

1. Citation

This is a Local Planning Policy prepared pursuant to Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the 'Deemed Provisions'). The policy may be cited as Local Planning Policy 25 – Design Review ('LPP 25').

2. Introduction

The City of Karratha is committed to achieving built environment outcomes that respond and contribute to the distinct character, climate and context of the Pilbara. Design quality is a key factor in achieving a sense of place, which represents more than aesthetic preference, but as a measurable outcome that affects liveability, economic value, community wellbeing and the established character of the City's townsites.

This policy establishes the City's Design Review process, including the appointment of an independent advisory qualified person/s undertaking review, the type and thresholds of proposals being referred for review and sets out how design review outcomes are integrated into the City's development assessment process. The policy is prepared in accordance with State Planning Policy 7.0 – Design of the Built Environment ('SPP 7') and the Western Australian Planning Commission's Local Government Design Review Manual.

3. Objectives

3.1 The objectives of this policy are to:

- (a) Improve the design quality and functionality of development within the City through independent, multi-disciplinary expert advice;
- (b) Encourage development that responds to the built and natural character, heritage, landscape and the climate of the City's townsites and surrounding area;
- (c) Support the consistent and transparent application of the design principles of SPP 7.0 in the City's planning assessment processes; and
- (d) Provide clear, proportionate thresholds for when design review is required, so that proponents and decision-makers have certainty about the process.

4. Application of this Policy

4.1 This policy applies to all development applications and planning proposals on land within the City of Karratha.

4.2 This policy is to be read in conjunction with the City of Karratha Local Planning Scheme No. 8 ('the Scheme') and SPP 7.0. To the extent of any inconsistency between this policy and the Scheme, the Scheme prevails.

4.3 The following proposals are excluded from design review under this policy:

- (a) A single dwelling;

- (b) Grouped dwellings comprising two to fourteen dwellings;
 - (c) Any warehouse development;
 - (d) Industrial development; and
 - (e) Any proposal that is eligible for referral to the State Design Review Panel or any other design review panel established by a State Government agency.
- 4.4 Design review under this policy is advisory. Design review does not constitute a planning assessment, does not determine compliance with the Scheme, Deemed Provisions, SPP 7 or any other planning instrument, and does not provide a technical or compliance assessment against Australian Standards or National Construction Codes.

5. Policy Provisions

5.1 Design Review Process

- 5.1.1 The City will establish and maintain the protocols for design review by either a nominated consultant or a design review panel, generally in accordance with the Local Government Design Review Manual and a Terms of Reference.
- 5.1.2 The design review protocols will generally be established and operated in line with the following pillars, consistent with the Manual: it will be independent, expert, multi-disciplinary, accountable, transparent, proportionate, timely, advisory, objective, accessible and consistent.
- 5.1.3 Design advice will be generated and issued to Proponent's within the WAPC's standard manner and form for design review advice, with design quality evaluated against the ten design principles set out within SPP 7.
- 5.1.4 In establishing the Panel, the City may participate in a shared or joint panel arrangement with one or more contiguous local governments with similar development characteristics, in accordance with the Local Government Design Review Manual. A shared or joint panel arrangement does not reduce the standard of expertise, independence or multi-disciplinary composition required under clause 5.1.2.

5.2 Threshold

- 5.2.1 The following proposals should be referred for design review:
- (a) Multiple or grouped dwelling developments, comprising 15 or more dwellings or tenancies;
 - (b) Development that is four or more storeys in height;
 - (c) Development on land within the City Centre or Town Centre zone under the Scheme; and
 - (d) Development of a property listed on the City's Local Heritage Inventory or the State Register of Heritage Places, where the proposal includes a works component that requires planning approval under the Scheme.
- 5.2.1 In addition to the proposals listed in Clause 5.2.1, the following proposals may be referred for design review at the discretion of the City:

- (a) Development applications that, in the opinion of the City, are likely to have a significant design impact on the character, appearance or public realm of the area;
 - (b) Development applications to be determined by a Development Assessment Panel, where the City considers design review would assist in assessment of design quality;
 - (c) Any planning instrument with a design or built form component, including local planning Scheme Amendments, Structure Plans, Precinct Plans, Local Planning Policies, Local Development Plans and Design Guidelines; and
 - (d) City-initiated planning or design projects.
- 5.2.2 In determining whether to refer a proposal for design review under Clause 5.2.2, the City may use the design review eligibility matrix published as part of the Local Government Design Review Manual and located on the Department of Planning, Lands and Heritage website.
- 5.3 **Use of Design Review Advice in Decision Making**
- 5.3.1 Where a proposal has been referred for design review, the City will include the final Design Review Report in the assessment material provided to the decision-maker.
- 5.3.2 Any interim Design Review Reports are confidential and should not be included in publicly available documents, consultant packages or public meeting agendas unless both the City and Proponent agree to its release. Where an interim report is made publicly available, it should be clearly labelled as an “Interim Report” and accompanied by a statement confirming the review process has not yet concluded.
- 5.3.3 The decision maker should give due regard to the final Design Review Report when exercising discretion in relation to a proposal.
- 5.3.4 Where the decision-maker determines a proposal in a manner that departs from the design review report, the reasons for that departure should be recorded within the determination or associated assessment report.
- 5.4 **Pre-Lodgement Design Review**
- 5.4.1 The City encourages proponents to seek design review prior to lodging a development application. The first design review session should occur during the concept design stage, when the design is sufficiently developed for meaningful feedback, but flexible enough for changes to be made without significant time or cost impacts.
- 5.4.2 Up to three (3) design review sessions are recommended, depending on the complexity of the proposal and the extent to which interim advice has been addressed.
- 5.4.3 Where a proponent has undertaken pre-lodgement design review, the City will take into account the design review advice from those sessions and the proponent’s demonstrated response to that advice as part of the assessment of the development application.

5.5 Fees and Charges

- 5.5.1 No charge will be incurred by the proponent for up to three (3) design review sessions, provided that at least one of those sessions occurs prior to the lodgement of a development application.
- 5.5.2 For design review sessions beyond those referred to in Clause 5.5.1, The proponent should reimburse the City for sitting fees in accordance with the City's adopted schedule of fees and charges.
- 5.5.3 The City may waive or reduce fees where the proponent is a community or not-for-profit organisation, or in other exceptional circumstances at the City's discretion.

6. Document Control

Version	Decision to Adopt / Amend		
1.	29 July 2024 Ordinary Council Meeting OCM240729-09 - Item 11.1		
2.			
3.			
4.			
Public Consultation		Not required – minor / administrative update.	
WAPC Approval Required		No	Date Approved by the WAPC N/A
Document Reference		Document Reference: LPP 25 Previous Policy Number: DP25	
Next Review Date			
Review Frequency		Every 5 years	

Related Documents	
Internal	External
City of Karratha Local Planning Scheme No. 8 City of Karratha Local Planning Strategy	State Planning Policy 7 – Design of the Built Environment Local Government Design Review Manual (DPLH)
Relevant Legislation	
<i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>State Administrative Tribunal Act 2004</i>	
This policy takes effect from the date of adoption by Council and shall remain valid for a period of 5 years unless reviewed prior. All records created or maintained under this document must be captured in the City's approved recordkeeping or business system. These records are to be retained and managed in accordance with the <i>State Records Act 2000</i> , <i>Privacy and Responsible Information Sharing Act 2024</i> , the City's Recordkeeping Plan, and authorised disposal authorities.	