design review process, making the manual a more practical, user-centred resource.

### Cover

### Acknowledgement of Country

### Table of Contents

### Introduction and Purpose

- About the Manual
- Application
- Who is the Manual For?
- How to Use the Manual

### PART A: Design Review Explained

- What is Design Review?
- Who benefits from design review?
- Design Review in the Planning System
  - About Good Design
  - State Planning Policy 7.0
- Local Government Design Review
  - What projects go to design review?
  - Design **Review** vs Design **Advice**
  - Status of Design Review
  - How much does it cost?

### PART B: Guidance for Effective Design Review

- Summary of the Design Review Process
- Overview of Participants
- Pillars of Design Review
- How to get the most from Design Review
  - Quick Guide to Effective Design Review
  - Feedback and Reporting

### PART C: Detailed Role-Specific Guidance

- Establishing and Appointing an LGDRP | *A guide for Local Government Administration and Officers*
- Running an LGDRP | *A Guide for Local Government Planning Officers*
- Sitting on a Panel | *A Guide for Panel members*
- Chairing the Panel | *A Guide for Panel Chairs*
- Engaging with the Panel | *A Guide for Proponents*.
- Making Good Decisions | *A Guide for Elected Members and Decision Makers*

### Appendices and Additional Resources

- Templates, case studies, example reports, links to SPP 7.0, and supplementary documents.

## 6. Detailed Section-by-Section Feedback

Notwithstanding the above suggested revisions to the ordering and titling of information we have conducted a detailed review and provide the observations and recommendations on each section of the document below. A review of the DRAFT Templates can be found under **7. Templates**

### How to use this section

We have laid out the feedback in the order of our proposed re-structuring which can be found in the previous section.

For clarity we have used codes to demonstrate which titles have been **deleted, renamed** (old title shown in strikeout), **additional** (new) or **relocated**. Where a section or title is not listed it means it is part of a broader reconsideration of a collection of sections or sub-sections or there is no commentary required as we support the title and or content.

### Other guidance

The existing titles are shown with the dots identifying the level of title importance.

#### E.g. ...*Document Name and Cover*

**Tip Box** – refers to a Tips or Tips and Resources box found in the DRAFT or proposed revised document.

**Recommendation #:** This is how we communicate our more detailed recommendations to be implemented.

### Detailed Review

#### ...*Document Name and Cover*

**Recommendation 1:** The cover should be visually striking yet aligned with the style of the overall SPP7.0 document suite. We anticipate that this document will undergo a comprehensive graphic design process by a qualified professional.

**Recommendation 2:** Consider adding more information to the title of the document to clearly communicate its intent. An example:

**Local Government Design Review Manual**  
*A Practical Guide for All Stakeholders*

#### ...*Acknowledgement of Country | Addition*

Providing an Acknowledgement of Country offers an opportunity to highlight the significance of Aboriginal land and culture within the design process. It acknowledges Western Australia as a vast region with diverse communities, each with unique cultural ties and language groups, underscoring the importance of place-based sensitivity and respect in all design practices. This is currently misunderstood and largely missing in projects requiring Local Government Design Review.

**Recommendation:** This text should be written by an appropriate knowledge holder. The spirit of the following text might be considered which captures the opportunity for enhanced design practice.

*We acknowledge the Traditional Custodians of the land across Western Australia, paying respect to the many First Nations peoples, language groups, and cultural ties that shape this diverse state. We honour the deep connection to Country held by Aboriginal and Torres Strait Islander peoples, recognizing Elders past and present as custodians and cultural leaders.*

*In Western Australia, each region, from coastlines to deserts, carries distinct stories and meanings rooted in Aboriginal stewardship. Our approach to design must respect both the traditional heritage and the contemporary aspirations of these communities. This Design Review Guide encourages culturally responsive design that listens to Indigenous voices and contributes to places that respect shared histories and promote sustainable, inclusive futures.*

### ***...Table of Contents:***

The current Table of Contents appears formal and lengthy, which may suggest a dense, challenging document to navigate.

**Recommendation:** There's an opportunity to refine the structure and language to make it more approachable. Streamlining the TOC and adding clear, engaging design elements will help readers locate key information more easily and access content with greater efficiency. Simplify or consider removing the TOC altogether, focusing instead on a clear structure, high-quality diagrams, and a strong, professionally designed layout to enhance navigation.

### ***...About this document manual***

**Recommendation:** Add an Introduction paragraph to describe the purpose of the document upfront and be clear who the guide is for. An example:

*This Manual provides practical, best-practice guidance for Local Government Design Review Panels (LGDRPs) in Western Australia. It aims to support consistent, high-quality design outcomes across jurisdictions, aligned with State Planning Policy 7.0 (SPP 7.0): Design of the Built Environment. The Manual serves as a comprehensive resource for all participants involved in local government design review, helping them navigate the process effectively*

*Or*

*This Manual provides practical, best-practice guidance for Local Government Design Review Panels (LGDRPs) in Western Australia. A key aim is to create consistency in design review practices across jurisdictions, ensuring high-quality design outcomes that align with State Planning Policy 7.0 (SPP 7.0): Design of the Built Environment.*

*Consistent processes make it easier for knowledge to be shared across regions, create a more predictable experience for project proponents, and reduce uncertainty by establishing clear, standardized expectations. Serving as a comprehensive resource for all participants in local government design review, this Manual is designed to help users navigate the process effectively and with confidence.*

### ***..Application***

**Recommendation:** more accessible language. An example:

*The design review process plays a key role in meeting the goals of SPP 7.0. This Manual focuses on procedures for **Local Government** Design Review Panels (LGDRPs), but other panels, such as the State Design Review Panel (SDRP) and those run by other government agencies, may use different guidelines.*

(Insert Figure 1)

For details on SDRP processes, please see the State Design Review Panel Manual [insert link].

To further support users, this Manual includes a series of templates available online [insert link]. These resources offer additional tools to help ensure effective and efficient design reviews.

### ..Who is the manual for?

No change

### ..How to use this manual? | **Addition**

**Recommendation 1:** Create this section to briefly describe how the manual should be used. Example below using accessible language and clear explanations of each report part.

#### How to use this manual

**Part 1** explains what design review by a local panel is, where and when it applies, the protocols of good design review, and what to avoid.

**Part 2** gives guidance on how to establish a local government design review panel and describes the roles and responsibilities of panel members and council staff.

**Part 3** provides detail on how a panel operates, including timing and staging of tasks.

**Part 4** sets out key governance issues and the scope of the two main deliverables: the design advice letter and the design review report.

Source: NSW Issue No. 01 (2021) DRAFT Local Government Design Review Panel Manual

To maximize usability and effectiveness, the guide should improve clarity around the roles and interdependence of each participant group. Organizing the document to clearly address each group's responsibilities and expectations will enable more efficient navigation and support each group's effective contribution to the design review process.

**Recommendation 2:** Develop graphic elements, such as colour coding, icons, and clear layout strategies, to help each participant group easily track their role-specific guidance throughout the guide. For example, apply a distinct colour, table band, or icon to each primary user group—such as Local Government Authorities (LGAs), Panel Members, Proponents, and Decision Makers—that appears consistently wherever role-specific information or guidance is presented.

Although this idea is adopted to a degree in various areas of the guide (including “*Design Review over the life of a project*”), it could be significantly enhanced and used as a device to order and present content.

## ....Part A: Overview Design Review Explained

### ...What is design review? | Relocated

**Framework Suggestion:** It is suggested that this first touchpoint be about Design Review itself. The current framing of the Guide within its planning context at the beginning of the document (*Design and the Planning System*) might diminish its clarity of purpose.

**Recommendation:** Replace body text with more accessible language with less jargon. An example below.

*Design review is a vital, independent evaluation process that raises the design quality of development projects and planning frameworks. Conducted by a panel of multi-disciplinary experts, design review brings a depth of insight and professional rigor to each project, ensuring that it aligns with Western Australia's design standards under State Planning Policy 7.0 (SPP 7.0).*

*The benefits of design review are wide-reaching. For developers and design teams, it provides expert feedback and fresh perspectives, helping them refine and optimize complex or unique projects. For decision-makers, design review delivers trusted, well-rounded insights that strengthen their ability to assess proposals and make balanced, informed decisions.*

*By promoting better design outcomes, design review enhances community spaces, boosts public trust in the planning process, and ensures developments leave a positive legacy. In short, it's an essential tool for achieving quality, innovative, and sustainable built environments that benefit everyone.*

### ..What are the benefits of design review | Delete

In the DRAFT, the first statement is about engaging early in design review. Although important it does not answer the question of what are the benefits of design review. The benefits of design review are described under **What is Design Review?**

### ..Who benefits from design review? | Relocated

**Recommendation:** There is an opportunity to leverage a strong graphic style to clearly differentiate communication for each participant group, aligning this approach with the overall graphic design of the document as recommended.

**Recommendation:** Consider integrating some evidence-based statements. For an example, if we were to assume that there is supporting evidence quality design teams reduce the number of DRP meetings required then a statement should be provided in this section.

Example: *Speedier approval processes are achieved by proponents who engage design teams who integrate high-quality design considerations into their processes.* Reference

**Recommendation:** Consider showcasing a case study example which show the various benefits to each participant group. *[Is the MJA Bottleyard project a good example?]*

### ..Design Review in the Planning System | Relocated

The information in this section is relevant, but the language would benefit from a rewrite to make it more accessible to readers without technical expertise. Design Review has the greatest impact when decision-makers understand and take its outcomes seriously. Using clearer language, especially in sections

explaining the importance of Design Review and its role in policy, may strengthen support and understanding among decision-makers.

**Recommendation 1:** Add “Review” to the *Design and the Planning System* heading

**Recommendation 2:** Reconsider the language of this section. An example below.

*Planning is more than just following rules; it's about creating places that work well for everyone. Performance-based planning gives flexibility to achieve great outcomes, allowing standards to adapt to each project. This approach avoids a “one size fits all” mindset, but it needs careful, consistent application. A good design review process helps make these important calls, guiding decisions that benefit both the community and the environment.*

### *.. About good design | Relocated*

Don't overlook the importance of beauty and appearance. While SPP7.0 emphasizes the need to quantify design quality, the visual appeal and aesthetic experience should not be undervalued.

**Recommendation:** Reconsider the language of this section. An example below.

*Good design is about more than just looks. It's about making spaces that are functional, sustainable, and responsive to their surroundings. A well-designed place is sturdy, adaptable, cost-effective, and, most importantly, enriching for the community. Good design adds value by improving local areas, supporting neighbourhoods, and leaving a positive impact for future generations. By carefully balancing various needs, we can create spaces that are practical, beautiful, and meaningful for those who use them.*

### *State Planning Policy 7.0 (SPP7.0): Design for WA | Relocated*

**Recommendation:** Reconsider the language of this section. An example below.

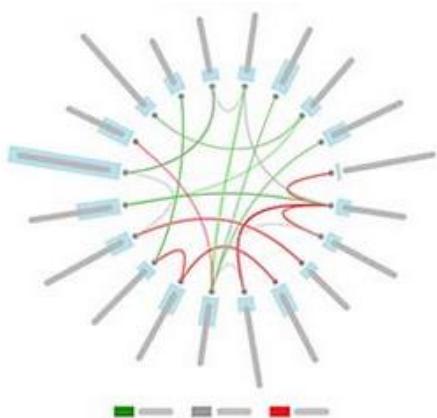
*State Planning Policy 7.0 defines what “good design” means in Western Australia, establishing a framework that brings quality to every aspect of our built environment. By setting clear expectations, SPP7.0 aims to create spaces that enhance economic, environmental, social, and cultural well-being. To ensure design quality is consistent across the state, SPP7.0 provides a set of ten interconnected core Design Principles that guide everything from planning to building. Together, they give us a shared vision for high-quality design across Western Australia.*

*The full SPP7.0 policy can be explored online for more detail.*

### **Figure 2:**

The proposed diagram will benefit from additional information and stronger graphical reconsideration.

**Recommendation:** An example below.



Source: <https://chartexpo.com/blog/chord-diagram>

### ..Role of a Local Government Design Review Panel | Relocated

**Recommendation:** Expand on this short explanation. An example below.

*The role of a Local Government Design Review Panel (LGDRP) is to provide advice to proponents, local government planners, and decision-makers on the design quality of development proposals. This advice is grounded in the SPP 7.0 and other relevant state policies, while also considering the unique local context, planning schemes, and policy requirements.*

*LG DRPs often review community-focused projects but also provide guidance on significant and complex developments within their jurisdictions. By addressing a diverse range of developments, LG DRPs offer context-sensitive advice that enhances both everyday and larger-scale projects, ensuring design quality across varied projects to benefit the community.*

### .What Projects go to design review? | Addition

The draft document outlines project eligibility based on terms of reference or local planning policy, but there's an opportunity to strengthen this by including clear examples of project types that should be reviewed by Local Government Design Review Panels (LG DRPs) and the rationale for doing so.

In our experience, projects that benefit most from LG DRPs are often those that may appear ordinary in location and scope but have a significant, lasting impact through precedent-setting and repetition across the urban landscape. These projects—such as small to medium apartment complexes, early learning centres, and local shopping centres—shape the built environment in impactful ways due to their influence on expectations, standards, and community aesthetics. Design review for these project types supports evolving design quality, ensuring outcomes that align with future-focused planning goals.

We believe it is essential to include substantial guidance on the types of projects that should consistently go through the DRP process. Without such guidance, there's a risk that the tool may inadvertently exclude projects that have greatly benefitted from design review since LG DRPs were first established. If the Design Review Matrix Tool is adopted, then a recalibration is required to ensure appropriate projects are captured.

**Recommendation:** Expand this section to include specific examples of project types that should go to DRP, along with explanations of why these projects benefit from design review. This guidance would help ensure consistency across jurisdictions and maintain the positive impact that LG DRPs have achieved in advancing design quality.

## *.Design Review vs Design Advice* | Relocated

### **“Design Review is not”**

In the DRAFT document, the explanation of what design review is NOT seems to take precedence over what design review actually IS.

The previous section communicates the intent and value of design review more effectively. In this subsection, additional clarification on the difference between design review and design advice could enhance comprehension for first-time users.

At times, local government planning teams seek Design Advice for projects that don’t meet the usual thresholds for Design Review Panel access. This pathway should be more clearly recognized to raise awareness among planning officers that this option is available and to clarify the difference.

**Recommendation:** Replace text with the below

*In some cases, a full Design Review Panel (DRP) process may not be necessary or practical, but design advice can still be valuable. This option allows planning teams to get targeted input for projects that might not meet established DRP review thresholds but would benefit from expert guidance. Design advice may be especially helpful for creating design guidelines, planning policies, or standard structure plans. It can also be used for projects with tight timelines that don’t allow for a full review or for proposals with specific elements needing specialized expertise. This approach ensures that even smaller or time-sensitive projects can receive professional design input that adds value to the overall planning process.*

**Recommendation:** Acknowledge more clearly who can provide design advice. This can be Panel Chairs, Panel Members, City, or Estate Architects.

**Recommendation:** Consider defining Design Advice:

*Design Advice is*

- *Provided by a single individual*
- *A peer review (either by individuals or a group) engaged by the client*
- *Advice from a City or Estate Architect*
- *A compliance check carried out at building permit stage*

**Recommendation:** Delete: “In accordance with the *Design Review Protocols* (page **Error! Bookmark not defined.**), this activity is not considered a *design review* and instead constitutes *design advice*.”

## *.Status of Design Review Advice* | Relocated

**Recommendation 1:** Remove the word “**Advice**” to reduce confusion with “**Design Advice**”

**Recommendation 2:** Adopt more accessible language.

## *.How much does it cost?* | Addition

Costs for Design Review Panels (DRPs) vary widely across Local Government Authorities (LGAs) in WA, both for panel member remuneration and fees charged to proponents.

**Recommendation 1 :** A recommended standardised cost framework, aligned with the new guide, could enhance transparency and consistency, allowing proponents to anticipate expenses and helping LGAs budget more effectively.

**Recommendation 2 :** A recommended payment structure, based on industry insights and experience, could be outlined here, with further details in the LGA-specific section. This structure should account for variables, such as additional fees for Chairs who draft reports, and consistent fees for proponents to support fairness, predictability, and accessibility to DRP processes across jurisdictions.

### **....Part B: Guidance for Effective Design Review**

This section would benefit from improved structural clarity, as the current headings and content create some confusion around its purpose. Additionally, there is an opportunity to strengthen connections to the detailed sections for each participant group that follow. This section presents the greatest potential for enhancement within the guide.

**Recommendation 1:** Adjust the headings to align with the format and hierarchy of previous sections, making the purpose of this section clearer and improving flow when describing the design review process. Also reconsider heading titles to better communicate their intent.

**Recommendation 2:** In Part B, Further develop graphic elements to visually differentiate each participant group, helping to clarify roles and responsibilities. Expanding this approach to include role-specific tips and cautions will provide targeted support, improving both clarity and ease of navigation for each group to achieve optimal outcomes in the design review process.

### **...Design Review Process Summary Summary of the Design Review Process**

**Recommendation 1:** Clarify who this advice is for. What is the purpose of this section? The summary seems focused on local government agencies, which is only part of the anticipated audience.

**Recommendation 2: | Relocated:** Provide a concise summary of the Design Review process from project inception to DA. The three paragraphs currently under "How to get the most from design review" and "Seek early review" could be adapted for this purpose, though "Seek early review" is not recommended as a title here.

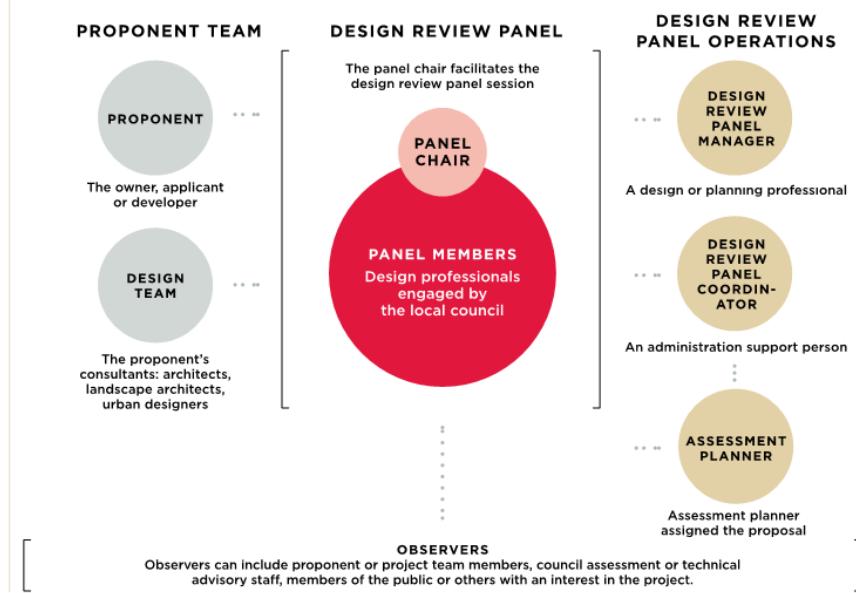
**Recommendation 3: | Relocated:** Place Figure 4 in this section to support communication of a typical design review process, highlighting key timing benchmarks and building in benefits of early engagement.

### **...Overview of participants**

Whilst Figure 3 in the DRAFT includes a diagram which expresses a more collaborative arrangement, the diagram below from the *NSW Issue No. 01 (2021) DRAFT Local Government Design Review Panel Manual* more clearly illustrates the three key participant groups in the design review process including observers. It might also benefit from including the decision-maker, who plays an important role.

**Recommendation:** Consider revising Figure 3.

**Figure 2: Roles and responsibilities of participants in the process of design review through a design review panel.**



### **...Pillars of Design Review Protocols for Design Review** [ Relocated ]

**Recommendation 1:** Consider renaming this section to Pillars of Design Review.

**Recommendation 2:** Layout these Pillars graphically to stand out against general text sections.

**Recommendation 3:** Include an introduction sentence about their importance.

### **...How to get the most from Design Review**

This section might be reconsidered to provide a graphically presented typical design review process, but with integrated participant group contributions, including tips and cautions that will enable the best design review process. The aim to refine communication about 1) the process and 2) the opportunities for best outcomes from each participant group perspective. This might be the go-to diagram for the guide. These diagrams are reimaginings of Figures 5 and 6 which might include a main process diagram presented over two full facing pages. This is a departure from the current framework, but simply combines the information already provided in an enhanced alternative approach.

**Recommendation 1:** Reframe and adopt new sub-titles, suggestions below, with reorganisation of information.

**Recommendation 2:** Provide an introduction about the process and the importance of collaboration between participant groups. Example below:

*Design review is a structured process that assesses the design quality of development proposals through a series of sessions, offering valuable feedback at key project stages. Figure 5 illustrates a typical Design Review Panel (DRP) cycle, though the number of sessions may vary based on project complexity and requirements. This flexible, session-based approach allows each proposal to be thoroughly refined before reaching the development application stage.*

*To achieve the best results, participants should approach the process with a collaborative mindset and openness to constructive feedback, enabling designs to be refined to better serve both community needs and project goals.*

## **..Quick Guide to Effective Design Review Design Review over the life of a project | Relocated**

**Recommendation.** Change Title: To prevent misunderstandings, use terminology that clarifies design review's role as guiding a project's conceptual development up to approval, rather than covering the entire project lifecycle.

**Recommendation:** Combine “Design Review over the life of a project” and “Design Review Structure” into a single section.

**Recommendation:** Develop expanded versions of Figures 5 and 6 (potentially combined in one) to illustrate the design review process in detail, highlighting the key factors necessary for successful outcomes. This enhanced diagram could span two facing pages, serving as the guide's central summary visual. The following tips (and cautions) should be incorporated (maybe as callouts) and be mapped against the process.

### Preliminary Discussions

- Early Engagement with the DRP (Proponent)
- Design Review or Design Advice (LGA + Panel Chair)
- Selection of Appropriate Panel Members (LGA)
- Consistency of Panel Composition (Panel and LGA)
- Removal of Conflicts of Interest (Panel Members / LGA)

### Prior to Review Session

- Clear Expectations for DRP1 Materials (LGA / Proponent)
- Site Visit and Preparation (Panel)
- Well-Organised Meetings (LGA)

### Review Session

- Respectful Behaviour (All)
- Appropriate use of Language (Panel)
- High-Quality Chairing (Panel Chair)
- Consistent and Clear Planning Summaries (LGA)
- Pre-Meeting Discussions (Panel Chair)
- Quality of Presentation / Documents (Proponent)
- Context and Character – Place-Led Design (Proponent)
- Client Attendance (Proponent)
- Clear, Consistent, and Constructive Advice (Panel Members)
- Clear directional guidance in the Chair's summary (Panel Chair)
- Timeliness of Meeting (Panel Chair)

### Post-Meeting

- Consistency of “scoring” (traffic lights / DQI etc)
- Quality Report Writing under a Clear Process
- Good Decision-Making (Decision Makers)

### General

- Confidentiality (All)
- Clarity of Process (LGA)
- Clarity of Advice (Panel)
- Clear Terms of Reference for Panel Members (LGA)

Most, if not all, of these tips are already included throughout the DRAFT in various forms. The aim would be to create a single, go-to graphic that offers a snapshot of best practices. By transparently highlighting each participant group's areas of accountability, this graphic will support more collaborative outcomes and drive better results.

Note: standardizing language for each stage, particularly in regard to deliverables and expectations, could make the process more accessible.

**Recommendation:** Detailed guidance might be better located in the later sections dedicated to each individual group. Whilst keeping the “tip” in place in the new diagram, relocate the detailed information provided under “Review Conduct”, “Collaboration and Constructive advice” and “Design Iteration” into the subsequent detailed sections.

**Recommendation:** Similarly, Conflict of Interest could have its own call out which would summarise the information currently presented in this section of the DRAFT – enough for all participants to understand the importance and their roles. Detail could be presented in subsequent areas.

### *..Feedback and Reporting*

**Recommendation 1:** Consider re-ordering of information and using more accessible language. A suggestion below:

#### **Reports**

*After each design review session, a Design Review Report will be issued within 14 days. Depending on the stage of the review process, this report will either be "Interim Advice" or a "Final Report."*

#### **Interim Advice**

*Any advice provided in reviews before the final session is called "interim advice." This feedback is shared with the proponent and the Panel to help refine the design as it evolves, focusing on key areas of concern under State Planning Policy 7.0 (SPP 7.0). Interim advice highlights both areas of support and areas needing improvement to meet good design standards. It is intended solely to guide the proponent and is not shared with decision-makers.*

*For confidentiality, interim advice should not appear in any publicly available documents, such as development applications, consultation packages, public meeting agendas, or media references. Maintaining confidentiality encourages open dialogue and idea-sharing throughout the design review process.*

#### **Final Report**

*The Final Report is the outcome of the last design review and serves to inform decision-makers about the design quality of the proposal. It will be considered alongside other planning and technical advice during the assessment. Where relevant, the Final Report may also summarise the design review process to give decision-makers a clear picture of the proposal's development.*

*The Final Report can be referenced in authority reports and briefings for local government members or other decision-makers. It may also be included in public advertising and development applications. To ensure the Panel's feedback is represented accurately, any summaries or discussions of the Final Report should include a copy of the full report as an attachment.*

**Recommendation 2:** Clarify the terminology to distinguish between "Design Advice" (previously defined as separate from Design Review) and "Interim Advice." Using consistent, distinct terms will help prevent confusion in reports and ensure clear understanding of each term's specific purpose.

**Recommendation 3:** Outline the process for situations where a proponent, for strategic reasons, chooses to lodge a Development Application (DA) before receiving the Final Report. Provide clear guidance on how this scenario should be managed, including any implications for the design review process. Consider adding a case study—either real or hypothetical—to illustrate the approach and outcomes in such cases. This clarity will help all participants understand the steps and potential impacts of proceeding without the Final Report.

**Recommendation 4:** There is opportunity to add practical examples of terminology and language, or case scenarios to further clarify how conflicts might be managed and reported.

**Recommendation 5:** Clearly identify accountability for tasks under "Tips and Resources" and the "Four C's of Report Writing" using the designated graphic devices established for relevant participant groups. Currently, some Panels rely on Admin or Planning Officers to draft reports for review and finalisation by Panel Chairs, while the DRAFT guide recommends that Panel Chairs write the reports themselves. We recommend that this discrepancy be considered and clarified in this section to ensure consistent understanding of reporting responsibilities.

**Recommendation 6:** Resolve repetition of information under both "Tips and Resources" and "Interim Advice" / "Final Report"

### ....**Part C: Detailed Role-Specific Guidance** | **Addition**

**Recommendation 1:** Add a new PART section to accommodate this more detailed guidance.

**Recommendation 2:** Provide introductory sentence: An example:

*Part C provides targeted guidance to support each participant group involved in the design review process. This section outlines key roles and responsibilities for Local Government Officers, Panel Members, Proponents, and Decision Makers, offering tailored advice and best practices. By clarifying each group's role, Part C helps ensure all participants are well-prepared to contribute effectively to the design review process and achieve high-quality outcomes.*

**Recommendation 3:** Clarify the distinction between "Local Government Administration and Officers" and "Local Government Officers." Consider renaming the latter to "Local Government Planning Officers" for greater clarity.

**Recommendation 4:** The use of "Tips" boxes in each section is effective; enhance them with bold graphical elements to communicate key points more clearly and powerfully.

### ...**Establishing an an LGDRP** | **Relocated**

#### ...**A guide for Local Government Administration and Officers**

This section provides clear, practical guidance, effectively supporting these roles in managing and facilitating the design review process with consistency and efficiency.

**Recommendation 1:** Bring **Establishing an LDGP** to the head of this section as it clarifies the distinction between "Local Government Administration and Officers" and "Local Government Officers." In the subsequent sections which was confusing.

**Recommendation 2:** Add “A Guide for” (or similar) headings throughout this section.

### *..Governance / Funding*

**Recommendation 1:** Consider providing financial budgeting templates for LGDRP's to Local Governments.

### *..Types of Panels*

In our experience, LGDRP sessions can sometimes involve up to three consecutive meetings in one sitting. With a large panel pool, it becomes increasingly challenging to maintain consistency of advice over a number of months, with proponents rarely falling into alignment over different panel meetings. Inconsistency of advice is a key concern for proponents.

**Recommendation 1:** Reconsider the Panel Pool Size. We suggest

- Class 1 LGA: 10-15 members.
- Class 2 Metro LGA: 8-10 members
- Joint DRP: 10-15 members (to account for size and breadth of area and potential diversity of skills)

**Recommendation 2:** See Below Recommendation re: Panel Chair vs Sessional Chairs

### *..Types of Sessions*

This table is useful in providing pros and cons but does not make any recommendations.

**Recommendation 1:** For metropolitan panels, we recommend prioritising in-person meetings for optimal outcomes, with hybrid options (readily and easily) available for extraordinary circumstances. While hybrid meetings offer flexibility and convenience, in our experience in-person sessions better facilitate engagement and the non-verbal communication critical to effective design review discussions.

**Recommendation 2:** Alongside the idea of recording of meetings, explore opportunities for AI-driven transcription and summarisation of meetings, whether held online or in person. Carefully consider privacy and confidentiality implications to LG's and consider developing a specific policy or recommending an existing state government policy to address these concerns in this emerging area.

**Recommendation 3:** For online or hybrid meetings, a key risk not yet addressed is the possibility of proponent team members inadvertently attending caucusing or post-review panel discussions.

### *..Appointing an LGDRP*

This section provides solid guidance on selecting panel members for effective design review.

However, there is concern that appointing 2-3 sessional chairs may lead to consistency issues. Unlike the SDRP, LGDRP meetings often include 2-3 project reviews in one sitting, with these projects rarely seen together in subsequent meetings. If different sessional chairs are assigned to each project, this creates significant management challenges in maintaining consistent chairing, which can diminish the reliability of feedback—a key concern for proponents engaging with design review in the marketplace.

**Recommendation:** Establish a primary Panel Chair, along with designated deputy chairs available as needed. Panel Chairs should be selected to have the breadth of experience necessary to understand a wide range of project types.

### *..Panel Remuneration*

We support the hourly rate remuneration proposal due to its balancing of fairness of payment and value for money to the LG.

The financial sustainability of local government design review is an unaddressed key concern of this section. While it's essential to recognise the work undertaken by panel members and Chairs—particularly with new recommendations for Chairs to prepare reports—there is a risk that this could be perceived as artificially inflating costs for LGs and proponents.

**Recommendation 1:** Conduct a value-for-money analysis to demonstrate how the additional charges provide tangible benefits, such as reduced time demands on LG staff or other measurable efficiencies. This will help show that the new recommendation delivers real value rather than simply increasing costs.

**Recommendation 2:** Reassess the recommended pre-review time for each item in a meeting. 30-45 minutes per item is generally sufficient, but 1 hour should be the minimum allocated per meeting. If site visits are required, additional time may be necessary based on the context, which could be noted in the table. However, adding this time may also risk increasing the total recommended hours to unsustainable levels.

**Recommendation 3:** We recommend amending the amount of time recommended to write a report to 1.5 - 3 hours per item. In our experience this is appropriate.

### *..Member induction*

**Recommendation 1:** Include as an induction topic: “Overview of significant current or upcoming projects, redevelopment areas, and anticipated activity zones, with a focus on strategic intent and design quality.”

**Recommendation 2:** Relocate Figure 8 to the start of the “Establishing a DRP” section.

#### *Tips Box*

**Recommendation 1: Add a Tip:** “Balance the panel composition by combining local design expertise with broader experience from other regions”. This approach will foster a strong connection to place while encouraging innovative perspectives.

### *...Running an LGDRP | Additional*

#### *...A Guide for Local Government Planning Officers*

This section provides a clear and practical outline of the specific duties and expectations for planning officers, supporting them in effectively facilitating the design review process and ensuring alignment with local planning objectives.

**Recommendation 1:** Introduce *Running an LDGP* to the head of this section to bring additional clarity.

Whilst this is not our key skillset, we have added some commentary and recommendations from our experiences working on LGA DRPs.

### *.Design Review manager*

**Recommendation 1:** Define what the purpose of the bullet points in this section and introduce them with a sentence.

**Recommendation 2:** Add to list “*Determine the anticipated length of meeting required.*”

**Recommendation 3:** Clarify the points at which the Chair might be consulted throughout the process. We recommend that the Chair be involved when “key focus areas” are communicated to the proponent, as outlined in the bullet points.

**Recommendation 4:** Ensure the **Roles and Responsibilities Matrix** is clearly aligned with the roles outlined in this section’s text. For example, responsibilities such as managing conflicts of interest (COI) should be assigned to the Design Review Administrator.

### *Tips and Resources box*

**Recommendation 1:** Clarify the distinction between Design Review and Design Advice in this section, and reference relevant sections for further information. Additionally, if the Design Review Matrix Tool is introduced, direct readers to the section where it is explained in detail. There needs to be a section on HOW to make this determination.

**Recommendation 2:** In our opinion, Panels should consist of **3 members (maximum) plus the Chair**. In our experience additional members do not bring value and only extend meetings for longer than necessary, as pointed out in this guide note for more than 4 members. Change to “**A Panel of more than 4 members limits the....**”

**Recommendation 3:** Add a space between “*parties* and the COI”

**Recommendation 4:** Under the “**Having the Right Information**” heading, clarify the Chair’s role in ensuring the adequacy of information for discussion. From our experience, starting from DRP2 and beyond, there are instances where the information provided does not adequately address feedback from prior DRP sessions. In such cases, the value of holding the meeting may be limited. This issue could be acknowledged and addressed in this section.

### *.Figure 9: Guide to Panel Composition*

**Recommendation 1:** Add a fourth column for “Architecture (Community, Sports, and Recreation)” and populate it with relevant entries for public realm design and sports and recreation. Additionally, remove sports and recreation from the “Architecture (Mixed Use and Commercial)” column, as these areas are often distinct in expertise.

**Recommendation 2:** Consider expanding the composition matrix to include all of the suggested members listed in the Establishing and Appointing an LGDRP section.

**Recommendation 3:** Provide guidance on how smaller panels (Class 2 LGAs) can operate effectively without certain specialised skills.

**Recommendation 4:** Ensure the composition matrix includes all recommended members listed in the “*Establishing and Appointing an LGDRP*” section.

**Recommendation 5:** Reassess the necessity of including **Strategic Planning** and consider whether two columns for **Sustainability** experts are essential.

## *.Assessing officer*

### *Tips and Resources box*

The intended audience for the Tips is unclear. It's uncertain whether they are directed at Assessing Officers, Planning Officers, or another role. Additionally, there is inconsistency in titles used throughout the document, raising questions about whether "Planning Officer" is the correct term.

**Recommendation 1:** Clarify the guidance provided in the Tips and Resources section, ensuring it is tailored to the appropriate audience.

**Recommendation 2:** Expand this section to include detailed tips that build on the **Quick Guide to Effective Design Review**. For instance, highlight specific items from the review material checklist, such as **context and character analysis** and **site planning** at DRP1, which proponents often find challenging.

**Recommendation 3:** Consider adding guidance on delivering consistent planning assessments across jurisdictions by using the developed templates. There is also potential to create online training that works in tandem with the guide, offering practical, accessible instruction.

A common issue in planning assessments summarise requirements for proposals situated in "areas of transition." These projects are often complex, positioned within a low-density context that is evolving toward medium or high density. This shift brings numerous planning instruments into play, making it challenging to navigate or for the Panel to understand the overall intent of the planning instruments to help inform the design review.

**Recommendation 4:** Consider highlighting in this section this issue and or enhancing templates to concisely communicate the **intended future character** of such areas in transition to the Panel. This might include details on detached/attached streetscape types, materiality, front boundary conditions, mixed-use expectations, as well as the usual heights and setback requirements.

### *...Sitting on a Panel | Additional*

#### *...A Guide for Panel members*

**Recommendation 1:** Bring **Sitting on a Panel** to the head of this section

This section offers clear and well-organised guidance, effectively supporting panel members in understanding their roles and responsibilities within the design review process. There are a range of minor but important observations and recommendations.

## *.During the review*

**Recommendation 1:** The content in the Caucus section is well-suited and effective; however, the current layout causes confusion, leaving subsequent bullet points feeling disconnected. Minor layout adjustments would enhance cohesion and improve readability.

**Recommendation 2:** Under **Review Session**, acknowledge that design thinkers from various disciplines can often provide valuable insights beyond their specific areas of expertise. While the intent to keep panel members focused within their fields is understood, this flexibility may be worth considering and managing effectively.

## *Things to avoid in review*

**Recommendation:** Provide guidance to avoid using "we" in sessions when referencing opinions discussed in caucus, as summarising shared views is the Chair's role. Panel members should instead present their individual expert advice independently.

## ***...Chairing the Panel | Additional***

### ***...A Guide for Panel Chairs***

This section is well-structured and provides valuable, clear guidance to support the Chair in leading effective and organised design review sessions. This section effectively outlines the Chair's role in fostering productive discussions and ensuring consistent, high-quality feedback for proponents.

## ***.Review Session***

In our experience, proponents highly value clear, decisive feedback from panel meetings, especially when there are differing opinions on key design issues.

**Recommendation:** Acknowledge that, at times, it may be necessary for the Chair to make a "captain's call" to provide direction to the proponent amid dissenting panel views. Although this is an uncommon occurrence, it is important to include this consideration in the section to support the Chair in delivering clear, directional guidance in their summary.

## ***.After the Review***

**Recommendation 1:** Consider implementing advanced online collaborative tools to streamline panel member feedback following the completion of a report draft, as email-based circulation can be cumbersome and time-consuming. Local governments could develop systems for sharing materials efficiently, aligning with existing distribution processes to enhance this workflow.

**Recommendation 2:** As is often current practice, trained LGA managers or planning staff can provide valuable assistance in drafting initial reports. To support this role, targeted training on report writing may be beneficial, fostering a shared language and strengthening collaboration between planning and design disciplines. While there are efficiencies in having Chairs draft reports, maintaining planning staff involvement could support community design awareness and provide broader, long-term benefits for cross-disciplinary understanding. **Consider.**

## ***...Engaging with the Panel | Additional***

### ***...A Guide for Proponents.***

The introduction text to this section lacks clarity and may lead to confusion for proponents regarding when design review is required and how it benefits their projects. A clearer, more detailed statement on the value of design review and its role in supporting quality outcomes could help proponents better understand the process and encourage early engagement.

**Recommendation:** Replace introduction text. Suggested example:

*Design review offers significant benefits to proponents by providing constructive feedback that enhances the quality and outcomes of their projects. Early collaboration with the design review panel helps*

*proponents address potential design concerns from the outset, streamlining the approval process and ultimately delivering a project that better meets community and planning expectations.*

*Design review focuses on evaluating the project's design elements in alignment with the principles of SPP 7.0, offering insights beyond the quantitative aspects covered in standard planning requirements. This advice supports the Assessing Officer's recommendation to the decision-maker, ensuring that the proposal aligns with broader design and planning goals.*

### **Preliminary Discussions**

*To determine if design review is required, proponents should engage in preliminary discussions with the Local Government Design Review Manager or Assessing Officer early in the process. During these discussions, proponents should clearly outline the project vision, any constraints and opportunities, and key areas of focus for design review. This clarity can help assess if design review is appropriate or necessary, establish an anticipated timeframe, and confirm if the project meets eligibility criteria. Projects typically undergo design review when they meet certain thresholds and would benefit from qualitative feedback that supports a well-rounded assessment.*

#### **A presentation package should include:**

**Recommendation1:** After “Enable consideration against all SPP7 design principles”, add “and wherever possible drawings and diagrams produced by the design team as part of a normal design process”. This is expanded on in the next section of the DRAFT.

### ***.Design Review 1***

We believe that significantly expanding the paragraph under Design Review 1 is of utmost importance in this Proponent section. The lack of appropriate Context and Character analysis has been highly significant in almost all Panel presentations we have experienced.

**Recommendation1:** Create a **Tip Box** to discuss the importance of Context and Character and include a case study example to show what context and character looks like. Also link to the material supply template, which will also need to be upgraded (see Templates Section of this document). An example below;

#### ***Tip for Proponents: Preparing an Effective Context and Character Analysis***

*To achieve good design, it's essential to deeply understand and respond to the PLACE where your project will be built. Effective context and character analysis helps ground your design in the local environment, reflecting and enhancing the community it serves. Here are steps to guide you in creating a thorough analysis that strengthens your project and ensures a successful review.*

##### **1. Study Both Existing and Future Context**

*Begin by examining the existing site and its surroundings, including elements like building heights, setbacks, materials, and massing. Recognise the importance of both current and potential future context, particularly in areas where new planning frameworks allow larger developments. Your analysis should illustrate how your design respects the existing character while accommodating anticipated changes.*

##### **2. Demonstrate the Value of Any Proposed Changes in Scale**

*If your project seeks to introduce more height, density, or scale than is currently permitted under planning instruments, your responsibility is to show how this approach will benefit the community. Use urban design studies, massing diagrams, and streetscape elevations to demonstrate how the project will complement the future built environment while fitting harmoniously into the current setting.*

### **3. Use Streetscape Elevations and Massing Diagrams**

Provide visual tools that show how your project will sit within its context. Streetscape elevations and massing diagrams allow the Design Review Panel (DRP) to clearly see how your design interacts with its surroundings. This can help avoid the common issue of proponents only submitting an aerial photo with minimal site markers.

### **4. Incorporate Materials and Heritage Analysis**

Explore materials that reflect local character, heritage, or even traditional manufacturing practices tied to the area. Consider materials that might carry historical or cultural significance, helping to create a design that feels authentic and connected to its place. This level of materiality analysis enhances the character of the project and ties it into the local context.

### **5. Respect Working on Country**

Consider the unique cultural significance of the land you are building on. While suburban sites may not always have an easily visible connection to Country, it's still important to recognise Indigenous heritage and integrate respectful elements where possible. Consult local knowledge, and if appropriate, reflect these values in design details.

#### **Why This Matters**

Effective context and character analysis doesn't just enhance your proposal; it makes your project more likely to receive constructive feedback and support from the DRP. Thoughtful design that responds to its surroundings contributes to a cohesive and vibrant community, creating spaces that people feel connected to and proud of. When you provide a rigorous analysis, you demonstrate a commitment to quality and place, setting the foundation for a more successful and impactful project.

**Recommendation 2:** Seek permission from MJA to use the Context Analysis for the for 179 &181 Central Avenue project as a case study. This could be refined in length but the story of place, materiality and adjacent form, plus the response to existing and future character is excellent. A slide from the presentation pack below. This project is now built and demonstrates well how good design can establish higher density in traditional suburbs.



**CREATE DIVERSITY WITH TOWNHOUSES TO CENTRAL AND SHOPHOUSES TO CLIFTON**

## **.Figure 10**

**Recommendation 1 :** Be sure to make this large enough for appropriate legibility.

**Recommendation 2:** Consider expanding this diagram to include a case study example(s) with pictures of the level of detail that should be submitted at each DRP, particularly DRP1.

## **.On the day**

**Recommendation:** Revise text to specifically discourage planners from presenting and explain why it's important for clients to attend. These are two very important considerations that would improve design review at a local government level. An example below:

### **On the Day**

*A typical design review lasts one hour, though more complex projects may extend to 1.5 hours.*

*Presentation time should be limited to 10-20 minutes, focusing on illustrating the design approach, key design drivers, and specific areas of focus for the design team. This presentation should not attempt to cover all material provided to the Panel.*

*The presentation should be led by the design team—usually the project architect or lead designer—not by project planners. The client/developer should attend the session in an observational capacity. Their presence is important, as it allows them to directly understand the feedback, the design intent, and how the project aligns with community and planning expectations. Additional design team members, such as the landscape architect and sustainability consultant, are also strongly encouraged to attend to answer any discipline-specific questions.*

*Following the presentation, the Panel will ask clarifying questions and then proceed with a review discussion. During this discussion, the proponents should refrain from joining unless invited by the Panel Chair. After the Chair summarises the discussion, the proponents will have an opportunity to ask follow-up questions.*

## **.Responding to Panel Feedback**

**Recommendation:** Revise the text to clarify that responses should be shown through design materials rather than written explanations from the proponent's planning team. An example is provided below:

*For a streamlined and effective review process, the design team should respond to Panel feedback directly through the design itself, rather than through written explanations from the project planning team. The Panel provides advice, not instructions, leaving it to the proponent to thoughtfully address feedback while balancing the project's unique constraints. Any adjustments or responses to feedback should be clearly reflected in updated design materials for subsequent reviews and in the final development application.*

## **Tips and Resources**

**Consideration:** I've observed that proponent planning teams often include a full SPP 7.0 Design Principles Report within their planning reports. Since these reports generally replicate, or restate the design team's work, they can seem redundant. While I'm not certain of local government planning requirements in this regard, it may be worthwhile to review these expectations and offer guidance on this in the Tip box.

## ***...Making Good Decisions For elected members and decision makers***

### ***...A Guide for Elected Members and Decision Makers***

**Recommendation 1:** Consider using more accessible language, especially for this section as the participant group may have little planning or design knowledge, certainly at the beginning of their first term. Also add a sentence to highlight the value of Design Review reports to decision making. An example below.

*Elected members and decision-makers are responsible for reviewing the final planning report for a proposal and making a determination based on the provided information and recommendations. Design feedback from the Design Review Panel is included as part of this planning advice to support well-informed decisions.*

#### ***Involvement in Design Review***

*To avoid any actual or perceived conflicts of interest, elected members and decision-makers should not attend design review sessions. This separation helps ensure that their roles remain impartial when it comes time to assess the proposal.*

#### ***Decision-Making Process***

*Design Review supports the assessment of proposals in line with State Planning Policy 7.0 (SPP 7.0) for high-quality built environments. The Design Review Panel offers expert advice on the qualitative aspects of a proposal, helping to assess how it meets the principles of SPP 7.0. This advice forms part of the material that the Assessing Officer considers when making recommendations for the decision-maker.*

#### ***What You Will Receive***

*For any project that has undergone design review, the Final Report will be included in the Council Agenda or Responsible Authority Report. This report provides a summary of the design review process, the Panel's assessment of the design quality, and any outstanding areas of concern. Including this report offers elected members and decision-makers valuable insights into the design strengths and challenges of a proposal, supporting a more informed and balanced decision-making process.*

*If decision-makers need further clarification on the report, they should direct their questions to relevant local government administration staff, following the Local Government Act 1995 protocols, rather than directly contacting Panel members.*

## **7. Templates:**

We have reviewed the DRAFT templates and provide some observations and recommendations below.

### ***Panel Agenda | Template:***

**Recommendation 1:** There should be an explanation or clarity around more than one project being reviewed in a single meeting. We suggest “Item #” be included under the Date field in the Project Name Section.

**Recommendation 2:** From our experience, Panel Caucus should be minimum of 10 minutes.

**Recommendation3:** In the Post-Review section of the agenda include a note around the measurement of performance against each principle. Carefully select terminology. (See commentary under **DQI Template**. E.g. “Assessing each principle's strength” as opposed to “Scoring”

## **Design Material Checklists | Template:**

### **General**

**Recommendation 1:** The definition of complex project vs simple project might require some consideration and definition to assist proponents. Examples would be valuable.

**Recommendation 2:** The different shades of grey to separate requirements for concept vs more detail could be strengthened as the separation is not obvious enough.

**Recommendation 3:** This is a good location and opportunity to communicate general requirements for the information packages, including:

- Minimising the size of presentation for effective PDF viewing.
- Being careful not to reduce quality of files so text becomes pixelated and unreadable.
- Whenever possible, place north up the page per standard drawing conventions.
- Plans should not be presented at different orientations.
- Drawings should always be oriented correctly (pages not on their side and requiring rotation)

### **Checklists**

There is concern that this tool may encourage a "box-ticking" approach rather than fostering meaningful analysis needed for optimal design outcomes. To address this, additional guidance on the purpose behind each required document would be beneficial, possibly including case studies that illustrate often-missing elements like context and character analysis. The checklist could be significantly enhanced by incorporating call-outs or annotations identifying key expectations, or by linking back to sections in the Guide (as recommended in this report under **Tip for Proponents: Preparing an Effective Context and Character Analysis**) that outline how to achieve effective analysis through streetscape elevations, massing diagrams, contextual materiality analysis, and similar methods. Highlighting the intended communication requirements of the package rather than simply the technical drawing requirements could be beneficial.

**Recommendation 1:** Consider expanding the "**Existing Conditions**" item (simple project checklist) or creating a new item. This item should include a **character assessment** and a **position statement** with relation to **place**. The proponent could also be reminded of the **Character and Context Principle**: "Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place." This could be supported by case study examples, here or in the Guide. (See also our related recommendations under **Tip for Proponents: Preparing an Effective Context and Character Analysis**, which expand upon this)

**Recommendation 2:** (simple project checklist) **Expand the Concept Design (or perhaps change to Concept Diagramming?)** to more clearly outline the need for a clear **Site Design Response**, especially for DRP1.

**Recommendation 3:** Ensure that Section Drawings are required to extend across site boundaries (and sometimes beyond) to show context and level changes. This is often missing from submissions.

**Recommendation 4:** Consider requiring a Public Art Strategy at the earliest stages of a project's design review process to ensure the best possible outcomes. Introducing this requirement early on will help integrate art thoughtfully into the overall design.

**Recommendation 5:** (simple project checklist) We strongly recommend developing a standard sustainability checklist—or ideally a "scorecard"—to guide proponents of smaller-scale projects in LGA

DRP, such as small apartment developments and childcare centres. Many proponents lack a clear understanding of sustainability's role in design review and often fail to demonstrate substantial commitments in this area. A checklist or scorecard covering key considerations, such as energy and water efficiency, embodied energy in materials, and other sustainable practices, would not only support reviewers but, most importantly, elevate the quality of design outcomes. Additionally, encouraging the engagement of a sustainability consultant could further enhance project sustainability.

**Recommendation 6:** (complex projects) As per the above, further refine listed requirements to optimise meaningful analysis needed for optimal design outcomes.

### **Panel Briefing | Template:**

**Recommendation 1:** Consider adding content to **Background** as bullet points for clarity.

A common and recurring issue in *planning assessments* for Design Review is summaries for proposals situated in "areas of transition." These projects are often complex, positioned within a low-density context that is evolving toward medium or high density. This shift brings numerous planning instruments into play, making it challenging to navigate or for the Panel to understand the overall intent of the planning instruments to help inform the design review. Bringing clarity is especially important for early-adopter proposals that will set key precedents in these evolving areas.

**Recommendation 2:** In the **Planning Considerations and Assessment Summary** section, consider formalising guidance on the **intended future character** of areas in transition. This is often understood as the intended "urban frame". This could include details on streetscape types (detached or attached), materiality, front boundary conditions, mixed-use expectations, as well as height and setback requirements.

**Recommendation 3:** Consider adding online guidance to help ensure consistent planning assessments across jurisdictions, using this template as a foundation. This could provide practical, accessible instruction for all users.

Note: The Proposed column should always include "compliant" or "seeking discretion" – as is proposed in the template. This is very useful. The **proposed** column should always be clear and concise in its information.

### **Interim Advice | Template:**

**Recommendation 1:** Consider renaming or clarifying the potential contradiction between "Interim Advice" and "Design Advice," as the latter refers to a non-panel-based assessment.

**Recommendation 2:** Based on the proposed approach for Chairs to prepare DRAFT reports, we recommend clarifying that LGA Project Officers should complete technical details—such as cover titles, attendees, time, location, and project name—and provide this information to the Chair immediately after the meeting for finalisation.

**Recommendation 3:** A transcript should also be provided to the Chair after the meeting.

**Recommendation 4:** Ensure that the MS Word TEMPATE document issued to the public has been thoroughly tested for formatting. Based on our experience with report writing, well-designed and reliable templates can significantly reduce the time required to generate accurate, professional reports.

**Recommendation 5:** We query whether a cover is required.

## **Final Report | Template:**

**Recommendation 1:** Clarify the need to include the DRP# on the second page titles.

**Recommendation 2:** Based on the proposed approach for Chairs to prepare DRAFT reports, we recommend clarifying that LGA Project Officers should complete technical details—such as cover titles, attendees, time, location, and project name—and provide this information to the Chair immediately after the meeting for finalisation.

**Recommendation 3:** A transcript could be provided to the Chair after the meeting.

**Recommendation 4:** Ensure that the MS Word TEMPATE document issued to the public has been thoroughly tested for formatting. Based on our experience with report writing, well-designed and reliable templates can significantly reduce the time required to generate accurate, professional reports.

## **DRAFT design review matrix tool:**

The concept of a tool to determine which projects should proceed to a Design Review Panel (DRP) is valuable; however, we recommend further refinement and recalibration. Our testing has shown that the current tool may categorise several typical LG DRP project types—such as small to medium apartment complexes, early learning centres, local shopping centres, and school additions—under “Design Advice” or “No Review,” rather than full design review. This approach may not serve these projects or their communities effectively.

While the SDRP typically handles high-profile or contentious projects on prominent sites, LG DRPs focus on projects that, although less visible, exert a strong cumulative impact on the built environment through scale, precedent, and influence. The design review process has proven highly beneficial for these types of developments, improving functionality, aesthetics, and liveability, which benefits both the community and end-users. Redirecting such projects to “Design Advice” risks undermining these positive outcomes.

In addition, the absence of clear benchmarks may hinder consistency across jurisdictions, one of the guide's primary objectives.

**Recommendation 1:** To ensure that appropriate projects receive a full design review, recalibrate the tool with examples and assessment benchmarks specifically tailored to LG DRP project types. A well-aligned tool will better capture the range of projects that benefit most from the DRP process, supporting high standards and consistent outcomes across different jurisdictions.

**Recommendation 2:** Develop online training for users of this tool to support effective implementation of Recommendation 1, ensuring that all users understand how to apply the tool consistently and accurately.

## **Design Quality Indicators Chart**

The proposed Design Quality Indicator Chart, using a spider chart format to track scores across each design principle throughout the design review stages, is a compelling idea. This approach responds to the limitations of a simple traffic light or Y/N/Pending style Principal review system and offers a more nuanced view of design progress. However, some challenges arise with this system, particularly around the measurement and consistency of "scoring" each principle.

While spider charts can visually capture the progression of each design principle, they introduce questions around how to consistently assess each principle and the impact of subjective variation among panel members, sittings, and even Panels. If a principle regresses in quality through the stages, it can be challenging to interpret why, or how, this occurred and what steps might be necessary to correct it. The need for a numerical score for each principle could also present a risk of reducing complex design

qualities to simplistic measures, potentially overlooking the nuance required in assessing design quality holistically.

**Recommendation:** Consider enhancing the spider chart with additional guidelines for interpreting each score, ensuring consistency and clarity across the panel. It may be beneficial to pair this chart with qualitative comments that contextualise any significant shifts in a principle's score over time. This approach would preserve the chart's benefits in visualising progress, while addressing the potential drawbacks of numerical scoring by providing a fuller picture of each design principle's development. Online training could also be beneficial.

### **Expression of Interest Assessment Matrix**

The current Expression of Interest (EOI) Assessment Matrix effectively identifies key selection criteria but could benefit from refinement to provide a more balanced evaluation of qualifications, experience, and commitment to professional growth. The matrix could more clearly differentiate between academic credentials and practical experience, incorporate referee feedback, encourage new voices, and foster a supportive pathway for emerging professionals. Additionally, a focus on diversity and continuous development would enrich the quality and inclusivity of the panel, supporting a robust design review process.

**Recommendation 1:** Split Criteria 1 into two distinct categories—*Qualifications* and *Project Experience*. This will enable a clearer assessment of both academic achievements and practical skills, ensuring a balanced panel with both knowledge and experience.

**Recommendation 2:** Add *Referee Responses* as a scoring criterion within the matrix to capture insights into candidates' practical abilities, interpersonal skills, and reliability. Structured input from referees will provide a more comprehensive understanding of each candidate's strengths and potential areas for growth.

**Recommendation 3:** Introduce a scoring mechanism or specific weighting to encourage participation from emerging professionals. Setting a target percentage for early-career practitioners will ensure diversity and bring fresh perspectives to the panel.

**Recommendation 4:** Establish a *Mentorship Program* within the design review framework to pair experienced panel members with newer participants. Include a scoring element for candidates who could benefit from mentorship, fostering a structured learning pathway through observation and active participation.

**Recommendation 5:** Introduce a criterion for *Commitment to Professional Development*, recognising participation in relevant workshops, training, or industry engagement. This will ensure panel members remain current with best practices, benefiting the overall quality of design assessments. There is also significant opportunity for the State Government to provide online Professional Development or training opportunities for DRP members which might ultimately be a requirement and therefore a criterion.

**Recommendation 6:** Adjust scoring to acknowledge the required representation from fields outside of architecture including urban design, landscape architecture, and sustainability. This will support comprehensive and well-rounded panel evaluations.

**Recommendation 7:** Consider strategies to achieve a balanced gender representation on Panels, as they are currently male-dominated.

### **Session Panel Curation Matrix**

This seems like a useful tool although we have no experience in this area

## **8. Conclusion**

The Local Government Design Review Manual is a promising resource for advancing consistent, high-quality design review practices across Western Australia. The recommendations provided in this review underscore the importance of clarity, accessibility, and inclusivity to fully realize the manual's potential.

By implementing structural improvements, refining templates, and enhancing cultural responsiveness, the manual can better serve a diverse range of participants. Additionally, the inclusion of visual aids, role-specific guidance, and standardized costs would streamline processes, allowing stakeholders to engage effectively and equitably in the design review.

With these enhancements, the manual will be well-positioned to support an inclusive, sustainable approach to built environment design that aligns with Western Australia's planning goals and community values.

## **9. References:**

The following documents and resources were referenced to inform and support the preparation of this peer review:

- Government Architect of NSW. Draft Local Government Design Review Manual, Issue no. 01 — 2021 (Draft for Discussion).
- Government Architect of NSW. Local Government Design Review Panel Manual, November 2022.
- Auckland Urban Design Panel. Auckland Design Manual. Available at: <https://www.aucklanddesignmanual.co.nz/en/design-and-consenting-processes/auckland-urban-design-panel.html>
- Design Council. Design Review: Principles and Practice, Edited 2019, originally published in 2013.
- Government Architect of NSW. NSW State Design Review Panel Guidelines for Project Teams, 2019.

These references offer insight into design review standards, practices, and frameworks across various jurisdictions, aiding in the assessment and recommendation of improvements for the Local Government Design Review Manual.

## Attachment B0

**State Design Review Manual**

The State Design Review Panel Manual (SDRPM) was endorsed by the Commission at its regular meeting in September 2024. However, it has not been published due to a election caretaker period and an expectation to be released at the same time as the Local Government Design Review Manual (LGDRM). The LGDRM is scheduled to appear in front of the Commission in June 2025.

In response to direction from the Commission and Working Group a review of the endorsed State Design Review Panel Manual (SDRPM) was undertaken to ensure alignment with LGDRM and future directions related to the development of a Design Review Common Pool that can be accessed by State and local government.

In reviewing the endorsed SDRPM it was felt that the extent of changes as outlined below can be addressed as administrative changes. In this case, this would not return to the WAPC for consideration.

**The recommended changes are as follows:**

- Overview: Role of SDRP:
  - Introduced the concept of a common pool to align with future opportunities identified in the discussion paper. The text changes proposed provide additional clarity on the SDRP being independent to the Common pool panel.
  - A light touch explanation of the overall 11B process differentiators to the SDRP process has been included.
- Design Review Report
  - Revised reporting timeframe from 14 days to 10 day in line with WAPC direction.

**Summary Table of Key Changes**

Change made	Reason	Page No. (in Document)
Cover Page	Updated date	
Benefits for proponents	Changed the order of the benefits to note early review and value for money first (not tracked)	6
Role of the SDRP	<ul style="list-style-type: none"> <li>○ Introduction of concept of the Design Review Common Pool (for 11B pathway projects)</li> <li>○ Exclusivity of the SDRP</li> </ul>	8
Projects eligible for SDRP consideration	The WAPC chair with input from the GA determines which projects are accepted for review.	9
Design Review reports	From 14 days to 10 days report response	15

## Attachment B0

Figure 5	<i>In the box marked:</i> Post – panel debrief actions: Key issues and recommendations for reporting are clarified.	14
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**Not administrative changes:**

If the WAPC Chair believes that these extend beyond administrative changes then it is recommended that sections of the SDRPM relating to users and procedures contained in '*PART B: State Design Review Panel*' be removed to provide a streamlined manual in alignment with the format of the Local Government Design Review Manual (LGDRM). Similar to the approach in the LGDRM, these removed sections may inform the design review training programme.

***Draft***

**State Design Review Panel**

**Manual**

June 2025

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## About this document

### Application

Design review is a measure supporting the implementation of State Planning Policy 7.0 Design of the Built Environment (SPP 7.0).

The State Design Review Panel Manual (the Manual) provides guidance on the design review processes of the State Design Review Panel (SDRP).

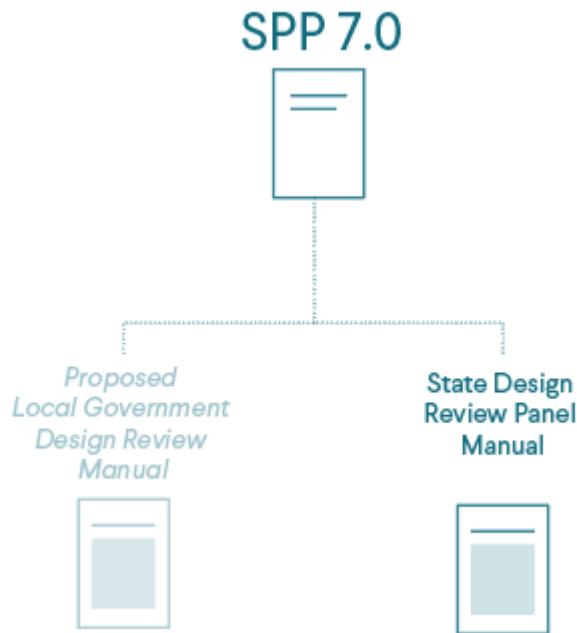


Figure 1: Policy Context

Other established design review panels such as those run by local government and State Government delivery agencies may have different processes and procedures from those outlined in this Manual.

### Parts and structure

This manual provides a detailed overview of design review, its benefits and the role of design review in the Western Australian planning system.

This includes:

- An overview of design review.
- Benefits of design review.
- The role of design review in the Western Australian planning system.

# DESIGN REVIEW

## Overview

### What is design review?

Design review is the process of independently evaluating the design quality of development proposals and built form planning instruments. It is carried out by a panel of appropriately trained, multi-disciplinary built environment professionals.

Design review in Western Australia supports the implementation of State Planning Policy 7.0 Design of the Built Environment and other related policies that deal with built environment design quality.

Design review benefits development proposals by providing informed opinion and guidance on the interpretation and application of design elements and principles, which can be particularly helpful for unique or complex development proposals. Design review assists proponents in exploring alternative design approaches to achieve an optimum outcome and supports decision makers weighing the merits of proposals and making informed determinations.

Typically, two to three design review sessions per project are recommended to ensure the maximum value of advice received. Early engagement is encouraged to maximise the opportunity for the proposal to respond to the issues identified.

*Design review is not:*

- Design advice provided by a single individual.
- A peer review (either by individuals or a group) engaged by the client.
- Advice from a City or Estate Architect.
- A compliance check carried out at building permit stage.

### What is the difference between design review and design advice?

There may be cases where a design review panel (DRP) process is not warranted or practical, but where design advice is still sought by the relevant determining body. This may be most appropriate for the development of design guidelines, planning policies, standard structure plans, proposals subject to statutory timeframes which cannot accommodate design review, or where discrete aspects of a proposal require specific expertise inputs.

Design advice may be provided by an individual with subject matter expertise or, where available, by a City or Estate architect.

The benefits of this approach include the provision of timely advice on matters that may not otherwise be appropriate in a full design review process.

In accordance with the *Design Review Protocols* established in this Manual, this activity is not considered a *design review* and instead constitutes *design advice*.

## Design Review Protocols

All panels should be established and operated in line with these protocols to promote consistent outcomes and set an appropriate standard of conduct from members:

### **Independent**

It is conducted by people who are not connected with the proposal's promoters or decision makers and in a manner that ensures that conflicts of interest are either avoided or managed appropriately.

### **Expert**

It is carried out by suitably qualified people who are experts in design and know how to critique constructively. Review is usually most respected when it is carried out by professional peers of the project design team, because their standing and expertise will be understood and accepted.

### **Multi-disciplinary**

It combines the different perspectives of architects, urban designers, planners, landscape architects and other specialist design experts to provide a complete, rounded design evaluation.

### **Accountable**

The panel, and the advice that it provides, must be clearly seen to work for the benefit of the public.

### **Transparent**

The panel's remit, membership, governance processes and funding are in the public domain.

### **Proportionate**

It is used on projects whose significance warrants the investment needed to provide the service.

### **Timely**

It takes place early in the design process, to offer the best time and cost benefits for proponents.

### **Advisory**

The panel does not make decisions, rather it offers impartial expert advice on design considerations to inform recommendations to the people who do.

### **Objective**

It appraises proposals according to reasoned and objective measures, rather than the individual taste and subjective preferences of panel members. It considers proposals in relation to the broadly understood criteria of SPP 7.0.

### **Accessible**

The advice arising from design review is clearly expressed in terms that design teams, decision makers and the public can all understand and use.

## Consistent

The advice received across subsequent design review panel sessions is consistent. Panel members remain the same across sessions or are well-briefed and respectful of previous advice.

## Benefits of design review

Engaging in design review improves the design quality of proposals and supports planning and decision making processes, helping to ensure the delivery of high-quality buildings and places that benefit occupants, neighbours and the broader community.

### Benefits for proponents (clients, developers, design teams)

- Early recommendations for change, before detailed design has occurred, when the impacts on time and costs are less.
- Improved value for money outcomes.
- Constructive, independent and multi-disciplinary design advice.
- Support for good design and the flexibility needed to pursue innovative design solutions.
- Early confirmation of foundational design approaches before project variables are set.
- Improved project risk management.

### Benefits for referring bodies/responsible authorities

- Independent advice on design quality to facilitate informed decision making.
- Increased certainty in assessing design quality against SPP 7.0.
- Access to a multidisciplinary panel of experts where internal organisational expertise is lacking.

### Benefits for decision makers

- Expert, independent advice on the design quality of a proposal to facilitate informed decision making.
- Assists in the exercise of discretion in decision making.

### Benefits for communities

- Improved contribution to the public realm and responsiveness to adjacent development and surrounding context.
- Assurance that an independent panel of design experts has provided advice on a proposal.
- Improved social, economic, and environmental benefits from development.

## Design and the planning system

Performance-based planning controls offer greater flexibility than a compliance approach and promote positive development outcomes. Flexible controls need to be applied with rigour and consistency to determine where standards could be appropriately varied or should be enforced. Well-managed design review processes can support this evaluation process to inform statutory planning.

### Status of advice

Design review panels are advisory only and do not have a decision making function. The panel advises on the design quality of proposals against the Design Principles in SPP 7.0 and supporting State Planning Policies, with reference to relevant local planning scheme and policy provisions. Design review is not a planning assessment, nor is it a technical or compliance assessment against the Australian Standards or National Construction Codes.

Decision makers should give due regard to the design review advice and recommendations in their deliberations within the context of the statutory decision framework.

### SPP 7.0

SPP 7.0 outlines a set of Design Principles that establish a definition of what is meant by 'good design'. The full policy is available [online](#).

These principles form the basis for design review discussions. Individual principles may not apply equally to all projects at every stage, due to their location or type.

#### 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

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#### 6. Amenity

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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.

#### 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.

## PART B: STATE DESIGN REVIEW PANEL

**Overview****Role of the SDRP**

The State Design Review Panel (SDRP) is a committee of the Western Australian Planning Commission (WAPC). It comprises a multi-disciplinary pool of highly experienced built environment professionals from industry and government that provide independent advice on the design quality of major development proposals. This advice enables informed decision making and supports the delivery of good design outcomes that provide social, environmental and economic benefits to all Western Australians. This panel exclusively deals with projects referred under SDRP pathways and is independent of a Design Review Common Pool or other design review panels.

Chaired by the Government Architect, the SDRP provides constructive advice to government agencies, proponents and decision makers, including the WAPC.

The SDRP is supported by a dedicated Design Review Team within the Department of Planning, Lands and Heritage (the Department). The Terms of Reference is available [online](#).

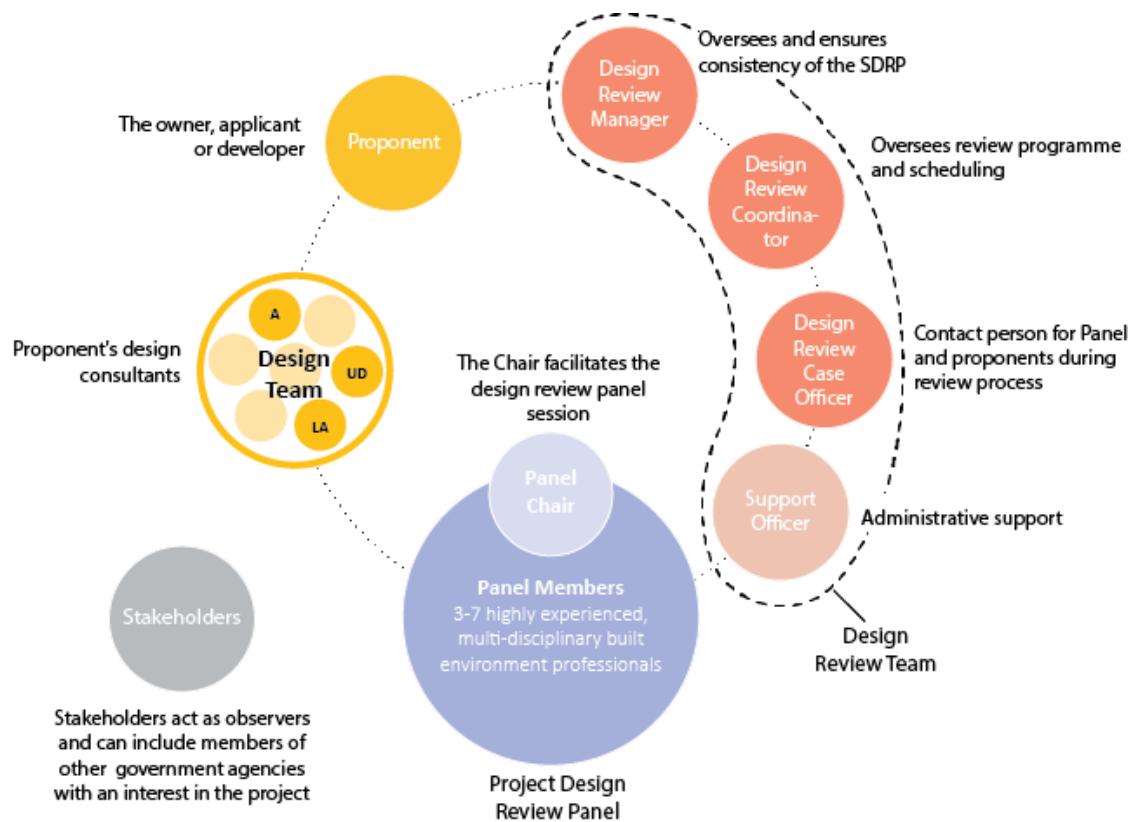


Figure 2: Organisation chart of SDRP participants

**Projects eligible for SDRP consideration**

Projects eligible for SDRP review include significant or strategic public works, infrastructure projects and other major government proposals or as identified in planning legislation. Upon referral from a government authority or statutory decision makers, significant private sector projects may also be considered by the SDRP.

The SDRP may also advise on any other design matters as required by the WAPC.

The WAPC Chair on the advice of the Government Architect will determine which projects are accepted for review.

Consideration will be given to the following factors when determining whether a referral to the SDRP is approved:

- **State or regional significance:** the project is of significance to the State or a particular region.
- **Location:** the project is situated in an area that has particular importance and/or sensitivity, whether this is historic, environmental or relating to a particular character or use.
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- **Complexity:** there are complex challenges to overcome that require a sophisticated design response.
- **Precedence:** the project establishes a precedent for a type of development within an area.

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If a proposal has already undergone design review at local government level, it is preferable that the SDRP does not provide further advice. The opinion of a properly constituted local government design review panel constitutes expert opinion in its own right; however, the advice of the statutory decision maker should be sought before deciding which panel (if any) should be utilised.

## Pathways

SDRP review can be accessed through multiple pathways. Projects utilising the below pathways are eligible for review by SDRP through a defined mechanism, and specific processes and procedures have been developed to facilitate design review, which may differ slightly than those outlined within this Manual. These processes may include additional meetings or engagement with specific stakeholders, change to timeframes, or specific reporting criteria in addition to the 10 Design Principles.

These pathways include:

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For further information on Part 11B or Part 17 processes, please consult the relevant application guides or contact the Department.

Other proposals seeking SDRP review will broadly follow the processes and procedures outlined within this Manual.

## Review timing

The number of reviews required will depend on the complexity of the proposal, and responsiveness to SDRP advice. However, it is generally recommended two to three design review sessions to be undertaken. This will promote active participation and increase the likelihood of addressing any identified design issues. Research indicates that initiating the design review later in the design process results in fewer project benefits<sup>1</sup>.

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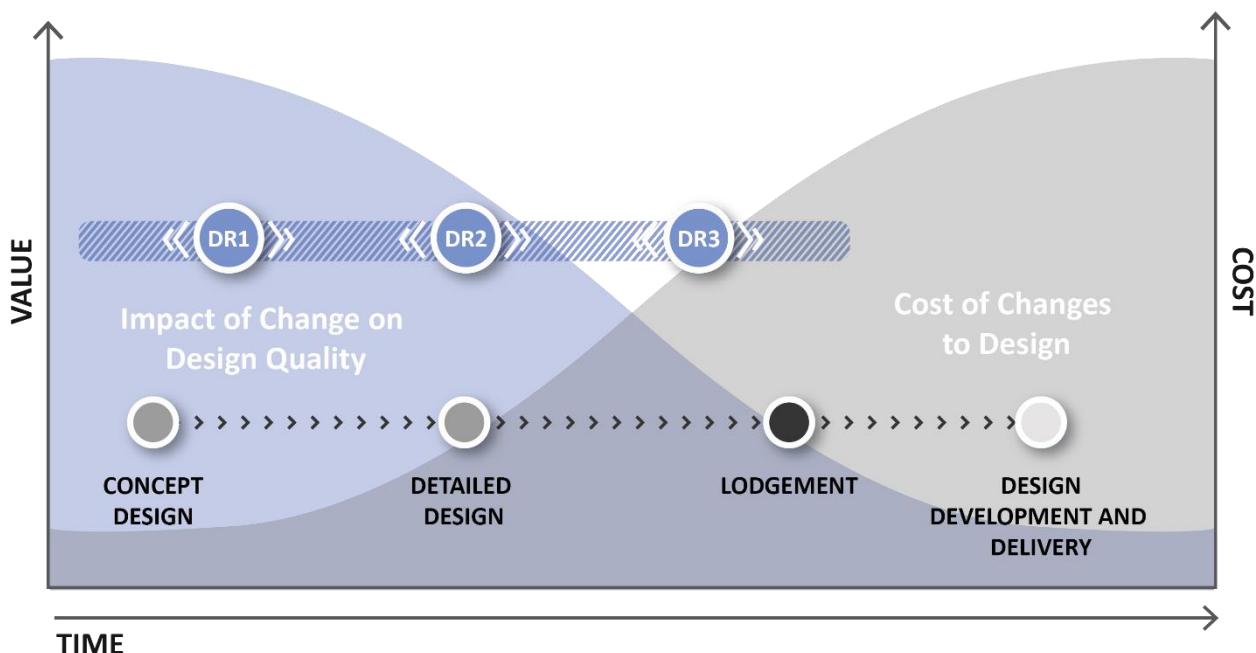


Figure 3: Typical timing of design review

<sup>1</sup> SGS Economics and Planning Pty Ltd, 2021, "The Value and Benefits of the OVGA: 2021 Refresh."

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A typical review process has been outlined below, however, it is expected that steps will be altered to suit specific projects coming to SDRP.

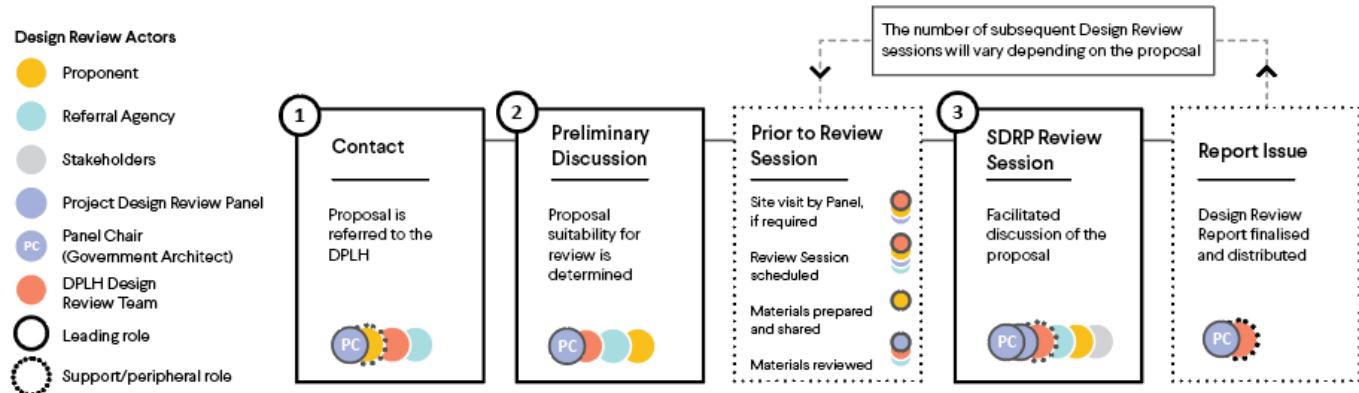


Figure 4: Overview of the design review process.

## Contact

The referring authority will initiate contact with the Department via the Design Review Request Form on the SDRP website or by emailing [sdrp@dplh.wa.gov.au](mailto:sdrp@dplh.wa.gov.au).

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This discussion is arranged with the Department and the Government Architect (or its representative) and usually includes representatives from the intended referring authority (i.e. local government officers), client and design team. Where relevant, this meeting may also include a representative from the statutory decision maker.

The intent of this discussion is to determine whether referral to SDRP is appropriate. Topics usually covered include:

- Planning context.
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- Stage of project.

For a standard referral, where review through SDRP is agreed, a formal referral should be made by completing the [Design Review Request Form](#). For other scenarios where design review is integrated into the application process, for example Part 11B, a Design Review Request Form may not be required.

## After acceptance and prior to the review

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A Project Design Review Panel (the Panel) will be selected from the SDRP membership pool for each project. The Project Design Review Panel must suit the proposal and avoid or manage conflicts of interest. The Panel typically consists of three to four members including the Chair; however it depends on the complexity of the project and any required specialist expertise. The selected Panel is approved by the Government Architect.

## Site visits (if required)

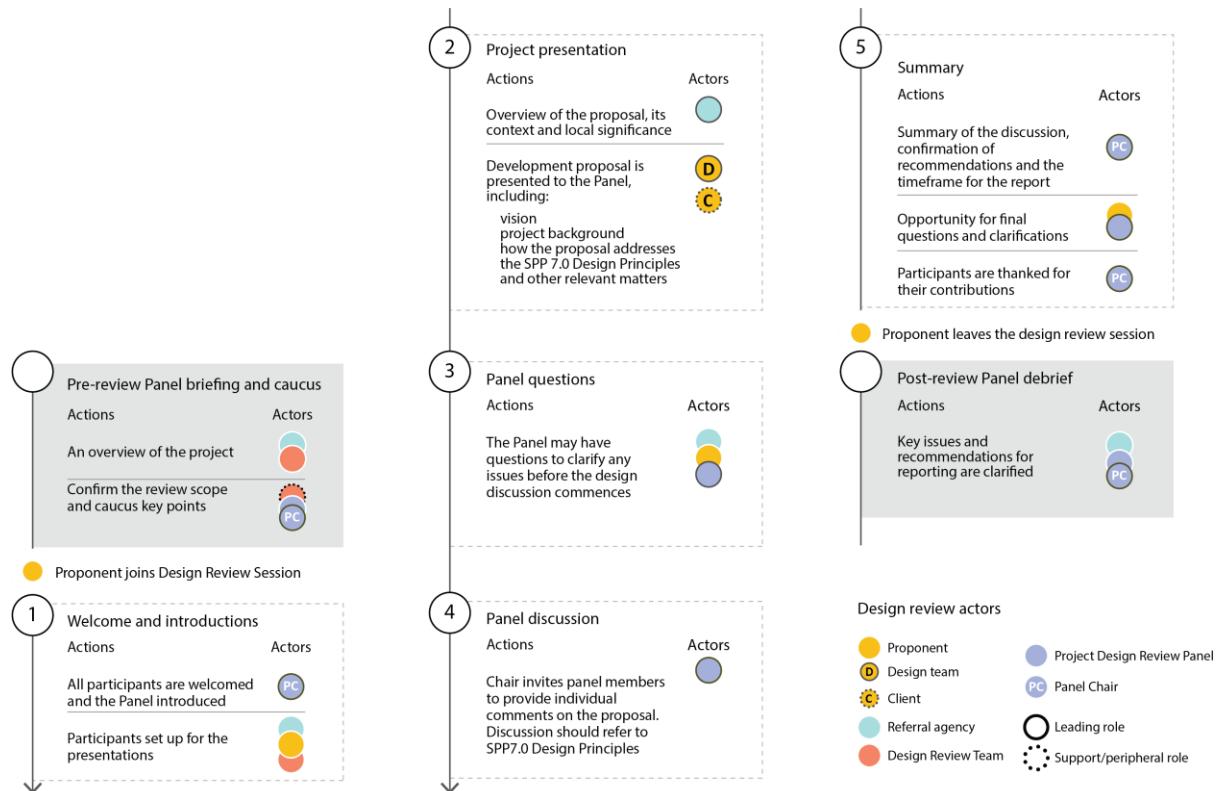
A site visit may be undertaken prior to review sessions where it is considered important for the success of the review process. Site visits require additional organisation and time commitment from all involved. As such, they will be considered on a case-by-case basis.

When a site visit is organised, it will include the Project Design Review Panel members and the Design Review Team.

Referring authority representatives and/or the proponent (including design team) may also be invited to attend.

## Review session

An indicative review session structure is illustrated in Figure 5: Overview of the design review session.



## Design review reports

After the design review session, the report will be issued within 10 days or as required to facilitate statutory processing times, unless otherwise agreed by the SDRP Chair. The proponent should continue working on their proposal and consider when a follow up review will be of most benefit. This will depend on the project; its timeframes and time required to address the advice of the Panel. It is recommended that timing is discussed with the Department's Design Review Team in advance to optimise the Panel's availability within the SDRP review schedule.

The option to return for further design review depends on demonstration that sufficient progress has been made against previous advice of the Panel.

An SDRP report will be either 'Interim Advice' or 'Final Report'. These outputs are structured against the SPP 7.0 Design Principles. SDRP Reports will only cover matters discussed in the review session in front of the proponent

### Interim Advice

These reports are the outputs of any review session prior to the final design review session.

The purpose is to provide design advice to the referring authority and proponent while the proposal is evolving. Referring authorities and proponents are reminded that the information in Interim Advice reports are not intended to be made public or shared with elected members or other external parties.

These reports should not be included in any publicly available documentation, including development applications, public consultation packages and public meeting agendas.

### Final Report

This report is the output of the final design review. It may reflect on the entire design review process where it is considered helpful for the decision maker. It will clearly outline if there has been any dissent between Panel members on matters covered in the review process.

The purpose of this report is to inform the determining authority of the design quality of the project.

Final reports may be used for the purpose of writing responsible authority reports and briefing Commissioners, local government elected members and/or other decision makers. It is important that any dissemination of a Final Report is accompanied by an unabridged copy of the report as an attachment.

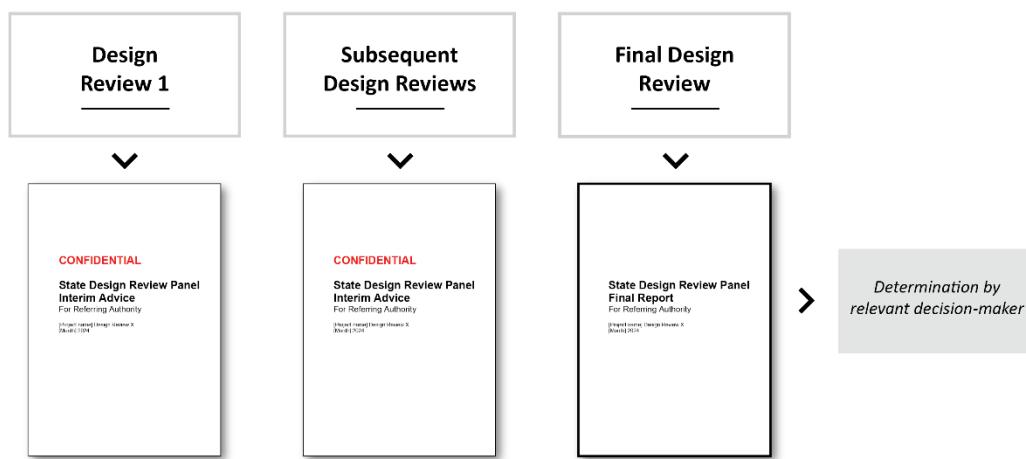


Figure 6: SDRP reporting formats.

### Conflict of interest

Prudent management of conflict of interest is critical for ensuring the independence of the SDRP process. As a committee of the WAPC, conflict of interest is managed in accordance with the WAPC's Governance Manual.

The general approach involves the provision of project details to prospective Panel members to ascertain whether they may have a conflict of interest. Prospective Panel members should consider and advise of the following:

- Personal or close relationships (including friendships) with members of the proponent and project team.
- Current or recent working relationships with members of the proponent and project team.
- Living in, or having financial interest in, property in the vicinity of the project or suburb boundary.
- Past involvement in Local Government Design Review Panel review of the project (if applicable).

- Board or Committee involvement (including in a volunteer capacity) that may relate to the project coming to review.

Any declared interests are managed in accordance with WAPC protocols and the SDRP Probity Plan.

## Confidentiality

Confidentiality of design review information and material encourages open dialogue and the exploration of ideas. As such, all information and material shared throughout a review process, including preliminary material, is confidential and **should not** be shared beyond the invited participants unless written permission is provided. The WAPC reserves the right to provide its reports, advice and documents relating to SDRP sessions to other parties, including State Government Ministers, responsible authorities, or decision makers as it sees fit.

## Abbreviations and terms used

---

Design Review Team	The Department's Design Review Team
DR1	Design Review 1
DR2	Design Review 2
DR3	Design Review 3
LGDRP	Local Government Design Review Panel
Panel	Project Design Review Panel
SDRP	State Design Review Panel
SPP 7.0	State Planning Policy 7.0 Design of the Built Environment
The Department	The Department of Planning Lands and Heritage
WAPC	Western Australian Planning Commission



***Draft***

**State Design Review Panel**

**Manual**

June 2025

**Deleted:** October 2024

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## About this document

### Application

Design review is a measure supporting the implementation of State Planning Policy 7.0 Design of the Built Environment (SPP 7.0).

The State Design Review Panel Manual (the Manual) provides guidance on the design review processes of the State Design Review Panel (SDRP).

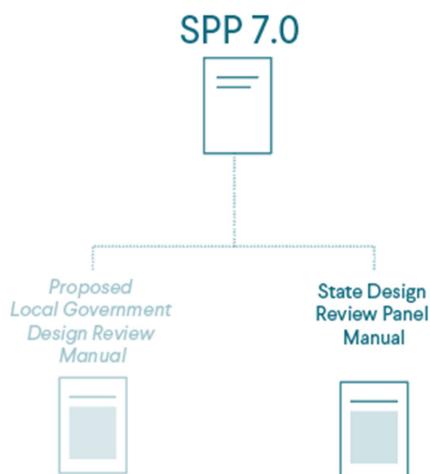


Figure 1: Policy Context

Other established design review panels such as those run by local government and State Government delivery agencies may have different processes and procedures from those outlined in this Manual.

### Parts and structure

This manual provides a detailed overview of design review, its benefits and the role of design review in the Western Australian planning system.

This includes:

- An overview of design review.
- Benefits of design review.
- The role of design review in the Western Australian planning system.

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This section outlines information and procedures for:¶  
Public authorities and agencies referring projects to the SDRP.¶  
Proponents whose projects will undergo SDRP review.¶  
Decision makers considering projects that subject to SDRP review.¶  
Stakeholders and others who may be involved in the design review.

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## DESIGN REVIEW

### Overview

#### What is design review?

Design review is the process of independently evaluating the design quality of development proposals and built form planning instruments. It is carried out by a panel of appropriately trained, multi-disciplinary built environment professionals.

Design review in Western Australia supports the implementation of State Planning Policy 7.0 Design of the Built Environment and other related policies that deal with built environment design quality.

Design review benefits development proposals by providing informed opinion and guidance on the interpretation and application of design elements and principles, which can be particularly helpful for unique or complex development proposals. Design review assists proponents in exploring alternative design approaches to achieve an optimum outcome and supports decision makers weighing the merits of proposals and making informed determinations.

Typically, two to three design review sessions per project are recommended to ensure the maximum value of advice received. Early engagement is encouraged to maximise the opportunity for the proposal to respond to the issues identified.

#### *Design review is not:*

- Design advice provided by a single individual.
- A peer review (either by individuals or a group) engaged by the client.
- Advice from a City or Estate Architect.
- A compliance check carried out at building permit stage.

#### What is the difference between design review and design advice?

There may be cases where a design review panel (DRP) process is not warranted or practical, but where design advice is still sought by the relevant determining body. This may be most appropriate for the development of design guidelines, planning policies, standard structure plans, proposals subject to statutory timeframes which cannot accommodate design review, or where discrete aspects of a proposal require specific expertise inputs.

Design advice may be provided by an individual with subject matter expertise or, where available, by a City or Estate architect.

The benefits of this approach include the provision of timely advice on matters that may not otherwise be appropriate in a full design review process.

In accordance with the *Design Review Protocols* established in this Manual, this activity is not considered a *design review* and instead constitutes *design advice*.

## Design Review Protocols

All panels should be established and operated in line with these protocols to promote consistent outcomes and set an appropriate standard of conduct from members:

### **Independent**

It is conducted by people who are not connected with the proposal's promoters or decision makers and in a manner that ensures that conflicts of interest are either avoided or managed appropriately.

### **Expert**

It is carried out by suitably qualified people who are experts in design and know how to critique constructively. Review is usually most respected when it is carried out by professional peers of the project design team, because their standing and expertise will be understood and accepted.

### **Multi-disciplinary**

It combines the different perspectives of architects, urban designers, planners, landscape architects and other specialist design experts to provide a complete, rounded design evaluation.

### **Accountable**

The panel, and the advice that it provides, must be clearly seen to work for the benefit of the public.

### **Transparent**

The panel's remit, membership, governance processes and funding are in the public domain.

### **Proportionate**

It is used on projects whose significance warrants the investment needed to provide the service.

### **Timely**

It takes place early in the design process, to offer the best time and cost benefits for proponents.

### **Advisory**

The panel does not make decisions, rather it offers impartial expert advice on design considerations to inform recommendations to the people who do.

### **Objective**

It appraises proposals according to reasoned and objective measures, rather than the individual taste and subjective preferences of panel members. It considers proposals in relation to the broadly understood criteria of SPP 7.0.

### **Accessible**

The advice arising from design review is clearly expressed in terms that design teams, decision makers and the public can all understand and use.

**Consistent**

The advice received across subsequent design review panel sessions is consistent. Panel members remain the same across sessions or are well-briefed and respectful of previous advice.

**Benefits of design review**

Engaging in design review improves the design quality of proposals and supports planning and decision making processes, helping to ensure the delivery of high-quality buildings and places that benefit occupants, neighbours and the broader community.

**Benefits for proponents (clients, developers, design teams)**

- Early recommendations for change, before detailed design has occurred, when the impacts on time and costs are less.
- Improved value for money outcomes.
- Constructive, independent and multi-disciplinary design advice.
- Support for good design and the flexibility needed to pursue innovative design solutions.
- Early confirmation of foundational design approaches before project variables are set.
- Improved project risk management.

**Benefits for referring bodies/responsible authorities**

- Independent advice on design quality to facilitate informed decision making.
- Increased certainty in assessing design quality against SPP 7.0.
- Access to a multidisciplinary panel of experts where internal organisational expertise is lacking.

**Benefits for decision makers**

- Expert, independent advice on the design quality of a proposal to facilitate informed decision making.
- Assists in the exercise of discretion in decision making.

**Benefits for communities**

- Improved contribution to the public realm and responsiveness to adjacent development and surrounding context.
- Assurance that an independent panel of design experts has provided advice on a proposal.
- Improved social, economic, and environmental benefits from development.

## Design and the planning system

Performance-based planning controls offer greater flexibility than a compliance approach and promote positive development outcomes. Flexible controls need to be applied with rigour and consistency to determine where standards could be appropriately varied or should be enforced. Well-managed design review processes can support this evaluation process to inform statutory planning.

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## PART B: STATE DESIGN REVIEW PANEL

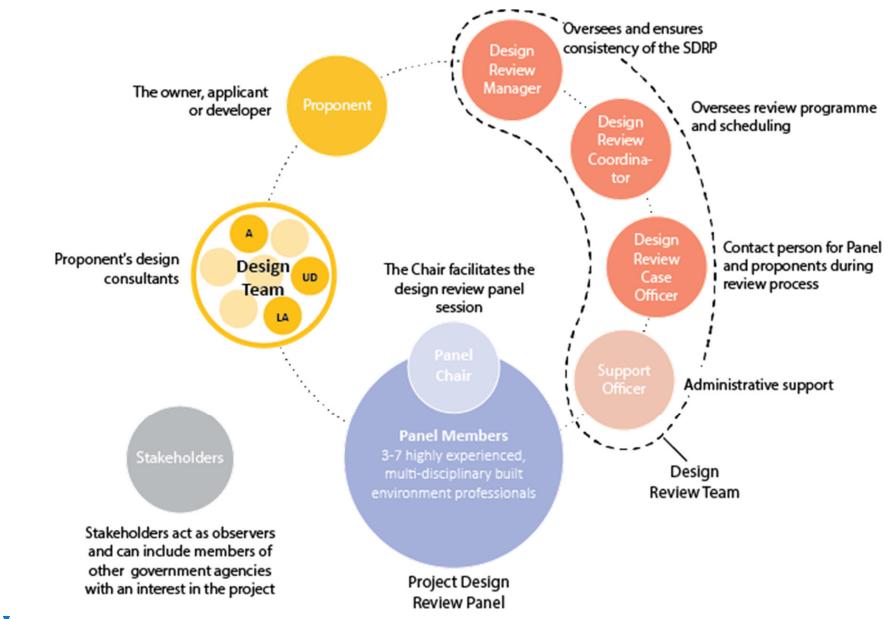
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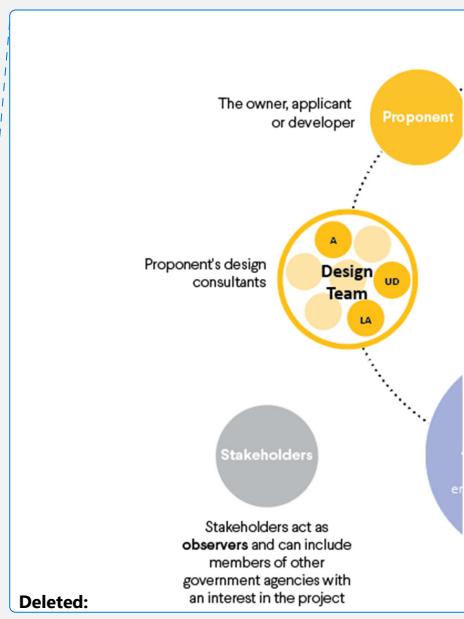


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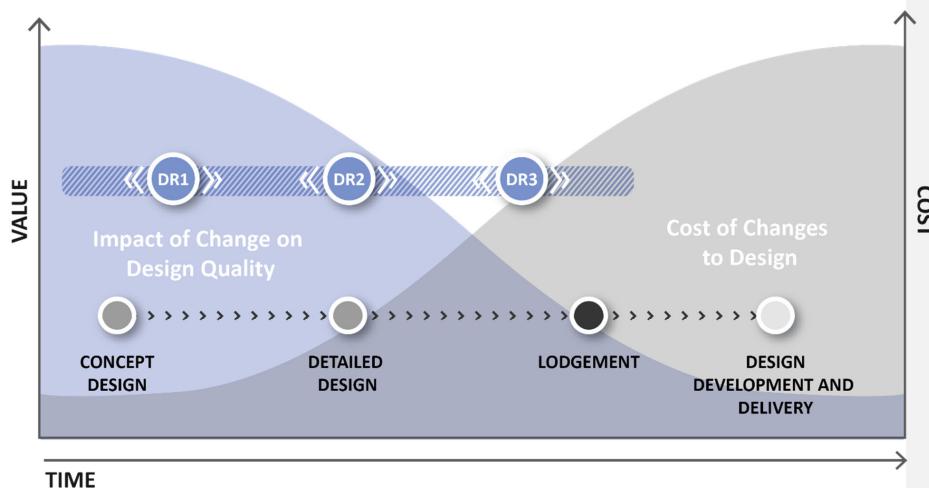


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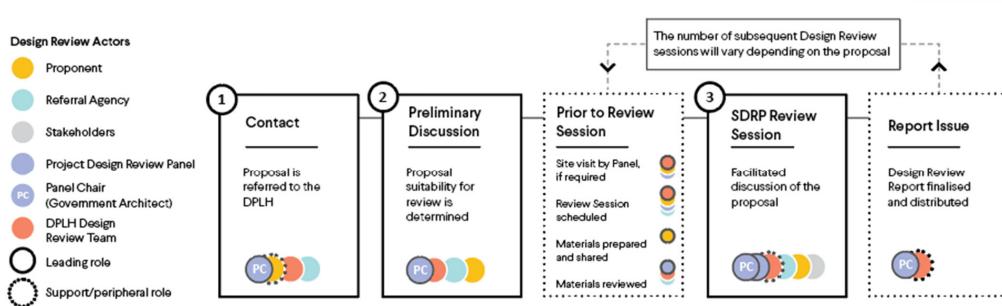


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A Project Design Review Panel (the Panel) will be selected from the SDRP membership pool for each project. The Project Design Review Panel must suit the proposal and avoid or manage conflicts of interest. The Panel typically consists of three to four members including the Chair; however it depends on the complexity of the project and any required specialist expertise. The selected Panel is approved by the Government Architect.

**Site visits (if required)**

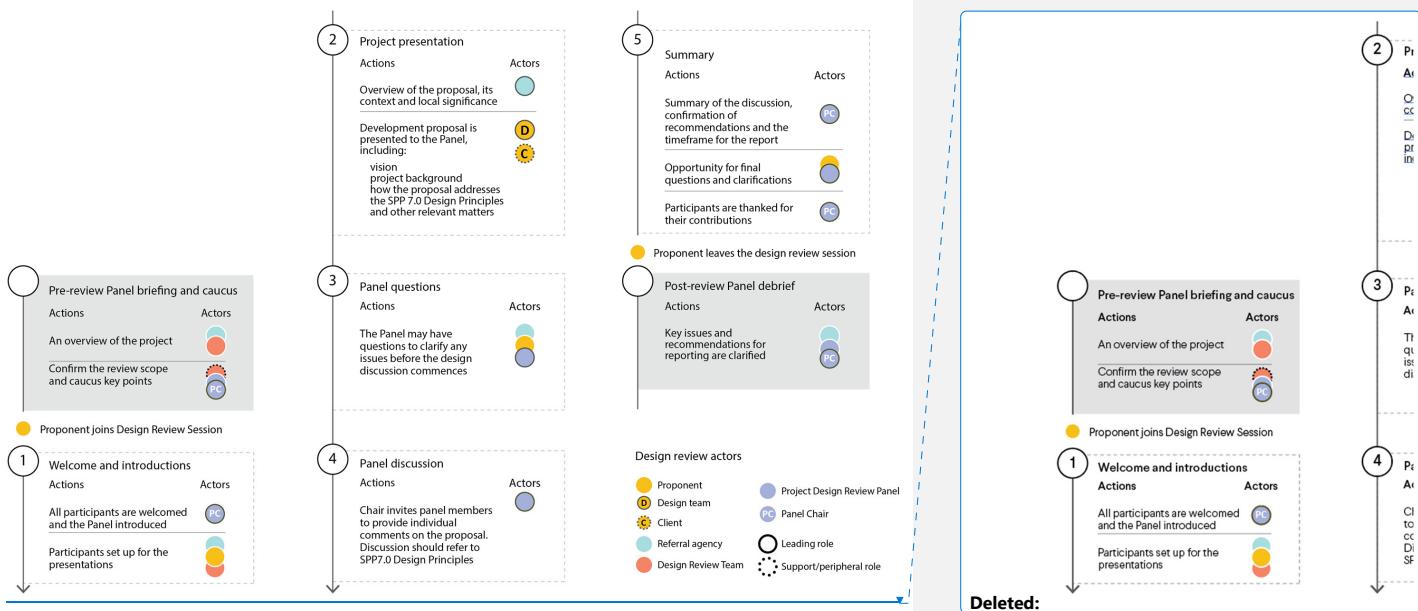
A site visit may be undertaken prior to review sessions where it is considered important for the success of the review process. Site visits require additional organisation and time commitment from all involved. As such, they will be considered on a case-by-case basis.

When a site visit is organised, it will include the Project Design Review Panel members and the Design Review Team.

Referring authority representatives and/or the proponent (including design team) may also be invited to attend.

### Review session

An indicative review session structure is illustrated in Figure 5: Overview of the design review session



These reports should not be included in any publicly available documentation, including development applications, public consultation packages and public meeting agendas.

#### Final Report

This report is the output of the final design review. It may reflect on the entire design review process where it is considered helpful for the decision maker. It will clearly outline if there has been any dissent between Panel members on matters covered in the review process.

The purpose of this report is to inform the determining authority of the design quality of the project.

Final reports may be used for the purpose of writing responsible authority reports and briefing Commissioners, local government elected members and/or other decision makers. It is important that any dissemination of a Final Report is accompanied by an unabridged copy of the report as an attachment.

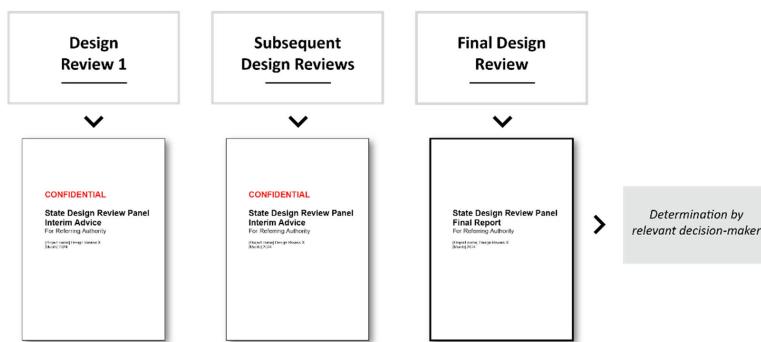


Figure 6: SDRP reporting formats.

#### Conflict of interest

Prudent management of conflict of interest is critical for ensuring the independence of the SDRP process. As a committee of the WAPC, conflict of interest is managed in accordance with the WAPC's Governance Manual.

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The general approach involves the provision of project details to prospective Panel members to ascertain whether they may have a conflict of interest. Prospective Panel members should consider and advise of the following:

- Personal or close relationships (including friendships) with members of the proponent and project team.
- Current or recent working relationships with members of the proponent and project team.
- Living in, or having financial interest in, property in the vicinity of the project or suburb boundary.
- Past involvement in Local Government Design Review Panel review of the project (if applicable).

- Board or Committee involvement (including in a volunteer capacity) that may relate to the project coming to review.

Any declared interests are managed in accordance with WAPC protocols and the SDRP Probity Plan.

## Confidentiality

Confidentiality of design review information and material encourages open dialogue and the exploration of ideas. As such, all information and material shared throughout a review process, including preliminary material, is confidential and **should not** be shared beyond the invited participants unless written permission is provided. The WAPC reserves the right to provide its reports, advice and documents relating to SDRP sessions to other parties, including State Government Ministers, responsible authorities, or decision makers as it sees fit.

<b>Deleted:</b> _____ Page Break _____ ¶
<b>For referral bodies¶</b>
<b>When the SDRP may be suitable¶</b>
Review by the SDRP may be suitable when a project meets the eligibility criteria outlined earlier, there is sufficient time for a review process to occur prior to the intended determination date, and other avenues of review are unavailable or less appropriate. ¶
The SDRP cannot be used as a default resource for local governments without a design review panel. Projects referred for review will still need to meet the eligibility criteria for referral and be accepted by the WAPC Chair and Government Architect. ¶
<b>How to engage with the SDRP ¶</b>
Contact the Department's Design Review Team through <a href="mailto:sdrp@dplh.wa.gov.au">sdrp@dplh.wa.gov.au</a> to discuss project suitability. ¶
If appropriate, a <b>Preliminary Discussion</b> will be arranged. ¶
If review through the SDRP is appropriate, proceed to formally referring the project for SDRP review. ¶
<b>Referring a project ¶</b>
Only a government agency or authority can refer projects to SDRP. ¶
A request for SDRP review can be made by completing the Design Review Request Form found on <a href="#">State Design Review Panel page</a> . The request will be assessed against the eligibility criteria. The WAPC Chair and the Government Architect have discretion in accepting projects for review. ¶
<b>Using design review in an assessment process¶</b>
Design review is one of many inputs to be considered in an assessment process. While there are intersections between planning and design, the two should not be conflated. ¶
Where established planning frameworks set definitive design requirements, design review can be used to inform these considerations. It is the role of assessing officers to ensure the Panel is adequately briefed (to the extent possible based on the material provided by the proponent) on relevant requirements to minimise instances of conflict between the advice of the Panel and the planning requirements. ¶
Design review can assist in supporting a performance-based approach to policy provisions and can provide valuable advice to assessing officers and decision makers in whether considering alternative or innovative solutions meet the objectives of a policy. ¶
Page Break _____ ¶
<b>For proponents¶</b>
<b>How to engage with the SDRP¶</b>
If a project is potentially eligible and would benefit from SDRP review, proponents are encouraged to discuss the option with the relevant referring authority which can initiate discussions regarding referral. The Department is not able to accept direct referrals from proponents for SDRP review. ¶
If referral to the SDRP may be appropriate, a Preliminary Discussion can be arranged. ¶
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## **Abbreviations and terms used**

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Design Review Team	The Department's Design Review Team
DR1	Design Review 1
DR2	Design Review 2
DR3	Design Review 3
LGDRP	Local Government Design Review Panel
Panel	Project Design Review Panel
SDRP	State Design Review Panel
SPP 7.0	State Planning Policy 7.0 Design of the Built Environment
The Department	The Department of Planning Lands and Heritage
WAPC	Western Australian Planning Commission

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