

## DESIGN ADVISORY PANEL

### 1. Objectives

To provide operating guidelines for the Design Advisory Panel.

### 2. Principles

- a. The provision of urban design advice to Council and the encouragement of higher standards of design for developments within the Town of Cottesloe is a highly desirable goal.
- b. Specifically, Council requires professional advice when considering:
  - Significant or potentially contentious development proposals.
  - Proposals that significantly impact on environmental values and the natural heritage.
  - Precinct and major site design issues, including town centre, open space or transport proposals with urban design implications.
  - Urban design guidelines for built form and the public domain.
  - Amendments to the town planning scheme that have an important design component.
  - The relationship of a proposal to built heritage in an urban design sense.
- c. Resource constraints can limit the capacity of Council to obtain this advice from within Council's own staff and/or the private sector.
- d. Within the Cottesloe community, there are a number of resident professionals who are prepared to provide advice at little or no cost to the Town of Cottesloe for the betterment of the community.
- e. Collectively, these professionals offer a wider perspective with a relative degree of independence that can draw on comparative experience.
- f. The provision of this advice, while not binding on the Council, enables Council to make better informed decisions.

### 3. Issues

- a. Ensuring that a range of professional advice is received on different aspects of urban design and development applications.
- b. Ensuring that there is an appropriate turnover in the membership of the panel.
- c. Ensuring freedom from bias and conflict of interest.
- d. Aiming to achieve a consensus that while reflective of community and Council aspirations, is also mindful of current urban design practice.
- e. Ensuring that panel members are aware of the expectations placed on them by the Council.
- f. Ensuring that basic operational procedures are documented and provide a degree of accountability and transparency in the operations of the panel.
- g. Ensuring without-prejudice advice and appropriate confidentiality in dealing with proposals and decision-making processes.
- h. Ensuring a focus on goodwill and a constructive attitude to participating in the appraisal of proposals for the enhancement and betterment of the Town's built environment.

## 4. Policy

### 4.1 Application of Part 5 of the *Local Government Act 1995*

In order to give effect to the policy, the Design Advisory Panel shall not constitute a committee as defined under Part 5 Division 2 Subdivision 2 of the *Local Government Act 1995*.

### 4.2 Membership

The Design Advisory Panel shall consist of:

- a. One Elected Member elected by the Council immediately after each ordinary local government election, who shall act as the presiding member of the panel or a deputy appointed by the Council to act in his/her absence.
- b. Six electors, who shall have professional expertise in one or more of the following areas:
  - architecture
  - landscape architecture
  - town planning
  - urban design
  - property development/construction
  - heritage issues
  - conservation of the natural environment

### 4.3 Appointment and Termination of Members

- a. The Chief Executive Officer shall call for nominations to the Design Advisory Panel immediately after each ordinary local government election and the Council shall at the first opportunity elect panel members and up to four deputies from amongst the nominees.
- b. With the exception of the presiding member, the term of office of any member shall ordinarily be a maximum of four years however the Council may re-appoint any member for a further term of office.
- c. With the exception of the presiding member, Council may terminate the appointment of any member prior to the expiry of his/her term of office, for any reason as it sees fit.
- d. At its discretion, Council may appoint a person in the place of any member of the panel whose appointment it revokes, or who resigns or is unable to act, without calling for nominations.

### 4.4 Convening and Recording Meetings

- a. The Design Advisory Panel shall meet on a needs-only basis as items are referred through to it from Council or the Manager Development Services.
- b. Council members shall be advised of meetings of the panel so that they may attend the meeting as observers.
- c. Executive support to the panel shall be provided by the Manager Development Services or his/her representative.
- d. Agenda papers with descriptive headings of the items and a short summary of the issues to be discussed shall be provided by the Manager Development Services to the panel members at least 72 hours prior to the meetings.

- e. Minutes of the meetings shall be kept by the Manager Development Services and shall be in the form of:
  - An explanatory comment on each matter conveying the Committee's general views and comments about the application.
  - Formal recommendations to Council reflecting the views of the majority of members present at the meeting.
  - Informal comments conveying the views of individual members, which may be included at the request of any member.
  - Disclosure of any conflict of interest.
- f. Minutes of the meetings shall form part of the public record by incorporation into the agenda papers of the Council.
- g. Minutes of each meeting are to be confirmed at the next meeting of the panel.

**4.5 Conduct of Meetings**

- a. The conduct of meetings shall be at the discretion of the presiding member.
- b. Members of the panel are to be provided with a copy of the Town of Cottesloe’s Code of Conduct for Elected Members and Staff and informed of a requirement to comply with Part 1 of the Code relating to conflicts and the disclosure of interests.
- c. At the discretion of the presiding member, meetings will not generally be open to the public.
- d. Meetings may also be attended by additional officers or other elected members.
- e. The panel may seek comment from individuals, groups or agencies but has no role in conducting public consultation on behalf of Council.
- f. The panel may seek further information or meet with applicants/proponents and their representatives to be informed of a proposal by way of questioning and discussion.
- g. No debate shall take place while the applicants are present and only after the applicants have left the meeting shall the panel then form its view regarding that proposal.
- h. Alternatively, the panel may recommend that Council defer a decision, or a matter, until such time as the information becomes available.
- i. The Council shall not be bound by any comment or recommendation of the panel.

**4.6 Functional Role of the Panel**

- a. The Council or the Manager Development Services may refer the following matters to the panel for advice and recommendation:
  - Significant or potentially contentious development proposals.
  - Precinct and major site design issues.
  - Urban design guidelines for built form and the public domain.
  - Amendments to the town planning scheme that have an important design component.
- b. The panel shall consider the merits or adverse effects of any proposed development in terms of:
  - i. The regional and local strategic contexts of the proposal in relation to its site and setting, from an urban design perspective.
  - ii. The objectives of existing zoning or development controls and any proposed alternative zoning or development controls.

- iii. The potential impact of the proposed development on the surrounding locality having regard to:
  - the maintenance of visual harmony with existing buildings
  - the comparative scale of existing and proposed buildings
  - the maintenance of privacy for the occupants of existing buildings
  - overshadowing of private or public buildings and open spaces
  - the effect of increased traffic movement in the locality, including pedestrian activity
  - the preservation of views as far as reasonably possible, for the occupants of existing buildings
- iv. Suitability for the demographic and socio-economic profile of potential occupants of the proposed development.
- v. Social interaction between occupants of existing buildings and potential occupants of proposed buildings, in terms of design details.
- vi. The standard of site planning and building design.
- vii. The contribution that the proposal may make to the public domain in terms of built form, facilities and infrastructure.

Adopted	23 May 2005
Expected date of review	