

# Design Review Panel

## Terms of Reference 2025 - 2027

61 Broun Avenue, Morley WA 6062 | P: 9272 0622 | F: 9272 0665 | [planning.referrals@bayswater.wa.gov.au](mailto:planning.referrals@bayswater.wa.gov.au) | [www.bayswater.wa.gov.au](http://www.bayswater.wa.gov.au)

### Purpose

The City of Bayswater Design Review Panel (DRP) is established on 1 November 2025 to provide independent, expert advice regarding the design quality of development proposals.

### Objectives

The key objectives of the DRP are to:

- Provide independent, expert design advice – to assist the local government and applicants in improving the quality of proposed developments through performance-based design feedback.
- Promote high-quality built environment outcomes – by ensuring proposals respond appropriately to the planning framework, enhancing amenity, sustainability, and community benefit; 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 City of Bayswater 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 State Planning Policy 7.0 – Design of the Built Environment and supporting State Planning Policies, with reference to the Town Planning Scheme No. 24 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 City of Bayswater 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:

- Architectural design (including urban and landscape design);
- Sustainability (including environmental design, systems ecology, urban water expertise);
- Heritage (including Aboriginal cultural significance and heritage architecture);

- Accessibility and universal design.
- Transport planning
- Public art
- Civil, structural and services engineering.

The City of Bayswater 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 City of Bayswater may appoint a replacement pool member with equivalent qualifications and expertise to serve for the remainder of the original member's term of appointment.

The Council may appoint one or more members as a Panel Chair or Deputy Chair. 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 City of Bayswater and that all conflict of interest requirements (including declaration and management plans) have been identified and provided to the 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 City of Bayswater based on the complexity of the project under review and considering member expertise, availability and any declared conflicts of interest.

The term of office for a panel member shall be two years and run concurrently with the Council election cycle. Council may appoint a pool of suitable persons to serve on the Panel however each DRP meeting shall comprise a maximum of five members.

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

## **Remuneration and Fees**

Members will receive sitting fees per meeting at the following rates (inclusive of GST):

- Chairperson: \$750
- Each other member of the DRP: \$500

Members undertaking a one panel member review will receive a flat fee of \$500. Where a member of the panel is requested to appear on the City of Bayswater's behalf as an expert witness at the State Administrative Tribunal, the member is to be paid at a mutually agreed hourly rate consistent with the qualifications, experience and professional status of the member.

## **Proponent Fees**

The proponent fees associated with attendance is \$2,500 for a full panel review, or a fee of \$500 is applicable for an offline member review. A full panel review is intended to cover for a maximum three design review panel meetings. If any additional meetings are required beyond three for a specific item, an additional fee, subject to the discretion of the City of Bayswater may be charged.

Applicants are encouraged to consult with the panel at the conceptual stage of plan development, and prior to lodgement of a development application. Applications not capable of approval under the Local Planning Scheme will not be referred to the DRP.

## **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.

## **Proposals for review**

Proposals for review Proposals eligible for design review include:

- proposals that are significant because of their size or the uses they support;
- proposals that are significant because of their site or location; or
- proposals that are significant because of their community impact.

The Design Review Panel is to provide impartial architectural and design advice on:

- Multiple/Grouped dwelling developments comprising 10 or more units;
- New mixed-use developments and/or buildings equal to or greater than four storeys in height;
- New or significant redevelopment within an Activity Centre (excluding Bayswater Town Centre);
- Applications to be considered by the Development Assessment Panel;
- Proposals for a new or previously approved child day care centre, subject of significant amendments.
- Development of a property on the State Register of Heritage Places or the City's Local Heritage Survey which may significantly affect the management of a Category 1 or 2 Heritage Place (such as significant demolition works).
- Any other relevant matter, including a development application, scheme amendment, activity centre plan, structure plan, policy, precinct plan, local development plan or design guidelines referred by the Director Community Services, Manager Regulatory Services or Statutory Planning and Compliance Manager.

Notwithstanding the above, the following developments will generally be exempt from referral to the DRP:

- Single houses.
- Development within an industrial zone.
- Service stations.
- 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.

The City can consider proposals outside of a formal design review, known as an 'offline review'. Applications for offline reviews are to the discretion of the Director Community Services, Manager Regulatory Services or Statutory Planning and Compliance Manager.

## Design review sessions and reporting

- The City of Bayswater 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 be issued within seven (7) calendar days of the design review session, unless otherwise advised by the City.
- Meetings will generally be held monthly on Fridays, but can be scheduled at any time in response to urgent matters. Advice of a scheduled meeting, the agenda and information associated with each proposal shall be provided to panel members five working days prior to the intended meeting date.
- Meeting agendas should not exceed three hours in total. To ensure this, a maximum of two items are to generally be scheduled however, a third item may be considered at a meeting, to the discretion of the Panel.

## Document details

<b>Risk Evaluation</b>	Low		
<b>Strategic Link</b>	<p><u>2.1 A connected and Accessible City</u></p> <p>2.1.2 Create liveable neighbourhoods and centres that include consideration of our built heritage.</p> <p>2.1.3 Advocate and plan for diverse and quality housing choices utilising a contemporary planning framework that encourages growth.</p> <p><u>4.1 Diverse Economic Opportunities</u></p> <p>4.1.2 Support mixed-use precincts and developments</p>		
<b>Council adoption</b>	28 October 2025	<b>Resolution</b>	XXX
<b>Reviewed/modified</b>	-		
<b>Next review due</b>	31 October 2027		