



BRIEFING PAPERS FOR ELECTED MEMBERS' BRIEFING SESSION

Draft Only

to be held at
the Council Chambers, Civic Centre, 23 Dundobar Road, Wanneroo
on 11 September, 2018 commencing at 6.00PM



Briefing Papers for Tuesday 11 September, 2018

CONTENTS

<u>ITEM 5</u>	<u>LATE REPORTS</u>	<u>1</u>
5.1	CONSIDERATION OF LOCAL PLANNING POLICY 4.23: DESIGN REVIEW FOLLOWING ADVERTISING	1
5.2	SPONSORSHIP PROPOSAL - 2018/19 COMMUNITY EVENTS SEASON	44

L A T E I T E M S A G E N D A

Item 5 Late Reports

5.1 Consideration of Local Planning Policy 4.23: Design Review Following Advertising

File Ref:	34273 – 18/261426
Responsible Officer:	Director Planning and Sustainability
Disclosure of Interest:	Nil
Attachments:	9
Previous Items:	PS07-05/18 - Consideration of Draft Local Planning Policy 4.23: Design Review - Ordinary Council - 01 May 2018 7.00pm

Issue

To consider:

- The submissions received during the public advertising of Draft Local Planning Policy 4.23: Design Review (LPP 4.23);
- Preparing Amendment No. 168 to the City of Wanneroo's District Planning Scheme No. 2 (DPS 2) for the purpose of:
 - a) Inserting a new Clause 67 (zc) into Schedule A – Supplemental Provisions to the Deemed Provisions of DPS 2, so that any relevant recommendations of a Design Review Panel are to be given due regard in considering an application for development approval; and
 - b) Inserting a new Clause 85A into Schedule A – Supplemental Provisions to the Deemed Provisions of the City of Wanneroo's District Planning Scheme No. 2, which reads "the local government may appoint a Design Review Panel for the purpose of providing design advice for applications".

Background

Council, at its meeting of 1 May 2018, considered draft LPP 4.23 and resolved as follows (refer Item PS07-05/18):

"That Council:-

Pursuant to Clause 4(1) and 4(2) of the Deemed Provisions of the City of Wanneroo District Planning Scheme No. 2 ADOPTS the draft Local Planning Policy 4.23: Design Review, as contained in Attachment 1, for the purpose of advertising, and ADVERTISES it for public comment for a period of 42 days by way of:

- a) Advertisement in all local newspapers circulating within the City of Wanneroo for two consecutive editions;*
- b) Display at the City's Administration Centre Building and on the City's website;*
- c) Written notification to the Office of the Government Architect, the Department of Planning, Lands and Heritage, Urban Development Institute of Australia and other key stakeholders as determined by the Director Planning and Sustainability."*

Detail

Draft Local Planning Policy 4.23: Design Review

Draft LPP 4.23 was prepared to set out the criteria for the operation of a Design Review Panel (DRP), including:

- The type and scale of developments that should be referred to the DRP;
- The matters to be considered by the DRP;
- The funding, number and timing of DRP meetings; and
- The information to be provided to enable the DRP to consider an application.

A copy of the advertised version of Draft LPP 4.23 is included in **Attachment 1**.

Terms of Reference

Administration has also prepared Terms of Reference to support the policy operation (**Attachment 2**), which outline details relating to:

- The status and role of the DRP;
- Membership and management of the DRP; and
- The operation of DRP meetings.

The Terms of Reference contained in **Attachment 2** have been modified from the version included in the 1 May 2018 Council Meeting, which was previously referred to as a Management Procedure. A discussion of the modifications made is included in the Comment section below.

Amendment to District Planning Scheme No. 2 (DPS 2)

Amendment No. 168 to DPS 2 is proposed to:

- Insert a new Clause 67 (zc) into Schedule A – Supplemental Provisions to the Deemed Provisions, which reads “any relevant recommendation of a Design Review Panel”; and
- Insert a new Clause 85A into Schedule A – Supplemental Provisions to the Deemed Provisions of the City of Wanneroo’s District Planning Scheme No. 2, which reads “the local government may appoint a Design Review Panel for the purpose of providing design advice for applications”.

The report for proposed Amendment No. 168 to DPS 2 is included as **Attachment 3**.

In accordance with Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Amendment No. 168 to DPS 2 has been determined to be a standard amendment due to it having a minimal impact on land in the scheme area that is not subject to the amendment, namely existing development and development which is not required to be referred to the DRP for review.

Consultation

Draft LPP 4.23

Draft LPP 4.23 was advertised for public comment for a period of 42 days from 15 May 2018 to 26 June 2018 by way of:

- An advertisement in two local newspapers for two consecutive weeks;

- Display on the City's website and at the City's Administration Centre Building; and
- Written notification to the Office of the Government Architect, the Department of Planning, Lands and Heritage, Urban Development Institute of Australia, and other key stakeholders.

The City received the following submissions:

1. ATCO Gas Australia – no objection and no comments;
2. Housing Industry Association (HIA) – no objection with comments;
3. Office of the Government Architect (OGA), Department of Planning, Lands and Heritage – no objection with comments; and
4. Department of Communities (DoC) – no objection with comments.

A summary of the submissions received, and Administration's response to these, is included in **Attachment 4**.

Terms of Reference

It is not necessary to advertise the Terms of Reference for public comment as they outline the scope in which the City's DRP will operate and do not outline a principle of action or policy position which requires Council endorsement.

Amendment No. 168 to DPS 2

If Council resolves that Amendment No. 168 is a standard amendment, in accordance with Regulation 47(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, it must be subject to public consultation. The amendment will also need to be referred to the Environmental Protection Authority (EPA) to assess the environmental impacts of the proposal and to determine whether any formal environmental assessment is necessary.

The standard amendment must be advertised for public comment for a period of 42 days. Advertising is to occur in the following manner, consistent with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*:

- Advertisement in a local newspaper for one week;
- Display notice of the proposal in Council offices;
- Referral in writing to affected persons/agencies.
- Display on the City's website;
- Placement of a sign on affected sites, giving notice of the proposal; and
- Any other way the local government considers appropriate.

Following the 42 day advertising period, a summary of submissions received and Administration's responses to those submissions will be included in a report to Council to consider supporting Amendment No.168 to DPS 2.

Comment

Draft LPP 4.23

Following the advertising of LPP 4.23, Administration has identified a list of modifications to the version which was advertised. These modifications are outlined in **Attachment 5**, and have been made in response to some of the submissions received during the advertising period, as well as consideration of the operation of DRPs of other Local Governments. The key modifications proposed by Administration are discussed in further detail below.

Development on Landmark sites to be referred to the Design Review Panel

Draft LPP 4.23 has been modified to specify that development which is required to incorporate a landmark feature under a Structure Plan or Local Development Plan is to be referred to the DRP prior to lodgement of a development application. This is to ensure that high quality design is provided on key landmark sites within the City.

Threshold for grouped dwelling applications to be referred to the Design Review Panel

Draft LPP 4.23 currently proposes developments of more than 10 grouped dwellings be referred to the DRP.

The OGA suggested that the threshold for grouped dwelling applications should be lowered to allow more of these proposals to benefit from design review, referencing a number of common design flaws with smaller-scale grouped dwelling applications, such as windowless bedrooms and lack of on-site landscaping. The OGA has suggested that the design review for developments that comprise of less than 10 grouped dwellings could be carried out by an individual with appropriate expertise, rather than the whole DRP.

Contrary to the OGA's position, the HIA has raised concern with the likely cost and time implications of a DRP review for smaller-scale residential developments, and has therefore recommended that all grouped dwellings under four storeys in height be exempt from the DRP process. The timeframe and cost implications for design review are discussed in further detail below.

Administration supports the OGA's position, and agrees that some smaller-scale grouped dwelling developments may benefit from a design review. Administration also agrees that the review of smaller-scale grouped dwellings could be undertaken by an individual with appropriate expertise, rather than the whole DRP. This approach is contemplated in the draft Design Review Guide, which states that 'there will be cases where a full design review panel is not warranted, with assessment instead being carried out by an individual design review panel member'.

The advertised version of draft LPP 4.23 contained a provision allowing the City to exercise discretion to refer a proposal to the DRP where it considers that the proposal would likely benefit from design review. This provision has been retained in the modified version of draft LPP 4.23. If the City considers that a proposal with 10 grouped dwellings or less would benefit from design review, the proposal could be referred to the DRP in accordance with this provision.

The Terms of Reference has been modified to allow for design advice to be requested outside of DRP meetings. This would allow for smaller-scale proposals (such as the development of 10 grouped dwellings or less) to be referred to a single member of the DRP, avoiding the higher cost and longer time-frame associated with a full DRP meeting. This approach is consistent with the submission received from the OGA, and the draft Design Review Guide.

Number of design reviews which are funded by the City

Draft LPP 4.23 proposes that the City is responsible for funding the first design review, which is to occur prior to the lodgement of a development application (or other planning proposal). If further design reviews are required for a particular proposal, draft LPP 4.23 proposes that these be funded by the proponent.

In their submission on draft LPP 4.23, both the OGA and the HIA have suggested that Administration's proposed funding arrangement may act as a disincentive for early design

review and that developers may submit proposals with very resolved plans as close as possible to the submission of the development application in the hope of reducing the likelihood of a subsequent design review. It is the OGA's view that at this stage of the process, change to the proposal is more difficult and costly. Both the OGA and the HIA have suggested that the City should fund more than one design review. The DoC also suggested that the imposition of additional fees relating to the DRP process could impact housing affordability and be a disincentive for infill development.

As detailed in **Attachment 6**, a number of other Local Governments, including the City of Joondalup, typically have only one design review per proposal. In the DRP process at the City of Joondalup, the City Officers are responsible for reviewing any amended plans and justification provided by the proponent to determine whether the comments and recommendations of the DRP have been sufficiently addressed. The application may be referred back to the DRP if the City Officers do not consider that the comments and recommendations have been sufficiently addressed.

Draft LPP 4.23 sets out provisions which allow for a similar approach to design review as the City of Joondalup, specifically:

- Clause 4.1, which requires proponents to submit a statement detailing how, and the extent to which, the comments and recommendations of the Design Review Panel have been addressed; and
- Clause 4.2(d), which requires applications to be referred back to the Design Review Panel where the City does not consider that the comments and recommendations of the Design Review Panel have been sufficiently addressed.

As detailed above, it is possible and commonplace in other Local Governments for a proposal to only be presented to a DRP meeting once, if the proponent actively works to address the comments and recommendations from the DRP meeting.

The draft Design Review Guide sets out three DRP funding models for consideration, being local government funded, proponent funded, or a balance of local government and proponent funded. A consideration of the advantages and disadvantages of each funding model is provided in **Attachment 6**.

Administration's view is that the funding model proposed by draft LPP 4.23 will create a financial incentive for proponents to appoint a skilled designer and pursue good quality design from the outset, so that proposals do not need to be referred back to the DRP following the initial review.

Timeframe for design reviews

In their submission, the HIA raised concern that the design review process would add substantial time to the development assessment process.

The design review process may increase the time associated with preparing applications for those proposals which will require design review under draft LPP 4.23. However, this potential time burden is considered warranted, given that it would be associated with proponents giving greater consideration to the design of the proposal at the early stages of the development, ultimately resulting in better quality developments.

In order to limit the time associated with the design review process itself, the Terms of Reference and draft LPP 4.23 specify the following timeframes:

- Up to 10 working days for the City to provide DRP comments back to the applicant following a DRP meeting; and

- Up to 10 working days for a DRP member to provide advice to the City, where advice is requested outside of a DRP meeting.

Attachment 7 summarises the design review process in scenarios where the matter is presented to a DRP meeting before and after the formal lodgement of an application.

In light of the above, the additional time burden associated with the design review process is considered to be sufficiently managed by the Terms of Reference and draft LPP 4.23.

The final version of LPP 4.23, which incorporates the modifications discussed above, is included in **Attachment 8**.

Clause 4(3) of the Deemed Provisions of DPS 2 states:

“After the expiry of the period within which submissions may be made, the local government must:

- a) Review the proposed policy in light of the any submissions made; and*
- b) Resolve to –*
 - i. Proceed with the policy without modification;*
 - ii. Proceed with the policy with modification; or*
 - iii. Not to proceed with the policy.”*

The Deemed Provisions of DPS 2 do not outline whether advertising of LPP 4.23 following the proposed modifications is required. Notwithstanding, Administration considers that the modifications made to draft LPP 4.23 following advertising do not alter the intent or purpose of the policy, and therefore readvertising of the policy is not required. Therefore, in accordance with Clause 4(3) of the Deemed Provisions of DPS 2:

- a) LPP 4.23 has been reviewed in light of the submissions made, as outlined above and in **Attachment 4**; and
- b) Administration recommends that Council proceed with LPP 4.23 with the proposed modifications outlined in **Attachment 5**, and incorporated in the final version which is included as **Attachment 8**.

Terms of Reference

The only significant modification made to the Terms of Reference is specifying that the Panel members may be appointed by the Director Planning and Sustainability, rather than by the Council. This is because the DRP is not proposed to be a Committee under the the *Local Government Act 1995*, and therefore the appointing of Panel members by Council is not specifically required.

Amendment to DPS 2

As set out in draft LPP 4.23, it is intended for the DRP to provide technical advice and recommendations in an advisory capacity only and not to hold decision-making powers for applications.

The preparation of draft LPP 4.23 has been informed by the Western Australian Planning Commission's (WAPC) draft Design Review Guide, which sets out a best practice model for Local Governments to establish and operate design review processes involving one or a number (panel) of appointed experts. Administration has also liaised with a number of other Local Governments in the Perth Metropolitan Area who have established some form of DRP, in order to discuss details on the formulation, implementation and costs of their DRPs.

Currently, DPS 2 does not include any reference to establishing a DRP, or to considering the recommendations of a DRP. As such, there is a need to amend DPS 2 to ensure that the City can establish a DRP and that the recommendations provided by the DRP has the status under DPS 2 as a matter that is to be given due regard in considering an application for development approval.

Amendment No. 168 to DPS 2 has been prepared to ensure that the recommendations provided by the DRP has the status under DPS 2 as a matter that is to be given due regard by the relevant decision maker in considering an application for development approval.

Cost and Funding of Design Review Panel Meeting

It is proposed to remunerate the individual members of the DRP based on their attendance at meetings as follows:

Chairperson: \$500 per meeting

Other Panel Members: \$400 per meeting

These costs have been established following a review of the remuneration offered by other local governments, and having regard to the time commitments necessary for each meeting. The proposed remuneration is intended to provide payment for the DRP members pre-meeting preparation, attendance at the meeting and review of the draft meeting minutes. Each meeting is expected to run for approximately two hours, however, this period may vary dependent on the number of proposals being considered and the depth of design commentary required. It is envisaged that a maximum of three proposals would be presented to a design review meeting.

Based on the remuneration figures provided above, on the understanding each meeting would comprise a Chairperson and three other DRP members, each meeting will cost \$1700. This cost does not include the work required to be undertaken by Administration to facilitate the meeting, including assessment of each proposal, preparation of a report, arranging the meeting and preparing minutes. An estimate of these Administration costs is provided in **Attachment 9**, and equates to \$893 per meeting (based on three proposals per meeting). This brings the total estimated cost for operating each DRP meeting to \$2593, equating to a cost of \$864 per proposal (based on three proposals per meeting).

It is intended that the City fund one pre-lodgement DRP meeting which will provide the proponent with the advice and recommendations of the DRP. Should the proponent seek further design advice prior to lodging a development application, this would be at their expense. A fee of \$400 is proposed for an additional pre-lodgement design review meeting.

Upon submitting a development application, the proponent will be required to provide a statement detailing how the advice and recommendations of the DRP have been incorporated into the proposal. In instances where a development application is submitted, and the City does not consider the proponent has sufficiently addressed the advice and recommendations of the DRP, the proponent will have the opportunity to present back to the DRP to obtain support for the design of the submitted proposal, at a fee of \$864. This fee is reflective of the estimated cost of DRP meetings per proposal, as outlined in **Attachment 9**.

The intent of the above fee structure is to incentivise pre-lodgement design review advice.

Statutory Compliance

The making of LPP 4.23 was undertaken in accordance with Clause 4 of the Deemed Provisions of DPS 2.

The scheme amendment process will follow the statutory process outlined in the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“3 *Environment (Built)*

3.4 *Activated Places*

3.4.3 *Enhance distinctive built form and spaces based on identity of areas”*

Risk Management Considerations

There are no existing Strategic or Corporate risks within the City's existing risk registers which relate to the issues contained in this report.

Policy Implications

There are no implications for other policies of the City. Notwithstanding, a number of the City's Local Planning Policies may be reviewed to include design-related provisions in the future.

Financial Implications

Costs arising from the establishment of a DRP will have implications for the City's financial planning. In anticipation of the DRP being established, funding of \$100 000 has been included in the 2018/2019 budget.

Consideration of the financial implications of the establishment of a DRP, including remuneration of panel members and fees for presenting to the DRP, are outlined in **Attachment 9**.

Administration recommends that the Fees and Charges Schedule is amended to include the proposed fees for proponents presenting to the DRP.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **NOTES** the submissions received as summarised in Attachment 4 in respect to Local Planning Policy 4.23: Design Review Panel (LPP 4.23), **ENDORSES** Administration's responses to those submissions, and **ADVISES** submitters of its decision;
2. **Pursuant to Clause 4(3)(b)(ii) of the Deemed Provisions of the City of Wanneroo's District Planning Scheme No. 2 (DPS 2) ADOPTS** with LPP 4.23, as included in Attachment 8;
3. **Pursuant to Clauses 4(4) of the Deemed Provisions of DPS 2 PUBLISHES** notice of its adoption of the Policy in a local newspaper and **FORWARDS** a copy of the

- adopted Policy to the Western Australian Planning Commission (WAPC) for its information;
4. Pursuant to Section 75 of the Planning and Development Act 2005 PREPARES Amendment No. 168 to DPS 2 as contained in Attachment 3 to:
 - a) Insert a new Clause 67 (zc) into Schedule A – Supplemental Provisions to the Deemed Provisions of the City of Wanneroo’s District Planning Scheme No. 2, which reads “any relevant recommendations of a Design Review Panel”; and
 - b) Insert a new Clause 85A into Schedule A – Supplemental Provisions to the Deemed Provisions of the City of Wanneroo’s District Planning Scheme No. 2, which reads “the local government may appoint a Design Review Panel for the purpose of providing design advice for applications”, and renumber the Deemed Provisions accordingly.
 5. Pursuant to Section 47(2) of *Planning and Development (Local Planning Schemes) Regulations 2015* ADVISES the WAPC that Amendment No. 168 to DPS 2 is a standard amendment for the following reason:
 - a) It would have minimal impact on land in the scheme area that is not subject to the amendment.
 6. Pursuant to Section 81 of the Planning and Development Act 2005, REFERS Amendment No. 168 to the Environmental Protection Authority (EPA); and
 7. Subject to EPA approval, ADVERTISES Amendment No. 168 for public comment for a period of 42 days.
 8. BY ABSOLUTE MAJORITY APPROVES an amendment to the Fees and Charges Schedule to include:
 - a) A \$400 fee for proponents presenting to the Design Review Panel after an initial meeting funded by the City (prior to lodgement of a development application); and
 - b) An \$864 fee for proponents presenting to the Design Review Panel after an initial meeting funded by the City (after lodgement of a development application).

Attachments:

1↓.	Attachment 1 - Draft Design Review Local Planning Policy 4.23 (advertised 15 May 2018 to 26 June 2018)	18/139867	
2↓.	Attachment 2 - Modifications to Terms of Reference	18/355197	
3↓.	Attachment 3 - Amendment No. 168 to DPS 2 Scheme Amendment Report	18/328666	Minuted
4↓.	Attachment 4 - Summary of Submissions	18/328989	Minuted
5↓.	Attachment 5 - LPP 4.23 Summary of Modifications	18/328855	
6↓.	Attachment 6 - Summary of Funding Models and Number of Reviews	18/328693	
7↓.	Attachment 7 - Different scenarios of Design Review	18/328714	
8↓.	Attachment 8 - LPP 4.23 with modifications after advertising	18/327500	Minuted
9↓.	Attachment 9 - Details on Financial Implications of Design Review Panel Meetings	18/341032	

**Planning and Sustainability
Local Planning Policy 4.23
Design Review**



Owner	Planning and Sustainability
Implementation	XX 2018
Next Review	XX 2023

PART 1 – POLICY OPERATION

Policy Development

This policy has been prepared under Part 2 (Division 2) of the City of Wanneroo's (the City's) District Planning Scheme No. 2 Deemed Provisions, and is to be read in conjunction with the City's associated Design Review Management Procedure.

Purpose

The purpose of this Policy is to:

1. Detail the type and scale of development applications and planning proposals that will be referred to the Design Review Panel;
2. Outline the matters relating to the design quality of development to be given consideration by the Design Review Panel;
3. Establish the funding arrangements, and timing and number of design reviews by the Design Review Panel; and
4. Detail the information required to be provided to enable the Design Review Panel to consider a planning proposal.

PART 2 – GENERAL POLICY PROVISIONS

1 Development applications and planning proposals to be referred to the Design Review Panel

- 1.1 Any development that meets one or more of the following criteria is required to be referred to the Design Review Panel for review prior to the lodgement of a development application:
 - a) All multiple dwellings;
 - b) Development that comprises more than 10 grouped dwellings; and
 - c) Mandatory JDAP proposals (excluding works by Government agencies and public authorities that do not involve a built form component).
- 1.2 Development, not of the kind referred to in the above points, but which, in the opinion of Council, Director of Planning & Sustainability and/or Manager Approval Services is:
 - a) Of a complex or contentious nature;

**Planning and Sustainability
Local Planning Policy 4.23
Design Review**



- b) Likely to be of a significant interest to the community;
- c) Likely to have a significant impact on the existing or planned future streetscape, or as viewed from the public domain;
- d) Of strategic significance; or
- e) Likely to benefit from a referral to the Design Review Panel,

may be referred to the Design Review Panel either prior to or following the lodgement of a development application.

2 Matters relating to the design quality of development to be given consideration by the Design Review Panel

- 2.1 The Design Review Panel is advisory only and does not have a decision-making function.
- 2.2 In providing any advice and recommendations, the Design Review Panel shall take into account matters including, but not limited to, the relevant statutory planning and policy framework.
- 2.3 **Appendix 1** contains the information required to be submitted to the City by the applicant for assessment by the Design Review Panel.

3 Funding, timing and number of design reviews by the Design Review Panel

- 3.1 The Design Review Panel shall provide advice as part of a design review for a proposal prior to lodgement and acceptance of the development application by the City.
- 3.2 Development applications that are submitted to the City following being referred to the Design Review Panel must be accompanied by a statement detailing how and the extent that the comments made from the Design Review Panel have been addressed.
- 3.3 The Design Review Panel may be required to provide advice on a proposal following the lodgement of a development application in the following circumstances:
 - a) Major modifications to the development proposal were recommended by the Design Review Panel as part of the pre-lodgement design review;
 - b) Insufficient or inadequate information was provided and made available to the Design Review Panel at the pre-lodgement design review; or
 - c) The design quality is substantially inconsistent with the development proposal considered by the Design Review Panel at the pre-lodgement design review.
- 3.4 a) The City is responsible for funding the first design review prior to lodgement of a development application for a proposal that is required to be referred to the Design Review Panel .

**Planning and Sustainability
Local Planning Policy 4.23
Design Review**



- b) The proponent is responsible for funding any subsequent design reviews required by the Design Review Panel following the first pre-lodgement design review funded by the City, except where the development proposal has been referred to the Design Review Panel by Council. The City will fund the design review in these instances.

DRAFT

**Planning and Sustainability
Local Planning Policy 4.23
Design Review**



POLICY APPENDICES

Appendix 1: Information Required to be Provided by the Applicant

Prior to the formal lodgement of a development application, unless otherwise waived by the City, the applicant is required to submit material to enable a design review. The material required for design review is to sufficiently illustrate site analysis, site design response and the intended design proposal. This includes, but is not limited to the following.

1. Site analysis

It is particularly important to provide contextual information on drawings and information submitted for review, to assist the panel assess how well a proposal responds to its site and context.

The key elements of a site analysis include:

- (i) site location / wider context plan
- (ii) aerial photograph
- (iii) local context plan
- (iv) site context and survey plan
- (v) streetscape elevations and sections

2. Site design response

Site design response drawings, 3D studies and diagrams identify site and context opportunities and constraints that generate design parameters. These drawings should clearly articulate the considerations that have informed the broader site design approach.

The key elements of a site design response include:

- (i) assessment of site opportunities
- (ii) building massing studies to consider the quantity and arrangement of built form within the three-dimensional boundary within which development can occur
- (iii) car parking strategy
- (iv) energy and resource reduction strategy
- (v) orientation study, including winter sun paths and overshadowing of site and adjoining properties
- (vi) prevailing breezes and ventilation strategies
- (vii) relationship to public domain and surrounding properties
- (viii) investigation of amenity provided for occupants and neighbouring developments
- (ix) retention of existing trees and vegetation
- (x) landscape design approach
- (xi) communal open spaces
- (xii) consideration of culturally relevant or heritage elements
- (xiii) any relevant specialist advice

3. Design proposal

Sufficient drawing material should be presented to outline the intended design proposal.

The key elements of a pre-development application design proposal include:

- (i) development details

**Planning and Sustainability
Local Planning Policy 4.23
Design Review**



- (ii) design quality statement outlining how the proposal responds to the SPP 7 design principles
- (iii) precedents that have informed the design proposal
- (iv) site plan
- (v) floor plans
- (vi) elevations of the proposal in context
- (vii) sections of the proposal in context.
- (viii) 3D images or visualisations, if available

4. Modifications

For proposals undergoing a further design review or where a development application has been submitted following a design review, a statement is required to be submitted detailing how and the extent that the previous comments made by Design Review Panel have been addressed. This is in addition to the material outlined in items 1-3 of this Appendix.

DRAFT

DESIGN REVIEW PANEL**TERMS OF REFERENCE**

City of
Wanneroo

Owner: Planning and Sustainability
Date implemented: XX 2018

Policy Supported

This Terms of Reference supplements and should be read in conjunction with the City's Design Review Panel Local Planning Policy.

Purpose

To set out the administration of the City of Wanneroo's Design Review Panel.

Definitions

Financial Interest: has the same meaning as given by the *Local Government Act 1995*.

Proximity Interest: has the same meaning as given by the *Local Government Act 1995*.

Quorum: The minimum number of members that must be present at a meeting to make the proceedings of that meeting valid.

Procedure**1.0 Status and Role of the Design Review Panel**

- 1.1 Members of the Design Review Panel shall not provide advice directly to an applicant, landowner or Elected Member in respect to any item under consideration at a Design Review Panel meeting unless to provide clarification regarding previous Design Review Panel recommendations.

2.0 Membership and Management

- 2.1 The Director Planning & Sustainability or their delegate shall be the Presiding Member of the Design Review Panel meetings.
- 2.2 One member of the Design Review Panel shall be the Chairperson of the Panel for the purpose of leading the design discussion.
- 2.3 The membership of the Design Review Panel shall be drawn from a pool of up to eight members.
- 2.4 Selection criteria for membership on the Design Review Panel include, but are not limited to:
- a) Demonstrated knowledge of the composition, character and desired built form for the City of Wanneroo;
 - b) Possession of relevant qualifications, expertise and experience relevant to the City of Wanneroo, in the following disciplines:

- i) Urban design and architecture;
 - ii) Landscape architecture; and
 - ii) Energy efficient building design and sustainable development.
- 2.5 Design Review Panel members are appointed by the Director Planning and Sustainability following a public process of expressions of interest. Any nominations with respect to the expressions of interest will be referred to the Director Planning and Sustainability for consideration.
- 2.6 Membership is for a two year period (this equates to one term), although the Director Planning and Sustainability may reappoint any member and members can serve more than one term.
- 2.7 The Director Planning and Sustainability may terminate the appointment of any member of the Design Review Panel prior to the expiry of the term of office, including where:
 - a) The City considers that the member is not making a positive contribution to the Design Review Panel;
 - b) The member is found to be in breach of the City of Wanneroo's Code of Conduct or in serious contravention of the Local Government Act 1995; or
 - c) A member's conduct, actions or comments brings the City of Wanneroo into disrepute.
- 2.8 Where a vacancy in the Design Review Panel occurs, eligible persons shall be drawn from previous nominations for the Design Review Panel, and shall be presented to the Director Planning and Sustainability for selection and approval. Failing this, the process set out in item 2.5 above shall be followed. The term for any new appointment is up to the two year date previously determined by the Director Planning and Sustainability, irrespective of how long that remaining time will be.
- 2.9 The attendance and/or participation of all Design Review Panel members for each proposal to be assessed is not essential and will depend on the nature of the proposal and the issues to be considered.
- 3.0 Meetings**
- 3.1 Meetings of the Design Review Panel shall be convened once per month, or as required.
- 3.2 Design Review Panel meetings are not open to the public (excluding proponents).
- 3.3 A Design Review Panel meeting cannot proceed unless a quorum of the following is present:
 - a) The Director Planning and Sustainability, or their delegate, in the role of the Presiding Member;
 - b) One member of the Design Review Panel, in the role of the Chairperson; and
 - c) At least two other Design Review Panel members.

- 3.4 The location, date and time of the meeting shall be advised to the members of the Design Review Panel at least five working days prior to the meeting.
- 3.5 Information required to be submitted by the proponent to the City for assessment by the Design Review Panel as set out in the City's Design Review Local Planning Policy must be submitted to the City a minimum of 10 working days prior to the date of the Design Review Panel meeting. Failure for this to occur may result in the meeting being cancelled or postponed.
- 3.6 The City shall prepare an agenda for the Design Review Panel meeting, including:
- a) A preliminary assessment of the proposal against the relevant statutory planning framework; and
 - b) An indication of aspects of the proposal requiring comments from the Design Review Panel.
- The agenda shall be distributed to all Design Review Panel members at least five working days prior to the date of the Design Review Panel meeting.
- 3.7 The proponent may present plans and relevant information relating to the proposal at the Design Review Panel meeting for a maximum duration of 10 minutes, or another time period agreed by the Design Review Panel. The following matters may be included in presentations:
- a) The aspirations of the proposal, as well as a contextual understanding of the site and how the project sits within and relates to its surroundings; and
 - b) How the proposal addresses:
 - i) Relevant development requirements, including rationale for any variations to these; and
 - ii) Design principles of State Planning Policy 7 – Design of the Built Environment.
- 3.8 The Design Review Panel is to provide advice and recommendations on proposals, having regard for matters as contained in the City's Design Review Local Planning Policy.
- 3.9 Minutes summarising the agreed actions, and relevant comments and recommendations from the Design Review Panel are to be prepared by the City and provided to the applicant within 10 working days of the meeting occurring.
- 3.10 A flowchart of the procedure for referral of matters to the Design Review Panel prior to formal lodgement is summarised in **Appendix 1**.

4.0 Design Advice Outside of Design Review Panel Meetings

- 4.1 Planning proposals of the type referred to in Clause 2.1(e) of Local Planning Policy 4.23 – Design Review Panel may be referred to a Panel Member outside of a Design Review Panel Meeting where the City considers that the scale of the proposal does not warrant review by the whole Panel, in which case:

- a) The Panel Member is to acknowledge the request for design advice within three days of receipt and is to state whether they agree to provide the design advice; and
 - b) Where a Panel Member agrees to provide design advice outside of a Panel Meeting, the Panel Member shall provide that design advice within seven days of agreeing to provide that advice.
- 4.2 Panel members may be requested to attend State Administrative Tribunal proceedings in relation to a planning proposal for which they have previously provided design advice to the City.
- 4.3 Panel members shall provide advice in accordance with Clause 5.1 of Local Planning Policy 4.23 – Design Review Panel.

5.0 Conflict of Interest

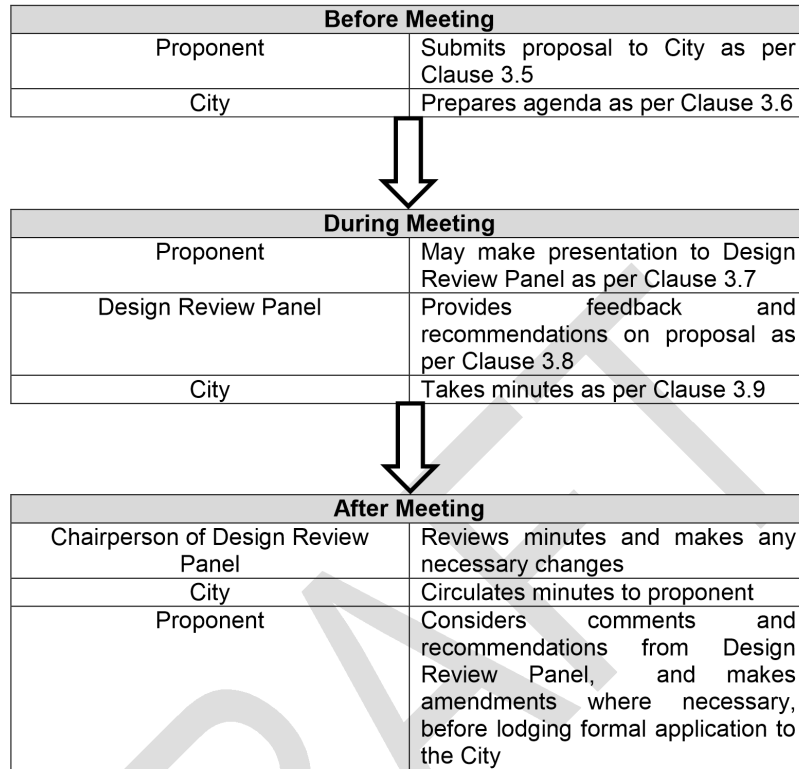
- 5.1 If a member has an interest in the matter on receipt of the agenda for a Design Review Panel meeting, then that member is required to declare the interest prior to the forthcoming meeting so that it can be noted.
- 5.2 Any member who has a financial or proximity interest in a matter shall excuse themselves from the meeting room and not participate in the consideration of that item during the meeting.

6.0 Financial

- 6.1 All Panel Members are to invoice the City for their attendance at meetings.
- 6.2 The Panel Chairperson is to be paid:
- 5.2.1 \$500 per meeting for attendance at each Panel meeting, including preparation and review of all proposals prior to the Panel meeting, review of the minutes after the Panel meeting, discussion with Panel Members regarding the minutes and final advice and the provision of the final design advice from that meeting to the City;
 - 5.2.2 \$200 per hour, capped at a maximum of two hours, for design advice on a planning proposal referred to the Panel Chairperson separate from Panel Meetings; and
 - 5.2.3 \$200 per hour, capped at a maximum of four hours, for attendance at a State Administrative Tribunal proceeding, including preparation prior to the proceeding.
- 6.3 The Design Review Panel Members are to be paid:
- 6.3.1 \$400 per meeting for attendance at each Panel meeting, including preparation and review of all proposals prior to the Panel meeting, review of the minutes after the Panel meeting and discussion with Panel Chairperson regarding the minutes and final advice;
 - 6.3.2 \$200 per hour, capped at a maximum of two hours, for design advice on a planning proposal referred to the Panel member separate from Panel Meetings; and

- 6.3.3 \$200 per hour, capped at a maximum of four hours, for attendance at a State Administrative Tribunal proceeding, including preparation prior to the proceeding.
- 6.4 The Presiding Member will not be remunerated for attendance.

DRAFT

Appendix 1 – Flowchart of Referrals to the Design Review Panel



DISTRICT PLANNING SCHEME No. 2

Amendment No. 168

FORM 2A

*Planning and Development Act 2005***RESOLUTION TO PREPARE AMENDMENT TO
LOCAL PLANNING SCHEME****CITY OF WANNEROO****DISTRICT PLANNING SCHEME NO. 2 - AMENDMENT NO. 168**

RESOLVED that the local government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above local planning scheme by:

- a) Inserting a new Clause 67 (zc) into Schedule A – Supplemental Provisions to the Deemed Provisions, which reads “any relevant recommendation of a Design Review Panel”; and
- b) Inserting a new Clause 85A into Schedule A – Supplemental Provisions to the Deemed Provisions of the City of Wanneroo’s District Planning Scheme No. 2, which reads “the local government may appoint a Design Review Panel for the purpose of providing design advice for applications”, and renumbering the Deemed Provisions accordingly.

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason:

- It would have minimal impact on land in the scheme area that is not subject to the amendment.

Date of Council Resolution.....

.....
(Chief Executive Officer)

Dated this day of 20.....

CITY OF WANNEROO
DISTRICT PLANNING SCHEME NO 2 - AMENDMENT NO. 168
SCHEME AMENDMENT REPORT

Purpose

Amendment No. 168 was prepared to allow the City to appoint a Design Review Panel and to ensure that the recommendations of a Design Review Panel may be given due regard in the consideration of applications for development approval.

Draft Local Planning Policy 4.23 sets out the type of development applications and planning proposals which are to be referred to the Design Review Panel. For these applications, the Design Review Panel is to provide independent expert advice and recommendations to the City's Council and Administration, and applicants on the design of development proposals, including elements such as functionality, sustainability and response to context.

The City's District Planning Scheme No. 2 (DPS 2) does not currently include any reference to establishing a Design Review Panel or to considering the recommendations of a Design Review Panel.

To address this, Amendment No. 168 is proposed to:

- a) Insert a new Clause 67 (zc) into Schedule A – Supplemental Provisions to the Deemed Provisions, which reads “any relevant recommendation of a Design Review Panel” and
- b) Insert a new Clause 85A into Schedule A – Supplemental Provisions to the Deemed Provisions of the City of Wanneroo's District Planning Scheme No. 2, which reads “the local government may appoint a Design Review Panel for the purpose of providing design advice for applications”, and renumber the Deemed Provisions accordingly.

The effect of the above would be that the local government would be able to establish a Design Review Panel, and would be required to have due regard to the relevant recommendations of a Design Review Panel in the consideration of an application for development approval.

Amendment Type

In accordance with Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Amendment No. 168 has been determined to be a standard amendment due to it having a minimal impact on land in the scheme area that is not subject to the amendment, namely existing development and development which is not required to be referred to the Design Review Panel for review.

TEXT MODIFICATION PAGE**PLANNING AND DEVELOPMENT ACT 2005****CITY OF WANNEROO****DISTRICT PLANNING SCHEME NO. 2 - AMENDMENT NO. 168**

The City of Wanneroo under and by virtue of the powers conferred upon it in that behalf by the Planning and Development Act 2005 hereby amends the above local planning scheme by:

1. Inserting Clause 67 (zc) into Schedule A – Supplemental Provisions to the Deemed Provisions, which reads “any relevant recommendation of a Design Review Panel”; and
2. Inserting a new Clause 85A into Schedule A – Supplemental Provisions to the Deemed Provisions of the City of Wanneroo’s District Planning Scheme No. 2, which reads “the local government may appoint a Design Review Panel for the purpose of providing design advice for applications”, and renumbering the Deemed Provisions accordingly.

COUNCIL ADOPTION

This [Complex/Standard] Amendment was adopted by resolution of the Council of the City of Wanneroo at the Ordinary Meeting of the Council held on the [number] day of [month], 20[year]

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

By resolution of the Council of the City of Wanneroo at the Ordinary Meeting of the Council held on the [number] day of [month], 20[year], proceed to advertise this amendment.

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for [support with/without modification or not support] by resolution of the City of Wanneroo at the Ordinary Meeting of the Council held on the [number] day of [month], 20[year], and the Common Seal of the City of Wanneroo was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDATION FOR APPROVAL

.....
DELEGATED UNDER S.16 OF
PD ACT 2005

DATE

Approval Granted

.....
MINISTER FOR PLANNING, LANDS AND
HERITAGE

DATE

Submission	Issue	Administration Response	Recommendations
1.0	ATCO Gas Australia		
1.1	No objection to draft policy.	Noted.	No modification required.
2.0	Housing Industry Association		
2.1	The Design Review Panel (DRP) process set out in the draft policy is generally consistent with the State Government's draft Design Review Guide.	Noted.	No modification required.
2.2	The DRP process will add substantial time to the development assessment process.	As discussed in the body of the report, the potential additional time burden associated with the design review process is considered to be warranted, given that it would be associated with proponents giving greater consideration to the design of the proposal at the early stages of the development. Furthermore, the additional time burden associated with the design review process is considered to be sufficiently managed by the draft Terms of Reference and draft LPP 4.23.	No modification required.
2.3	The Residential Design Codes and Local Planning Policies should be capable of guiding design outcomes for small-scale residential development (such as single houses, grouped dwellings and low-rise apartments) without the need for a design review.	Noted. The criteria for proposals to be referred to the Design Review Panel in draft LPP 4.23 do not include single houses. The City considers that grouped dwellings and multiple dwellings of a certain scale would benefit from design review. As such, draft LPP 4.23 requires design review for developments of more than two multiple dwellings and more than 10 grouped dwellings.	No modification required.
2.4	All Class 1 (single houses and grouped dwellings) and associated Class 10 structures (patios and other additions) and apartments of three-storeys or less should be exempt from the DRP process.	See response to 2.3 above. It is also noted that Class 10 structures would not be subject to design review under draft LPP 4.23.	No modification required.

2.5	Representatives selected for the Design Review Panel should have experience in project management and should be aware of matters than drive up project costs.	The draft Design Review Guide outlines criteria for appointing Design Review Panel members, including expertise in architecture, landscape architecture and urban design. Draft LPP 4.23 contains criteria for appointing Panel members which is consistent with the draft Design Review Guide.	No modification required.
2.6	The City is only paying for one Design Review. This will encourage applicants to have a single session at the end of the process, rather than using a consultative upfront process that could be undertaken if they were to use two to three sessions.	As discussed in the body of the report, a number of other Local Governments typically only have one design review per proposal. Draft LPP 4.23 contains provisions which only require a proposal to be referred back to the Design Review Panel where the comments and recommendations of the Panel have not been sufficiently addressed by the proponent.	No modification required.
3.0	Office of the Government Architect, Department of Planning, Lands and Heritage		
3.1	Given the likelihood of grouped dwelling developments in the City, and the problematic outcomes seen in areas where this type of development prevails (such as windowless bedrooms and lack of on-site landscaping), the threshold for grouped dwelling applications should be lowered to allow for more of these proposals to benefit from design review. The design review at this scale can be carried out by an individual with appropriate expertise, rather than by the whole panel.	Noted. Draft LPP 4.23 has been modified to allow for design advice to be requested outside of Design Review Panel meetings. This would allow for smaller-scale proposals (such as the development of 10 grouped dwellings or less) to be referred to a single member of the DRP, if the City is of the view that the proposal would benefit from design review.	Include provision in draft LPP 4.23 which allows for design advice to be provided outside of Design Review Panel meetings.
3.2	Most proposals will require at least two design reviews prior to DA lodgement. Many local governments fund all of the reviews, or at least the first three. Offering funding for only the first meeting may be a disincentive for applicants to engage with design review	See response to 2.6 above.	No modification required.

	at an early stage, as they will want to avoid having another meeting and will therefore likely wait until they have a more resolved design, at which point change to the design will be more costly and time-consuming. Offering to fund 2-3 meetings will reduce this risk, and result in more effective design review and improved outcomes.		
4.0	Department of Communities		
4.1	The threshold for multiple dwelling applications should be increased, as the DRP process may negatively impact assessment timeframes for smaller-scale multiple dwelling proposals.	<p>The threshold for multiple dwellings to be referred to the Design Review Panel has been increased from all multiple dwellings to multiple dwellings with more than two units. This modification was made because multiple dwelling developments with only two units generally present to the street in a similar way to a two-storey single house, and are therefore not considered to warrant a mandatory design review.</p> <p>As discussed in 2.2 above, the additional time burden associated with the design review process is considered to be warranted, and is considered to be sufficiently managed by the draft Terms of Reference and draft LPP 4.23.</p>	Increase threshold for multiple dwelling proposals to be referred to the Design Review Panel from all multiple dwellings to multiple dwellings with more than two units.
4.2	The imposition of additional fees relating to the DRP process could impact housing affordability and be a disincentive for infill development.	Draft LPP 4.23 proposes that the City will fund the first design review for a proposal. Where the proponent actively considers and responds to the comments and recommendations of the Design Review Panel, there should not be any requirement for an additional (proponent-funded) design review of the application.	No modification required.

**CITY OF WANNEROO
DRAFT LOCAL PLANNING POLICY 4.23: DESIGN REVIEW PANEL
SCHEDULE OF MODIFICATIONS**

	Section of LPP 4.23	Recommended Modification	Administration Comment
1	General	Rename policy from Design Review to Design Review Panel.	Design Review Panel is a more accurate description of what the policy addresses, and is consistent with the policy naming of other Local Governments.
2	General	Delete Policy Development section.	Not considered necessary for the interpretation of the policy.
3	General	Insert 2019 as the scheduled review date.	The inclusion of 2019 as the next scheduled review date will provide a period of one year for the effectiveness of LPP 4.23 to be reviewed.
Part 1 – Policy Operation			
4	Policy Intent	Replace 'Purpose' section with Clause 1.1, which outlines the intent of the policy.	Provide a more concise purpose for the policy.
5	Role and Purpose of the Design Review Panel	<p>Add Clause 2.1 which outlines the role of the Design Review Panel.</p> <p>Relocate following provision from 'Matters relating to the design quality of development to be given consideration by the Design Review Panel' to 'Role and Purpose of Design Review Panel':</p> <p><i>The Design Review Panel is advisory only and does not have a decision-making function.</i></p>	<p>Gives broader context on the role of the Design Review Panel before describing the purpose of the policy.</p> <p>This provision relates to the role of the Design Review Panel, and is therefore more appropriate in this section of the policy.</p>
Part 2 – General Policy Provisions			
6	Part 2	<p>Restructure Part 2 as follows:</p> <p><u>Existing</u></p> <ol style="list-style-type: none"> 1. Development applications and planning proposals to be referred to the Design Review Panel 2. Matters relating to the design quality of development to be given consideration by the Design Review Panel 3. Funding, timing and number of design reviews by 	The structure of the policy has been modified to provide greater clarity for readers, specifically by distinguishing between the matters to be referred to the Design Review Panel and the review process before and after the lodgement of an application.

		<p>the Design Review Panel</p> <p><u>Proposed</u></p> <ol style="list-style-type: none"> 1. Referral to Design Review Panel – Prior to Lodgement of Application 2. Referral to Design Review Panel – After Lodgement of Application 3. Process – Prior to Lodgement of Application 4. Process – After Lodgement of Application 5. Matters to be Considered by the Design Review Panel 6. Information Required for Design Review Panel Meetings 	
7	Referral to Design Review Panel – Prior to Lodgement of Application	<p>Increase multiple dwelling threshold from all multiple dwellings to more than two multiple dwellings.</p> <p>Add:</p> <ul style="list-style-type: none"> • Development that is three or more storeys in height, excluding single residential dwellings and buildings in the Service Industrial or General Industrial zones; • Optional 'opt-in' Joint Development Assessment Panel (JDAP) applications • Major extensions or amendments to: <ul style="list-style-type: none"> ○ More than two multiple dwellings; ○ More than 10 grouped dwellings; or ○ Buildings three or more storeys in height. • JDAP amendment which the City considers would benefit from design review; and • Development which is required to incorporate a landmark feature under a structure plan or local development plan. <p>Add the following in relation to major extensions and amendments, as well as 'opt-in' Joint Development Assessment Panel proposals (Clauses 1.1(d), 1.1(f)</p>	<p>Multiple dwelling developments with only two units generally present to the street in a similar way to a two-storey single house, and are therefore not considered to warrant a mandatory design review.</p> <p>These proposals are also considered to benefit from review by the Design Review Panel.</p> <p>Clauses 1.1(d), 1.1 (f) and 1.1(g) involve a discretionary decision being made by the City (i.e. whether a major amendment would be considered to benefit from design</p>

		<p>and 1.1(g)):</p> <p><i>Proponents are encouraged to contact the City prior to lodgement to discuss whether the proposal should be referred to the Design Review Panel.</i></p>	<p>review). As such, it would be beneficial for this decision to be made prior to the lodgement of an application, so that the design review process does not cause delays after the lodgement of an application.</p>
		<p>Relocate the following provision from Appendix 1 to Clause 1.2:</p> <p><i>If development is of a type referred to in 1.1, and has not been referred to the Design Review Panel prior to the lodgement of a development application, the applicant may be requested to agree to a time extension in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 for the processing of the development application, to enable a design review meeting to be undertaken.</i></p>	<p>Developments referred to in Clause 1.1 are required to be referred to the Design Review Panel prior to the lodgement of a development application. Where this pre-lodgement presentation to the Design Review Panel does not occur, this provision clarifies that this may result in a delay in the assessment of the application.</p>
8	Referral to Design Review Panel – After Lodgement of Application	<p>Add:</p> <p><i>Planning proposals in the following categories may be referred to the Design Review Panel where the City would likely benefit from a referral to the Panel:</i></p> <p>a) <i>Proposed Structure Plans, or amendments to Structure Plans; or</i> b) <i>Proposed Local Development Plans, or amendments to Local Development Plans.</i></p> <p>Relocate the following provision from 'Funding, timing and number of design reviews by Design Review Panel' to 'Matters to be referred to Design Review Panel', and addition of provision (d):</p> <p><i>The Design Review Panel may be required to provide advice on a proposal following the lodgement of a</i></p>	<p>Strategic planning proposals, such as local planning policies, DPS 2 amendments, structure plans (including amendments) and local development plans (including amendments) may also benefit from a design review by the Design Review Panel.</p> <p>The provision relates to the referral of applications back to the Design Review Panel and is therefore more appropriate in this section of the policy.</p> <p>Item d) was added to allow the City to obtain further comments from the Design Review Panel where a proponent is not considered to have sufficiently addressed previous advice of</p>

		<p><i>development application in the following circumstances:</i></p> <ul style="list-style-type: none"> <i>a) Major modifications to the proposal were recommended by the Design Review Panel as part of the pre-lodgement design review;</i> <i>b) Insufficient or inadequate information was provided and made available to the Design Review Panel at the pre-lodgement design review;</i> <i>c) The design quality is substantially inconsistent with the proposal considered by the Design Review Panel at the pre-lodgement design review; or</i> <i>d) The City does not consider that the recommendations of the Design Review Panel have been sufficiently addressed in the development application.</i> 	the Design Review Panel.
9	Matters to be Considered by the Design Review Panel	<p>Replace Clause 2.2 with:</p> <p><i>In providing any advice and recommendations, the Design Review Panel shall take into account matters including, but not limited to:</i></p> <ul style="list-style-type: none"> <i>a) The relevant planning framework; and</i> <i>b) The eleven design principles of good design outlined in Appendix 1.</i> 	Provides further guidance on how design is to be assessed, which is consistent with State Government's draft Design Review Guide.
10	Appendix 2: Information to be provided by the applicant	Increased clarification and explanation of the information required for design review.	Provide greater clarity for what is required for design review.

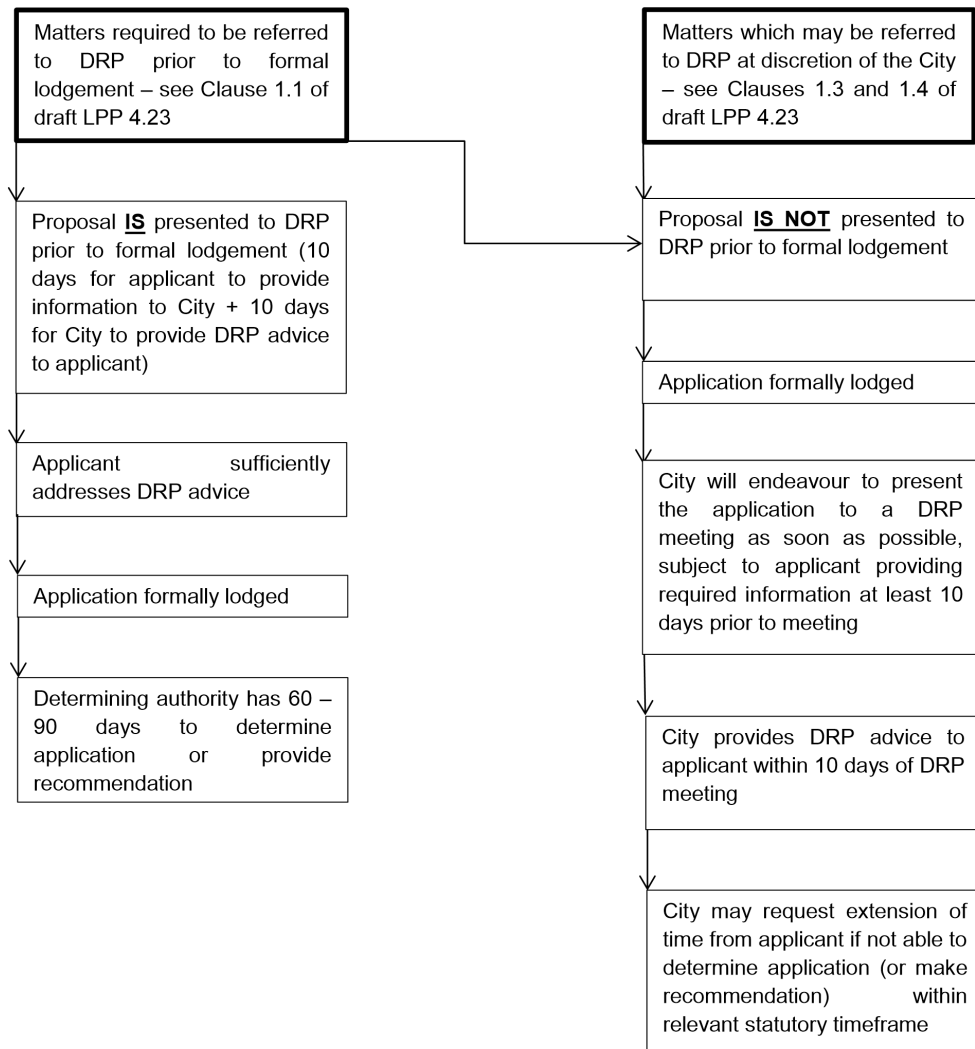
Attachment 6

Average number of design reviews per proposal for other Local Governments

Local Government	Average number of design reviews per proposal
City of Cockburn	1
City of Joondalup	1
City of Fremantle	1-2
City of Rockingham	1
Town of Victoria Park	1-4
City of South Perth	2-3
City of Perth	1

Consideration of Design Review Panel funding models

Funding Arrangement	Advantage	Disadvantage	Local Government Example
City funds all meetings	<ul style="list-style-type: none"> Minimises applicant costs associated with a development application or other planning application 	<ul style="list-style-type: none"> City not able to recoup costs for Design Review Panel meetings Less financial incentive for proponent to pursue good design from the outset 	<ul style="list-style-type: none"> City of Cockburn City of Joondalup City of Fremantle City of Melville City of Rockingham Town of Victoria Park City of Kalamunda
Applicant funds all meetings	<ul style="list-style-type: none"> City able to recoup costs for Design Review Panel meetings Creates an incentive for applicants to appoint a skilled designer and pursue good quality design from the outset so that the number of design reviews (and associated costs) are minimised 	<ul style="list-style-type: none"> Increases the costs associated with a development application or other planning application for the proponent 	<ul style="list-style-type: none"> City of Vincent
City funds first meeting, applicant funds any subsequent meetings	<ul style="list-style-type: none"> City able to recoup costs for subsequent Design Review Panel meetings Creates an incentive for applicants to appoint a skilled designer and pursue good quality design from the outset so that the number of design reviews (and associated costs) are minimised 	<ul style="list-style-type: none"> May result in funding disputes between City and applicant, especially if the applicant does not agree that the application should be reviewed by the DRP after the first meeting 	n/a



**Planning and Sustainability
Local Planning Policy 4.23
Design Review Panel**



Owner	Planning and Sustainability
Implementation	September 2018
Next Review	September 2019

PART 1 – POLICY OPERATION

1 Policy Intent

- 1.1 To outline the operation of the City of Wanneroo's Design Review Panel.

2 Role and Purpose of the Design Review Panel

- 2.1 To provide technical advice and recommendations on the design and site planning of certain planning proposals.
- 2.2 The Design Review Panel is advisory only and does not have a decision-making function.

PART 2 – GENERAL POLICY PROVISIONS

1 Referral to Design Review Panel – Prior to Lodgement of Application

- 1.1 Development which meets one or more of the following criteria is required to be referred to the Design Review Panel for review *prior* to the lodgement of a development application:
- a) Development of more than two multiple dwellings;
 - b) Development of more than 10 grouped dwellings;
 - c) Development that is three or more storeys in height, excluding single residential dwellings and buildings in the Service Industrial or General Industrial zones;
 - d) Major extensions or amendments to those proposals referred to in a), b) or c) above, which in the opinion of the City would benefit from review by the Design Review Panel*;
 - e) Mandatory Joint Development Assessment Panel (JDAP) proposals (excluding public or private schools and works by Government agencies and public authorities that do not involve a built form component);
 - f) Optional 'opt-in' JDAP proposals, unless written confirmation is received from the City, prior to lodgement of a development application, that the proposal is not considered to require review by the Design Review Panel*;
 - g) Any amendment to a JDAP approval, which in the opinion of the City would benefit from a review by the Design Review Panel*;
 - h) Development which is required to incorporate a landmark feature under a Structure Plan or Local Development Plan.

**Planning and Sustainability
Local Planning Policy 4.23
Design Review Panel**



* Proponents are encouraged to contact the City prior to lodgement to discuss whether the proposal should be referred to the Design Review Panel.

- 1.2 If development is of a type referred to in Clause 1.1 of this policy, and has not been referred to the Design Review Panel prior to the lodgement of a development application, the applicant may be requested to agree to a time extension in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for the processing of the development application, to enable a design review meeting to be undertaken.

2 Referral to Design Review Panel – After Lodgement of Application

- 2.1 Development, not of the kind referred to in Clause 1.1 of this policy, but which, in the opinion of the City is:

- a) Of a complex or contentious nature;
- b) Likely to be of a significant interest to the community;
- c) Likely to have a significant impact on the existing or planned future streetscape, or as viewed from the public domain;
- d) Of strategic significance; or
- e) Likely to benefit from a referral to the Design Review Panel,

may be referred to the Design Review Panel either prior to or following the lodgement of a development application, at the City's cost.

- 2.2 Planning proposals in the following categories may be referred to the Design Review Panel, at the City's cost, where the City would likely benefit from a referral to the Panel:

- a) Proposed Structure Plans, or amendments to Structure Plans; or
- b) Proposed Local Development Plans, or amendments to Local Development Plans.

3 Process – Prior to Lodgement of Application

- 3.1 Information required to be submitted by the proponent to the City for assessment by the Design Review Panel must be submitted to the City a minimum of 10 clear working days prior to the date of the Design Review Panel meeting. Failure for this to occur may result in the proposal being rescheduled to the next available meeting.
- 3.2 Minutes summarising the agreed actions, and relevant comments and recommendations from the Design Review Panel are to be prepared by the City and provided to the applicant within 10 working days of the meeting occurring.
- 3.3 The City is responsible for funding a maximum of one Design Review Panel meeting for a proposal referred to in Clause 1.1 of this policy.

**Planning and Sustainability
Local Planning Policy 4.23
Design Review Panel**



- 3.4 Subsequent Design Review Panel meetings for a proposal referred to in Clause 1.1 of this policy prior to the lodgement of an application are at the proponent's cost.

4 Process – After Lodgement of Application

- 4.1 Proposals that are formally submitted as a development application to the City following consideration by the Design Review Panel must be accompanied by a statement detailing how, and the extent to which, the comments made from the Design Review Panel have been addressed, in accordance with Clause 63(1)(d) of the Deemed Provisions of District Planning Scheme No. 2.
- 4.2 Proposals may be referred back to a Design Review Panel meeting following the lodgement of a development application, at the proponent's cost, in the following circumstances:
- a) Major modifications to the proposal were recommended by the Design Review Panel as part of the pre-lodgement design review;
 - b) Insufficient or inadequate information was provided and made available to the Design Review Panel at the pre-lodgement design review;
 - c) The design quality is substantially inconsistent with the proposal considered by the Design Review Panel at the pre-lodgement design review; or
 - d) The City does not consider that the recommendations of the Design Review Panel have been sufficiently addressed in the development application.
- 4.3 If the City considers that the recommendations of the Design Review Panel have been sufficiently addressed in the development application, the application is not required to be referred back to a Design Review Panel meeting.

5 Matters to be Considered by the Design Review Panel

- 5.1 In providing any advice and recommendations, the Design Review Panel shall take into account matters including, but not limited to:
- a) The relevant planning framework; and
 - b) The eleven principles of good design outlined in **Appendix 1**.

6 Information Required for Design Review Panel Meetings

- 6.1 **Appendix 2** contains the information required to be submitted to the City by the applicant for assessment by the Design Review Panel.

POLICY APPENDICES

Appendix 1: 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.

**Planning and Sustainability
Local Planning Policy 4.23
Design Review Panel**



The distinctive characteristics of a local area include its prominent natural and built features, the overall qualities of its built environment, significant heritage elements, as well as social, economic and environmental conditions.

Good design responds intelligently and sensitively to these factors, interpreting rather than replicating existing features and enhancing the identity of the area, including the adjacent sites, streetscape and neighbourhood.

Good design also responds positively to the intended future character of an area. It delivers appropriate densities that are consistent with projected population growth, and are able to be sustained by existing or proposed transport, green networks and social infrastructure.

Consideration of local context is particularly important for sites in established areas that are undergoing change or identified for change.

2. Landscape Quality

Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.

Good landscape design protects existing environmental features and ecosystems, enhances the local environmental context and regenerates lost or damaged ecosystem functionality, where possible. It balances consideration of environmental factors such as water and soil management, ground conditions, solar access, microclimate, tree canopy, habitat creation and preservation of green infrastructure with social, cultural and economic conditions.

Good landscape design employs hard and soft landscape and urban design elements to create external environments that interact in a considered manner with built form, resulting in well-integrated, engaging places that contribute to local identity and streetscape character.

Good landscape design provides optimal levels of external amenity, functionality and weather protection while ensuring social inclusion, equitable access and respect for the public and neighbours. Well-designed landscape environments ensure effective establishment and facilitate ease of long term management and maintenance.

3. Built Form and Scale

Good design provides development with massing and height that is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.

Good design achieves an appropriate built form by responding to its site, as well as surrounding built fabric, in a considered manner, mitigating negative impacts on the amenity of neighbouring properties and public realm.

Good design considers the orientation, proportion, composition, and articulation of built form elements, to deliver an outcome that is suited to the building's purpose, defines the public domain, maintains important views, contributes to the character of adjacent streetscapes and parks, and provides a good pedestrian environment at ground level.

**Planning and Sustainability
Local Planning Policy 4.23
Design Review Panel**



4. Functionality and Build Quality

Good design meets the needs of users efficiently and effectively, balancing functional requirements to deliver optimum benefit and performing well over the full life-cycle.

Designing functional environments involves ensuring that spaces are suited to their intended purpose and arranged to facilitate ease of use and good relationships to other spaces. Good design provides flexible and adaptable spaces, to maximise utilisation and accommodate appropriate future requirements without the need for major modifications.

Good build quality is achieved by using good quality and robust materials, finishes, elements and systems. Projects should be well-detailed, resilient to the wear and tear expected from its intended use, and easy to upgrade and maintain.

Good design accommodates required services in an integrated manner, without detriment to the overall design outcome.

5. Sustainability

Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.

Sustainable buildings utilise passive environmental design measures that respond to local climate and site conditions by providing optimal orientation, shading, thermal performance and natural ventilation. Reducing reliance on technology for heating and cooling minimises energy use, resource consumption and operating costs over the whole life-cycle of the project.

Other sustainable design measures include the use of sustainable construction materials, recycling, material re-use, harnessing of renewable energy sources, appropriate water management. Good design considers the ease with which sustainability initiatives can be maintained and managed. Sustainable landscape and urban design adheres to established principles of water-sensitive urban design, and minimises negative impacts on existing natural features and ecological processes, as well as facilitating green infrastructure at all project scales.

6. Amenity

Good design optimises internal and external amenity for occupants, visitors and neighbours, contributing to living and working environments that are comfortable and productive.

Good design provides internal rooms and spaces that are adequately sized, comfortable and easy to use and furnish, with good levels of daylight, natural ventilation and outlook. Delivering good levels of internal amenity also includes the provision of appropriate levels of acoustic protection and visual privacy, adequate storage space, and ease of access for all.

Well-designed external spaces provide welcoming, comfortable environments that are universally accessible, with effective shade as well as protection from unwanted wind, rain, traffic and noise. Good design mitigates negative impacts on surrounding buildings and places, including overshadowing, overlooking, glare, reflection and noise.

**Planning and Sustainability
Local Planning Policy 4.23
Design Review Panel**



7. Legibility

Good design results in buildings and places that are legible, with clear connections and memorable elements to help people find their way around.

Good urban design makes places easy to navigate, with recognisable routes, intersections and landmarks while being well-connected to existing movement networks. Sightlines are well-considered, with built form responding to important vantage points.

Within buildings, legibility is served by a clear hierarchy of spaces with identifiable entries and clear wayfinding. Externally, buildings and spaces should allow their purpose to be easily understood, and provide clear distinction between public and private spaces.

Good design provides environments that are logical and intuitive, at the scale of building, site and precinct.

8. Safety

Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.

Safety and security is promoted by maximising opportunities for passive surveillance of public and communal areas and providing clearly defined, well lit, secure access points that are easily maintained and appropriate to the purpose of the development.

Good design provides a positive, clearly defined relationship between public and private spaces and addresses the need to provide optimal safety and security both within a development and to adjacent public realm.

Designing for safety also involves mitigating any potential occupational safety and health hazards that might result from a development during its construction, maintenance and operation.

9. Community

Good design responds to local community needs as well as the wider social context, providing buildings and spaces that support a diverse range of people and facilitate social interaction.

Good design encourages social engagement and physical activity in an inclusive manner, enabling stronger communities and improved public health outcomes.

In residential developments, good design achieves a mix of dwelling types, providing housing choice for different demographics, living needs and household budgets, and facilitating ageing-in-place.

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.

**Planning and Sustainability
Local Planning Policy 4.23
Design Review Panel**



Good design resolves the many competing challenges of a project into an elegant and coherent outcome. A well-conceived design concept informs all scales, from the articulation of building form through to materiality and detail, enabling sophisticated, integrated responses to the complexities of local built form and landscape character.

In assessing design quality, consideration of aesthetics should not be limited to style and appearance; it should also account for design integrity, creativity, conceptual coherence and cultural relevance in a proposal.

11. Accessibility

Good design results in development which is accessible to people of all capabilities.

Appendix 2: Information to be Provided by the Applicant

Prior to the formal lodgement of a development application defined in Clause 1.1 of this policy, the applicant is required to submit material to enable a design review, unless otherwise waived by the City. The material required for design review is to sufficiently illustrate site analysis, site design response and the intended design proposal. This includes, but is not limited to the following:

1. Site analysis

Understanding the site context is important for the Design Review Panel to assess how well a proposal responds to its site and context.

The key elements of a site analysis include:

- a) Site location / wider context plan;
- b) Aerial photograph;
- c) Local context plan (showing surrounding land uses ;
- d) Site context and survey plan; and
- e) Elevations/pictures of the existing streetscape and other factors influence.

2. Site design response

The proponent should provide sufficient information to clearly articulate the considerations that have informed the broader site design approach. This includes the following:

The key elements of a site design response include:

- a) Assessment of site opportunities;
- b) Building massing studies to consider the quantity and arrangement of built form within the three-dimensional boundary within which development can occur;
- c) Car parking strategy (for mixed use proposals or where departures from parking standards are proposed);
- d) Energy and resource reduction strategy (for multiple dwellings);
- e) Orientation study, including winter sun paths and overshadowing of site and adjoining properties;
- f) Prevailing breezes and ventilation strategies (for multiple dwellings);
- g) Relationship to public domain and surrounding properties;
- h) Investigation of amenity provided for occupants and neighbouring developments;
- i) Retention of existing trees and vegetation;
- j) Landscape design approach (deep soil zones, location and species of trees);

Planning and Sustainability
Local Planning Policy 4.23
Design Review Panel



- k) Communal open spaces;
- l) Consideration of culturally relevant or heritage elements; and
- m) Any relevant specialist advice.

3. Design proposal

Sufficient drawing material should be presented to outline the intended design proposal.

The key elements of a pre-development application design proposal include:

- a) Development details;
- b) Design quality statement outlining how the proposal responds to the ten design principles contained in **Appendix 1** of this policy;
- c) Precedents that have informed the design proposal;
- d) Site plan;
- e) Floor plans;
- f) Elevations of the proposal in context;
- g) Sections of the proposal in context; and
- h) 3D images or visualisations.

DRAFT

Details on Financial Implications of Design Review Panel Meetings

Remuneration of Panel Members per Meeting

- Chairperson: \$500
- Other Panel Members: \$400

Cost of Panel Members per Meeting

Chairperson (\$500) + Other Panel Member (\$400) x 3 = \$1 700

Cost of City Staff per Meeting

The following table estimates the appropriate time and costs imposed on City Staff for each Design Review Panel meeting. The expected time requirements are based on three proposals being presented to the meeting and are approximate only.

Staff Requirements	Planner	Senior/ Coordinator/ Manager	Director	Administration	TOTAL
Pre-Meeting					
Assess proposal and formulate report to DRP	6 (2 hrs per report)				
Review Report		1.5 (0.5 hrs per report)	1.5 (0.5 hrs per report)		
Prepare agenda, arrange meeting				2 (per meeting)	
Meeting					
Attend meeting	2 (per meeting)		2 (per meeting)	2 (per meeting)	
Post-Meeting					
Finalise minutes	0.5 (per meeting)			1 (per meeting)	
TOTAL HOURS	8.5	1.5	3.5	5	
HOURLY RATE (\$)	36	66	88	30	
TOTAL COST PER MEETING (\$)	306	99	308	180	893

Approximate Total Cost per Meeting

- City Staff: \$893
- Panel Members: \$1 700
- Total: \$2 593

Approximate Total Cost of Design Review per Proposal

- Three proposals presented at meeting: \$864 per proposal
- Two proposals presented at meeting: \$1 296 per proposal

Proposed Fees for Proponents to Present to Design Review Panel Meeting

- \$400 for subsequent design reviews *before* lodgement of a development application (lower cost to incentivise pre-lodgement design review)
- \$864 for subsequent design reviews *after* lodgement of a development application

5.2 Sponsorship Proposal - 2018/19 Community Events Season

File Ref:	35326 – 18/375069
Responsible Officer:	Director Community and Place
Disclosure of Interest:	Nil
Attachments:	1

Issue

To consider a sponsorship proposal received from Channel Nine Perth for the City's 2018/19 community events season.

Background

The City approached Channel Nine Perth to be a sponsor for the full suite of community events for 2018/19 including:

- Dog's Breakfast
- City of Wanneroo Presents Concert
- Live in the Amphitheatre
- Retro Rewind
- Global Beats & Eats.

Channel Nine Perth is valued for covering local, national and international issues, events and news that are recognised across the nation.

Detail

The amount of the proposed sponsorship is \$386,423 worth of contra advertising (**Attachment 1**) across the City's upcoming community events season including:

- Dog's Breakfast - \$95,668 on air value
- City of Wanneroo Presents Concert - \$143,503 on air value
- Retro Rewind - \$54,320 on air value
- Global Beats & Eats - \$77,932 on air value
- TVC spot production valued at \$15,000.

The City in return will provide Channel Nine Perth with the following partnership benefits pertaining to the 2018/2019 community event season:

- Logo/mention on all digital and print advertising
- Logo on all outdoor advertising
- Logo on event advertising in *What's Happening* magazine distributed to 70,000+ homes in the City of Wanneroo
- Logo and hyperlink on City of Wanneroo website and events website
- Mention/logo on City's social media platforms
- Mention and logo in all event related e-newsletters
- Opportunity to display outdoor company signage at events
- Opportunity to exhibit, and run activations at each of the events
- Opportunity to display logo on stage screens
- Logo inclusion in event program and tickets
- Opportunity to run a two minute multimedia presentation on screen
- Mayor acknowledgment during event
- MC acknowledgment during event.

Consultation

Consultation with Channel Nine Perth has occurred in the lead up to formalising the proposed advertising air value.

Comment

The sponsorship proposal received from Channel Nine Perth for the 2018/19 community events season represents a significant opportunity and contribution to the City and will enhance the media and promotional coverage of the events.

The proposal aligns with the City's Incoming Sponsorship Policy and represents an opportunity to further promote and engage our community in the upcoming events season. On this basis, it is recommended that the sponsorship proposal from Channel Nine Perth is approved.

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“1 Society

1.1 Healthy and Active People

1.1.1 Create opportunities that encourage community wellbeing and active and healthy lifestyles”

1.4 Connected Communities

1.4.1. Connected communities through engagement and involvement

Risk Management Considerations

In accordance with the Incoming Sponsorship Policy, a risk assessment has been conducted in order to identify any potential risks to the City in entering into this sponsorship.

Administration has determined that the proposed sponsorship arrangement is compliant with the Incoming Sponsorship Policy, and poses no significant risk to the City. The proposed contractual arrangement is appropriate and consistent with policy guidelines.

On the basis of the risk assessment, this sponsorship poses no significant risk to the City.

Policy Implications

The City's Incoming Sponsorship Policy provides that any sponsorship arrangement that is offered or sought by the City of Wanneroo must align with the following outcomes:

- benefit the City and its residents, workers and visitors;
- be compatible with, and complementary to, the City of Wanneroo's values, interests, objectives and/or mission;
- not create an actual or perceived conflict of interest; or
- not interfere with the City's compliance with and exercise of its legislative obligations.

As the value of the sponsorship proposal is greater than \$50,001 in accordance with the Policy, Council's approval is required.

If Council approves this sponsorship, a suitable legal agreement will be prepared that will be authorised in accordance with the Execution of Documents Policy.

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council APPROVES the sponsorship proposal received from Channel Nine Perth for the 2018/19 community event season as per Attachment 1.

Attachments:

1 [!\[\]\(dd161862f9164df98f62b726e9846241_img.jpg\)](#). *Sponsorship Proposal Assessment - Event Season 2018-19 - Nine 18/374968 Minuted*

Sponsorship Proposal Assessment

Channel Nine Perth - Event Season 2018/2019

BACKGROUND

The City has approached Channel Nine Perth to be a sponsor for the entire suite of community events including:

- Dog's Breakfast
- City of Wanneroo Presents Concert
- Live in the Amphitheatre
- Retro Rewind
- Global Beats & Eats

Channel Nine Perth is valued for covering local, National and International issues, events and news that are recognised across the nation. They are perceived to be without bias, agenda and sensationalism.

The City's events team has a record of delivering high quality, safe, large-scale public events where exposure and attendance is maximised through communication and marketing strategies. These events promote a sense of community and pride, promote healthy and active lifestyles and being free of charge, provide the opportunity for all families to access experiences they might not otherwise be able to enjoy.

A potential partnership with Channel Nine Perth provides the City with the opportunity to promote the variety of social, cultural and recreational offerings the event season provides to the wider population of Western Australia.

Aligning with the Strategic Community Plan, a partnership with Channel Nine Perth encourages community connectedness, as well as the potential to showcase the benefits of living in the City of Wanneroo.

EVENT SEASON 2018/2019

Dog's Breakfast

Dog's Breakfast is a free, community event showcasing free activities and demonstrations. With more than 40 exhibits, competitions this family-friendly event has everything you need to entertain your furry friend and the family.

City of Wanneroo Presents: The Jungle Giants Concert

One of the most popular events in the City of Wanneroo's calendar, having featured quality Australian acts such as Birds of Tokyo, British India, the Hoodoo Gurus, Evermore and Jessica Mauboy. The 2017 concert saw Birds of Tokyo, 'sell out' tickets, and take to the stage with more than 10,000 fans coming along to enjoy the festivities.

Live in the Amphitheatre

Nothing says Australian summer like a trip to the outdoor cinema and this year you can enjoy the experience for free thanks to the City of Wanneroo. The three month long program has a range of movies for the whole family to enjoy under the stars in the City's Jacaranda Amphitheatre.

Retro Rewind

Showcasing the classics of days gone by featuring music from a toe-tapping era, attractions include vintage themed market stalls, a vintage hot rods display as well as workshops and activities designed to celebrate the beauty of everything retro.

Global Beats & Eats

A celebration of the City of Wanneroo's diversity and a chance for the local community to come together and experience eclectic sounds, music and tastes from around the world with an evening that is a sensation for the senses.

DETAILS OF PROPOSED SPONSORSHIP

The amount of the proposed sponsorship is **\$386,423.00** worth of contra advertising.

Event breakdown below:

Dog's Breakfast - \$95,668 on air value

- 1 x 30 second 'What's On' segment
- On air 2 October for two weeks
- 1 x 10 second ID: On Air 2 October for two weeks
- Today Perth News Morning Event
- 1 x spot away in mornings, 1 x spot away in afternoons and 1 x spot in primetime (3 spots per day) on the Nine main channel

City of Wanneroo Presents Concert - \$143,503 on air value

- 1 x 30 second 'What's On' segment
- On air October 20 for two weeks
- 1 x 20 Second Call to Action Spot: On air October 1 for two weeks
- 1 x spot away in mornings, 1 x spot away in afternoons and 1 x spot in primetime (3 spots per day) on the Nine main channel

Retro Rewind - \$54,320 on air value

- 1 x 30 second 'What's On' segment: On air February 11 for two weeks

Global Beats & Eats - \$77,932 on air value

- 1 x 20 Second Call to Action Spot: On air March 2 for two weeks

TVC spot production valued at \$15,000

The sponsorship will also include the opportunity for the City to promote the events through Channel Nine Perth's social channels in the two weeks leading up to each event as well as an MC for Dog's Breakfast, the City of Wanneroo Presents Concert, Retro Rewind and Global Beats & Eats.

The City in return will provide Channel Nine Perth with the following partnership benefits pertaining to the 2018/2019 event season:

- Logo/mention on all digital and print advertising
- Logo on all outdoor advertising
- Logo on event advertising in *What's Happening* magazine distributed to 70,000+ homes in the City of Wanneroo
- Logo and hyperlink on City of Wanneroo website and events website
- Mention/logo on City's social media platforms
- Mention and logo in all event related e-newsletters
- Opportunity to display outdoor company signage at events

- Opportunity to exhibit, and run activations at each of the events
- Opportunity to display logo on stage screens
- Logo inclusion in event program and tickets
- Opportunity to run a two minute multimedia presentation on screen
- Mayor acknowledgment during event
- MC acknowledgement during event

POLICY CONTEXT:

As per the City's Sponsorship Policy adopted in October 2017 (CP05-10/17):

Any sponsorship arrangement that is offered or sought by the City of Wanneroo must align with the following outcomes:

- benefit the City and its residents, workers and visitors;
- be compatible with, and complementary to, the City of Wanneroo's values, interests, objectives and/or mission;
- not create an actual or perceived conflict of interest; or not interfere with the City's compliance with and exercise of its legislative obligations.

The City of Wanneroo will not accept sponsorships that:

- require or imply the City's endorsement of commercial products, services, companies, political parties or individuals;
- are not consistent with the City of Wanneroo's social justice principles of equity, diversity, inclusion, participation, rights and access for all groups in the community; or
- personally benefit individual City employees, or their friends and/or families.

The City of Wanneroo will not accept sponsorships from organisations promoting activities:

- which do not positively reflect the City's core values and brand;
- that are deemed inappropriate by the City; such as pollution, destroy or waste nonrecurring resources, illegal or political in nature; or
- which promote tobacco, gambling, pornography, weaponry and/or alcohol.

The City of Wanneroo will not accept sponsorships that:

- require or imply the City's endorsement of commercial products, services, companies, political parties or individuals;
- are not consistent with the City of Wanneroo's social justice principles of equity, diversity, inclusion, participation, rights and access for all groups in the community; or
- personally benefit individual City employees, or their friends and/or families

The City of Wanneroo will not accept sponsorships from organisations promoting activities:

- which do not positively reflect the City's core values and brand;
- that are deemed inappropriate by the City; such as pollution, destroy or waste nonrecurring resources, illegal or political in nature; or
- which promote tobacco, gambling, pornography, weaponry and/or alcohol.

Any sponsorship arrangement that is offered or sought by the City of Wanneroo must align with the following outcomes:

- benefit the City and its residents, workers and visitors;
- be compatible with, and complementary to, the City of Wanneroo's values, interests, objectives and/or mission;
- not create an actual or perceived conflict of interest; or
- not interfere with the City's compliance with and exercise of its legislative obligations.

In accordance with policy, sponsorships to the value of \$50,001 or more in-kind or cash may be approved by Council.

Before entering into a sponsorship agreement the City will undertake a written risk assessment based on the following criteria and submitted for the consideration of the Director.

RISK ASSESSMENT:

In accordance with Policy, a risk assessment has been conducted in order to identify any potential risks to the City in entering into this agreement. Where appropriate, mitigation strategies are identified.

Potential Risk	Mitigation Strategy	Comment
Organisation is not a legally recognised entity and cannot enter into contractual arrangements.	N/A	A review of the Australian Securities and Investments Commission register indicates Channel Nine Perth is a registered company.
Potential for conflict of interest due to involvement in business/transactions with Council.	Editorial content, advertising and sponsorship are treated separately and independent of each other when dealing with Channel Nine Perth. The contract clearly states the expectation of this sponsorship agreement and is not hinged on specific minimum advertising or editorial requirements.	Only the sponsorship deliverables outlined in the contract will be handled by the Event Officers.
Brand dilution or other effects on the City of Wanneroo's branding or corporate image.	Brand association between the City and Channel Nine Perth is contractually limited to publications related to the aforementioned events run by the City of Wanneroo.	There are no perceived branding issues related to the association of the City of Wanneroo event season and Channel Nine Perth. Channel Nine Perth's brand is not associated with activities such as smoking and drinking that cannot be supported under the policy.
Potential of additional networks and participants to this event.	N/A	Channel Nine Perth is a well-established and renowned organisation with a very large reach and viewer base. This creates increased opportunities to attract larger numbers to our events.
Sponsor is unable to meet contractual obligations under the sponsorship agreement.	Open communication between all parties involved will ensure this concern is managed. If the support is renounced, the events will go ahead as planned minus the additional media exposure that is possible with the Channel Nine Perth sponsorship.	No evidence has been found of any issues with the company's corporate governance or solvency through review of publicly available sources of corporate information.

RECOMMENDATION:

Administration has determined that the proposed sponsorship arrangement is compliant with the Incoming Sponsorship Policy, and poses no significant risk to the City. The proposed contractual arrangement is appropriate and consistent with policy guidelines. No negative impact on the City's brand or image is predicted and therefore administration recommends that the sponsorship is executed in accordance to the details above.