



Frankston Design Review Panel

TERMS OF REFERENCE 2007

These terms of reference establish the membership, functions of the Design Review Panel, terms and conditions of office, procedures for meetings, and deals with issues relating to conflict of interest and pecuniary interest.

MEMBERSHIP

The membership of the Panel comprises 5 professionals comprises

- Chair – preferably an architect, academic of high standing within profession
- Four other credentialed members eg architect, landscape architect of high standing within profession, sustainability expert, artist or similar with one local member.

A member cannot be employed by Frankston City Council - including Council officers, contracted consultants employed on an ongoing basis and elected Councilors.

PURPOSE

The purpose of the Design Review Panel is to improve the design quality of development in Frankston's Central Activities District.

The panel is to recognise that the design quality of development is of significance for Frankston due to the economic, environmental, cultural and social benefits that can be derived from high quality design; with the intent to:-

- ensure that it contributes to sustainable development
- achieve better built form and aesthetics of buildings and of the streetscapes and the public spaces they define
- better satisfy the increasing demand, the changing social and demographic profile of the community, and the needs of the widest range of people from childhood to old age, including those with disabilities
- maximise amenity, safety and security for the benefit of its occupants and the wider community
- minimise the consumption of energy from non-renewable resources, to conserve the environment and to reduce greenhouse gas emissions
- ensure compliance with relevant Planning Scheme and policy requirements

FUNCTIONS OF PANELS

The Panel is not a decision-making body but an advisory group. Frankston City Council remains the consent authority for any development application.



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The functions of the Design Review Panel are as follows:

- to give specific independent design advice to the Council on a development application and, in particular, to give such advice on the design quality of the development when evaluated in accordance with the design quality principles (refer Appendix) and Council's vision and urban design policies for the Frankston Central Activities District,
- to provide independent advice to Council and applicants, and their consultants and advisers, before the lodging of relevant development applications as well as afterwards, on the design quality of development proposals having regard to the design quality principles,
- to give independent advice to councils on other mechanisms and initiatives to improve achievement of the design quality principles,
- to contribute to the understanding of design quality, and to improve the achievement of the design quality principles, by making its advice available to the public,
- to give independent advice on other projects as determined by Council

TERM AND OTHER CONDITIONS OF OFFICE

A member of a Design Review Panel holds office for a 2 year term which can be extended at the discretion of Council, and ceases to hold office in such circumstances as are determined by Council.

REMUNERATION

Members will be entitled to remuneration up to:

- Chair \$1,500 per day
- Member \$1,000 per day

For an 8 hour day. Disbursements will not be remunerated.

PANEL CHAIR

The Chair oversees the meeting and in the case of a tied vote, the Chair shall have the casting vote.

PECUNIARY INTERESTS

A member of a Design Review Panel who has a pecuniary interest (within the meaning of the *Local Government Act*) in any matter that is the subject of advice by the panel and who is



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present at a meeting of the panel at which the matter is being considered must disclose the interest to the meeting as soon as practicable, and must not take part in the consideration or discussion of the matter, and must not vote on any question relating to the matter.

PROCEDURE AT MEETINGS

The procedure at meetings (eg. Meeting frequency, linkage to statutory planning processes, etc) of a Design Review Panel is to be determined by the Council or, in the absence of any such determination, by the Panel.

Panel meetings will ordinarily be held in working hours. Allowance should be made for attendance at the occasional after-hours meeting where circumstances require it.

Panel meetings will be organised on an as-needs basis. Meetings will be called with a minimum of two weeks notification.

Information relating to the forthcoming Panel meeting will be issued to members 1 week prior to the meeting.

Experts in disciplines may be called in to meetings to provide advice and comment on proposals. Experts will have the same rights and will be remunerated as per ordinary Panel members.

A quorum will be any three members of the Panel or two members of the Panel and an expert.

The taking, distribution and revision of the minutes of the meeting will be undertaken by a Council representative.

Panel revision comments of the minutes to meetings should be received by Council within 24 hours of issue of the first draft.

Panel members may be asked to present their advice to the Council Major Projects Committee and take part in discussions with it. This will be conducted out of hours and will be remunerated separately on a pro-rata basis to day rates.

REPORTING PROCEDURES

In respect to Town Planning Applications the Panel advice is to be provided in the context of the current referral system with reports to be included as supporting information.

In respect to Council major projects the Panel advice is to be provided to the Major Projects Committee.

DEVELOPMENT PROPOSALS TO BE CONSIDERED BY THE PANEL



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The panel will generally focus on developments incorporating three or more storeys (above ground), buildings involving site area exceeding 5,000 square metres in the city centre, significant developments along Nepean Highway incorporating 10 or more apartments and other projects across the Municipality as deemed suitable by Council.

DETERMINATION OF DEVELOPMENT APPLICATIONS

After receipt of a development application for consent to carry out development and before it determines the application, the Council is to obtain the advice of the Design Review Panel concerning the design quality of the development.

In determining a development application for consent to carry out development, Council is to take into consideration (in addition to any other matters that are required to be, or may be, taken into consideration) the advice (if any) obtained from the Panel regarding the design quality of the development when evaluated in accordance with the design quality principles.

PROBITY STATEMENT

Each panel member must sign the Probity Statement.



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Appendix

DESIGN QUALITY PRINCIPLES

Good design is a creative process which, when applied to towns and cities, results in the development of great urban places: buildings, streets, squares and parks.

Good design is inextricably linked to its site and locality, responding to the landscape, existing built form, culture and attitudes. It provides sustainable living environments, both in private and public areas.

Good design serves the public interest and includes appropriate innovation to respond to technical, social, aesthetic, economic and environmental challenges.

The design quality principles do not generate design solutions, but provide a guide to achieving good design and the means of evaluating the merit of proposed solutions.

Principle 1: Architectural Innovation & Quality Design

Pursuit of high quality design, architectural best practice, and enduring form.

Buildings that strive for recognition as architectural hall marks within an urban environment can achieve longevity in terms of architectural prominence and recognition.

Principle 2: Context

Good design responds and contributes to its context. Context can be defined as the key natural and built features of an area.

Responding to context involves identifying the desirable elements of a location's current character or, in the case of precincts undergoing a transition, the desired future character as stated in the Planning Scheme and design policies. New buildings will thereby contribute to the quality and identity of the area.

Principle 3: Scale

Good design provides an appropriate scale in terms of the bulk and height that suits the scale of the street and the surrounding buildings as stated in the Planning Scheme and design policies.



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Establishing an appropriate scale requires a considered response to the scale of existing development. In precincts undergoing a transition, proposed bulk and height needs to achieve the scale identified for the desired future character of the area.

Principle 4: Built form

Good design achieves an appropriate built form for a site and the building's purpose, in terms of building alignments, proportions, building type and the manipulation of building elements.

Appropriate built form defines the public domain, contributes to the character of streetscapes and parks, including their views and vistas, and provides internal amenity and outlook.

Principle 5: Density

Good design has a density appropriate for a site and its context, in terms of floor space yields (or number of units or residents).

Appropriate densities are sustainable and consistent with the existing density in an area or, in precincts undergoing a transition, are consistent with the stated desired future density. Sustainable densities respond to the regional context, availability of infrastructure, public transport, community facilities and environmental quality.

Principle 6: Environmental Sustainability

Good design makes efficient use of natural resources, energy and water throughout its full life cycle, including construction.

Sustainability is integral to the design process. Aspects include demolition of existing structures, recycling of materials, selection of appropriate and sustainable materials, adaptability and reuse of buildings, layouts and built form, passive solar design principles, efficient appliances and mechanical services, soil zones for vegetation and reuse of water.

Principle 7: Landscape

Good design recognises that together landscape and buildings operate as an integrated and sustainable system, resulting in greater aesthetic quality and amenity for both occupants and the adjoining public domain.

Landscape design should optimise useability, privacy and social opportunity, equitable access and respect for neighbours' amenity, and provide for practical establishment and long term management.

Principle 8: Amenity

Good design provides amenity through the physical, spatial and environmental quality of a development.

Optimising amenity requires appropriate room dimensions and shapes, access to sunlight, natural ventilation, visual and acoustic privacy, storage, indoor and outdoor space, efficient layouts and service areas, outlook and ease of access for all age groups and degrees of mobility.



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Principal 9: Safety and security

Good design optimises safety and security, both internal to the development and for the public domain.

This is achieved by maximising overlooking of public and communal spaces while maintaining internal privacy, avoiding dark and non-visible areas, maximising activity on streets, providing clear, safe access points, providing quality public spaces that cater for desired recreational uses, providing lighting appropriate to the location and desired activities, and clear definition between public and private spaces.

Principal 10: Social dimensions

Good design responds to the social context and needs of the local community in terms of lifestyles, affordability, and access to social facilities.

New developments should optimise the provision of housing to suit the social mix and needs of the municipality or, in the case of precincts undergoing transition, provide for the desired future community.

Principle 11: Aesthetics

Quality aesthetics require the appropriate composition of building elements, textures, materials and colours and reflect the use, internal design and structure of the development. Aesthetics should respond to the environment and context, particularly to desirable elements of the existing streetscape or, in precincts undergoing transition, contribute to the desired future character of the area.