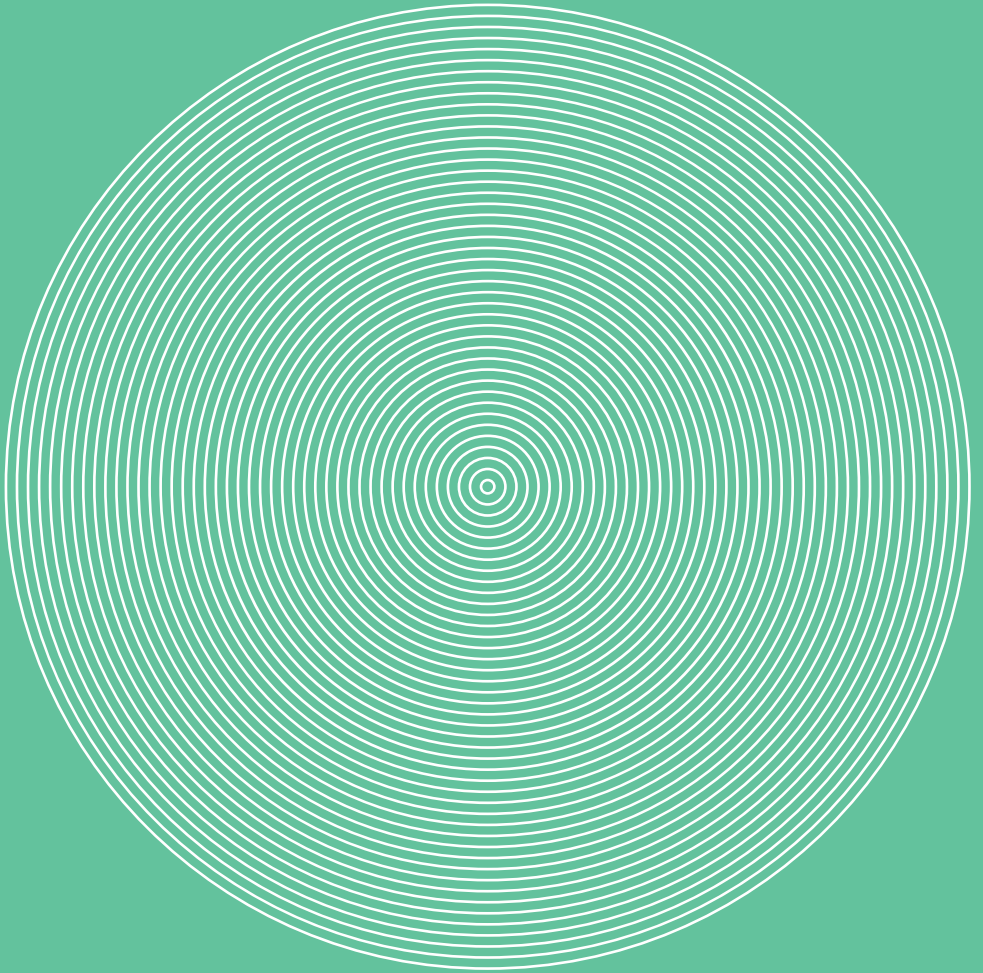


Preparing for Design Review



Government
of South Australia

**OFFICE FOR
DESIGN+
ARCHITECTURE SA**

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The Role of Design Review

Pre-lodgement Service

Design Review is an integral part of the voluntary, confidential and free pre-lodgement service offered by the Department of Planning, Transport and Infrastructure (DPTI). The pre-lodgement service is a collaborative process in which proponents and key decision-makers (including statutory referral agencies) work closely to achieve the best possible design, planning and development outcomes.

The pre-lodgement service is available for developments that meet the following criteria:

- Adelaide City - \$10 million or more in value within the City of Adelaide
- Inner Metropolitan Adelaide - Five storeys or more in height within the 'Urban Corridor Zone' as described in the Council Development Plans of:
 - Burnside
 - Norwood Payneham & St Peters (including the 'District Centre Zone' in Norwood)
 - Prospect
 - Unley
 - West Torrens
 - Holdfast Bay (within the 'Glenelg District Centre (Jetty Road) Zone' and 'Residential High Density Zone')

- Port Adelaide Enfield - \$3 million or more in value within the 'Port Adelaide Regional Centre Zone'
- Any project at the discretion of the State Coordinator General.

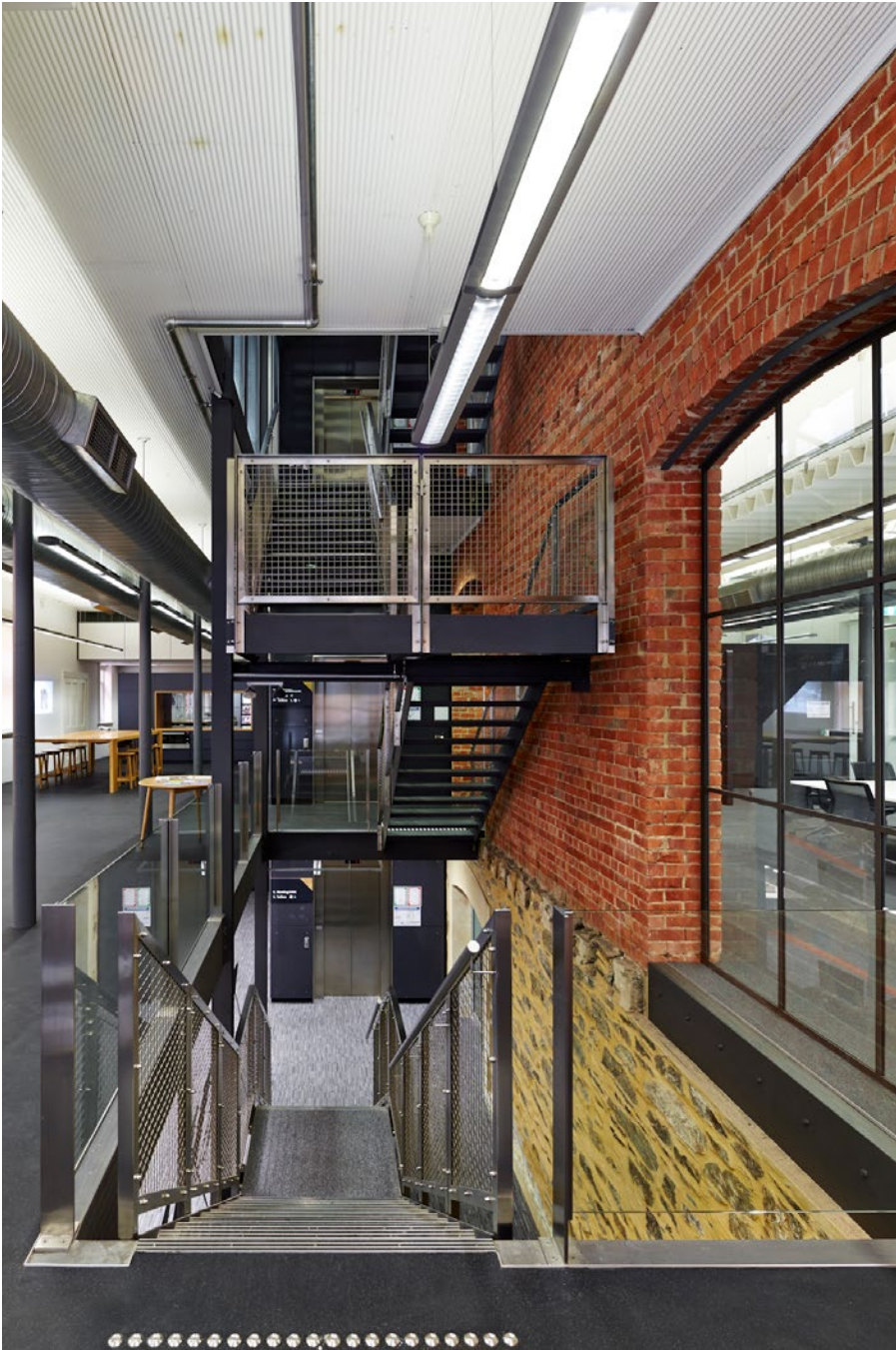
While the pre-lodgement service is available at any stage of a proposal's evolution, the greatest benefit is achieved through early engagement with relevant stakeholders.

Statutory Referrals

Design advice is an important part of the planning approvals process in South Australia. Changes to the planning system in 2012 included the introduction of a statutory referral to the Government Architect (Chair) for certain development applications assessed by the State Commission Assessment Panel (SCAP). Design Review and the subsequent recommendations letters inform the referral provided to the SCAP by the Chair. The SCAP places significant weight on this advice in helping to raise the standard of design in the State.

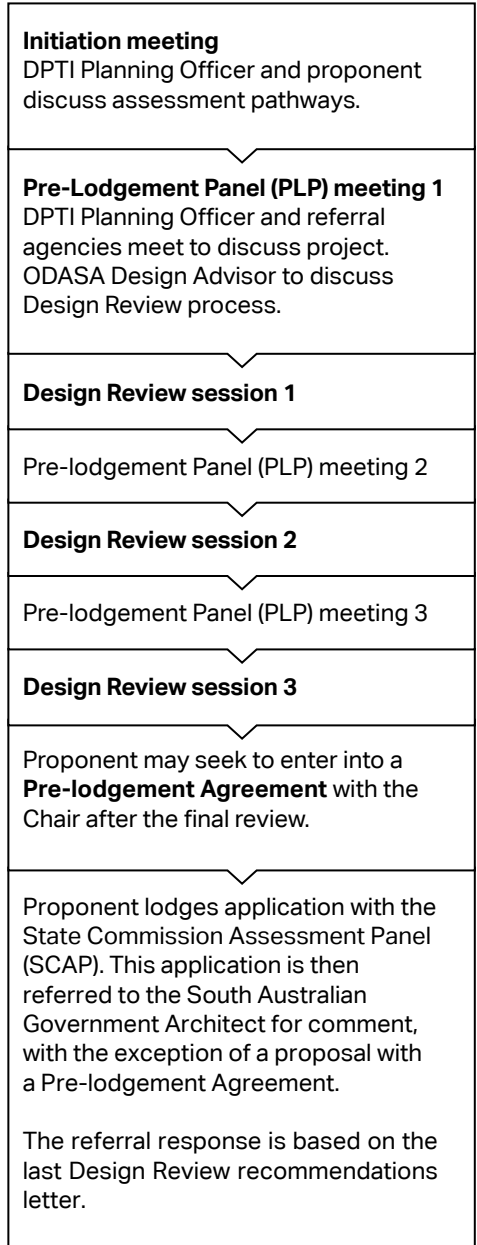
Projects of State Significance

Design Review and guidance is provided to assist the State Coordinator General with projects deemed to be of economic significance to the State. This also applies to proposals declared as Major Developments or Projects by the Minister. In both cases, this is non-statutory advice.



The Pre-lodgement Design Review Process

This chart describes how Design Review fits within the DPTI Pre-lodgement service. The number of Design Review panel sessions is determined by the complexity of the project and may also be determined by its timeline, external constraints or the Chair's initial recommendations letter.



Participants in Design Review

Proponent Team

The presenting team should be led by the architect or lead designer and include the proponent. It may also be helpful for other team members to attend if they can contribute to the discussion – for example, landscape architects, heritage consultants, planning consultants or engineers. Typically, no more than six people should represent the team.

The Chair

It is important to have a highly-regarded Chair who can effectively consider a range of views and draw a coherent conclusion from each Design Review session.

The Chair must have:

- A record of professional achievement that supports the delivery of Design Review
- Strong critical and analytical thinking abilities
- Skills to communicate in a respectful manner
- The ability to deal with panel members or clients who express strong or conflicting opinions
- The ability to synthesise and summarise disparate or conflicting views and to summarise the panel discussion in a clear and concise manner.

The Panel

Panel Composition

Design Review panel members are selected from a pool of built environment experts recruited for their skills, expertise and record of achievement in one or more professional fields. The panel is composed to achieve a balanced representation

of skills and experience. An average of four panel members attend each Design Review session, with additional panel membership sought by the Chair, based on the scope of a project.

Mix of Skills

As well as architects, landscape architects and urban designers, Design Review also seeks advice from fields such as planning, heritage, education, sustainability and environmental services, universal design, civil and structural engineering and transport.

Reviews that require specific expertise are assigned panel members with relevant skill sets.

Interstate Experience

Design Review benefits from intimate knowledge of the local context however, experience has shown that the wider perspective afforded by interstate built environment experts is also highly valuable.

Diversity

It is vital that the panel represents a diverse range of views and backgrounds.

Terms of Office

New panel members are appointed every three years to maintain a balance of new and experienced members.

Training and Guidance

Prior to joining a panel, all new members attend induction and training sessions covering procedures and frameworks that support the delivery of Design Review. This includes observation of Design Review sessions in progress. Additional training sessions, addressing specific topics, are provided where necessary.

All panel members and professional staff must have an understanding of local planning issues and priorities, commercial viability and government policy.

Continuity

ODASA strives to achieve panel member continuity between each Design Review session, with a minimum of two members retained for consistency of advice.

To ensure advice is independent, the makeup of the panel is not disclosed to the proponent and project team prior to a Design Review session.

The ODASA Design Advisor

The role of the Design Advisor is to assist and facilitate the Design Review process and be the first ODASA point of contact for proponents and project teams. The Design Advisor attends Pre-lodgement Panel meetings, coordinates and attends Design Review preview meetings, prepares and delivers the panel briefings and coordinates and attends the Design Review sessions.

It is important that proponents and project teams clearly communicate the project brief and background information to their Design Advisor, as this forms part of the Advisor's briefings to the panel.

The Design Advisor is available to answer any questions the proponent or project teams may have in relation to Design Review. However, the principal point of contact for the Pre-lodgement Service is the designated DPTI Planning Officer.

Other Participants

Other participants may include:

- Representatives from DPTI, including the Planning Officer
- Representatives of the local council
- Representatives from State Heritage Unit, DEWNR and other referral agencies
- Observers, as approved by the Chair and subject to the observer confidentiality contract.

Special Panels

Special Panels may be convened to support local authorities or other state agencies with significant projects. The advantage of special panels is the capacity to adjust the Design Review process to accommodate the specific requirements of a project. Examples of special panels include master planning projects and reviews of project guidelines for Major Projects.

Conflicts of Interest

A conflict of interest arises if there is any suggestion that a panel member, individually or as a member of a group or organisation, might have a financial, commercial, professional or personal interest in a project, its client or its site.

All interests, real or perceived, are formally managed and recorded in advance of each meeting.

In cases where ODASA determine a panel member conflict, the member will not be permitted to participate in any Design Review session relating to that scheme.

The Design Review Conflicts of Interest Policy can be downloaded from the ODASA website.

Leading up to Design Review

The steps leading up to the Design Review session include:

1. Attend a Pre-lodgement Panel meeting, scheduled with the DPTI Planning Officer

In this meeting, the ODASA Design Advisor can answer any questions and schedule Design Review sessions.

2. Complete and email the Project Information Form to the ODASA Design Advisor

The Project Information Form is available on the ODASA website. This information informs the briefing document issued to the panel prior to the Design Review session.

3. Attend a preview meeting with the ODASA Design Advisor

This informal meeting occurs approximately one week before the Design

Review session. The intent of the meeting is to review draft presentation materials and answer any questions.

4. Submit three (3) digital images or drawings (less than 1MB) that capture the project being presented

These images may include a floor plan, elevations and/or perspective image. Images are to be emailed or provided on a USB, to the Design Advisor approximately one week before the Design Review session. These images form part of the briefing document issued to the panel prior to the Design Review session.

5. Deliver presentation material to ODASA

This should occur by midday on the day before the Design Review session. See Presentation Material for detailed requirements.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
-1				Preview meeting and delivery of three (3) digital images	Briefing document issued to panel members (by ODASA)
0		Delivery of presentation materials to ODASA by midday	Design Review		
1					
2			Recommendations letter sent within ten (10) working days		

Presentation Material

Essential Material

A productive Design Review session works best with clear and legible presentation drawings. The presentation space is limited to three (3) physical screens that can accommodate presentation arrangements, as indicated in the diagram below.

The presentation material should include up to twelve (12) printed A1 panels depicting the scheme and be accompanied by one (1) A3 unbound printed set and one (1) digital copy. The A3 printed set and digital copy are kept as the official record and are critical in evaluating the design development of schemes at subsequent Design Review sessions.

The Design Review space is arranged to facilitate open discussion and the A1 printed panels will be displayed in advance of the proponent and project team arriving. If drawings need to be displayed in a particular order to support the presentation, they should be numbered and the Design Advisor should be briefed accordingly.

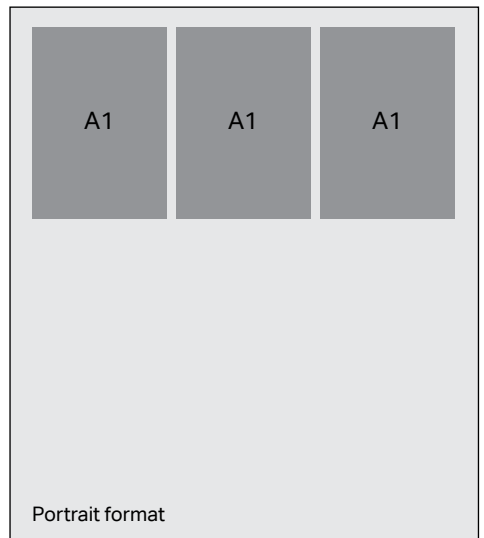
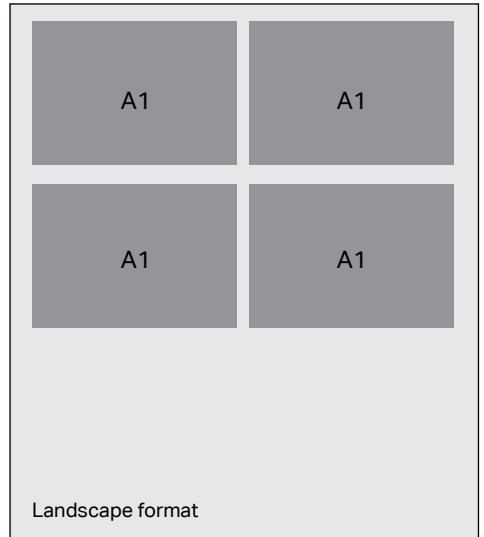
Presentation materials can be collected from ODASA the day after the presentation. Uncollected material will be recycled via a confidential document recycling service.

Physical Model

A physical model of the proposal in its context is also recommended. The model should be at a scale relevant to the proposal and may be a simple massing or working model, to adequately describe the scheme.

Delivery of Materials

All presentation material is to be delivered to ODASA by midday on the day before the Design Review session. The Office for Design and Architecture SA is located at Level 1, 28 Leigh St, Adelaide SA 5000.



**Presentation
Material**

**Ten
Suggestions**

The first Design Review session is an opportunity to thoroughly brief the Chair and panel on key aspects of the project. In order to get the most out of Design Review, it can be useful to structure the proposal to address the following aspects:

1. Context analysis and site plans

A contextual analysis establishes the immediate development context, identifying and explaining the key influences on the proposed design. It analyses the immediate surroundings and maps potential constraints relating to overlooking, overshadowing, view retention, building bulk, pedestrian and transport networks, streetscape, landscape and policy provisions.

Diagrams of the contextual analysis are critical tools in communicating the design and in reviewing proposals. These diagrams will help the design team demonstrate how the development responds to its context in a creative and considered manner.

Site plans should clearly show where the project is located within the wider precinct or city and the full extent of the site in relation to its immediate surrounds. It is not possible to properly assess the success of a scheme without fully understanding the context in which it sits. The project team must clearly describe this in their presentation panels.

The site plan should give a clear indication of: the site boundary, access to local public transport, the location and extent of surrounding buildings including areas of historic interest or protection, public open space and how people and vehicles move around and within the site. The site plan should also identify land within the proponent's ownership and which parts

of the site are in the public and private realms. Aerial photographs and historic maps can also be useful in illustrating the surrounding context.

2. Design iterations

It is important that the panel clearly understands the decision-making processes involved in fulfilling the project brief and addressing site constraints. They should be able to understand how the design team has tested various ideas and options and how the design solution has evolved.

Design iterations and evidence of testing can be illustrated with diagrams, sketches and models. It is critical that the reasoning behind final design decisions are illustrated across the presentation.

3. Form and massing

A form and massing study should illustrate the building envelope and how the proposal's component parts are arranged. It is useful to see how the proposed building mass fits within the surrounding built form and streetscape.

The extent of any overshadowing on surrounding spaces can also be illustrated through form and massing diagrams or physical models.

4. Plans

Plans should be clear and legible from a distance. Project teams should strive for clarity over quantity of information. Drawings must be sufficiently annotated to describe the purpose of rooms and spaces.

A clear sense of the orientation and scale of a project must be conveyed in the drawings, along with accurate and consistent north points.



For larger schemes, it may be useful to include project staging information.

5. Sections

Sections should show floor heights and overall building heights and be read alongside plans and elevations to give the panel a clear sense of the spatial characteristics and expression of the proposal. Sections should also indicate how various areas of the proposed building are accessed.

Site sections are useful for demonstrating how interface issues are being managed.

6. Elevations

Elevations should illustrate external form and expression as viewed from key neighbouring sites.

Streetscape elevations should show the proposal in its context and give a clear sense of its materiality, mass and proportions.

7. Construction

Construction intent should be clearly demonstrated through typical details that communicate the architectural expression.

Material selections should demonstrate an understanding of the building context, construction method and maintenance requirements.

It is also important to show how the construction method will allow the building to adapt to future requirements.

8. Visualisations

Visualisations of the proposal, either computer generated or hand-rendered, can be powerful tools in describing a development's appearance and how it relates to its surroundings.

Visualisations should convey the key aspects of a proposal and reflect the immediate streetscape and long views. They should include people to give a clear sense of scale and proportion.

Honest, accurate and consistent documentation and visualisations that relate to plans and sections are critical in communicating the design intent to the Chair and panel members.

9. Landscape and the public realm

Projects that are well integrated with their surroundings at ground level positively contribute to neighbourhoods and communities. The project team should demonstrate how the proposal will impact on the public realm, local character and wider community.

Public and private spaces should be clearly defined and circulation patterns and arrival sequences should be legible.

Material information, construction details and sections through the public realm should be included to demonstrate the scale and robustness of these elements.

10. Sustainability

Well-designed buildings are economically, environmentally and socially sustainable.

Presentations should demonstrate consideration of the proposal's life-cycle costs, material efficiencies, natural resource and energy consumption and evidence of stakeholder consultation throughout the design process.

What to Expect on the Day

Date and Location

Design Review sessions are typically scheduled fortnightly, on Wednesdays. Design Review sessions take place at the Office for Design and Architecture SA (ODASA) located at 28 Leigh Street, Adelaide.

Design Review Session Structure

A typical Design Review session is structured as follows:

1. Site Visit

Site visits are organised for every new project entering the Design Review process.

2. Closed briefing for panel members

The ODASA Design Advisor and DPTI Planning Officer brief the panel before the Design Review session begins. They introduce significant aspects of the site and its planning history and identify any key issues.

3. Welcome

The Chair welcomes the proponent and project team, local authority representatives and observers into the room. If observers are present, the Chair will reiterate that they are not to contribute to the session, unless invited to do so. If local Council representatives are present, they may be invited to provide brief comments on the policy context.

4. Presentation

The proponent and project team will be invited to present their scheme, including the project brief, aims and objectives, and the main design elements.

5. Questions and clarifications

The Chair will ask for the panel's initial observations and, if required, ask for clarification or further information from the proponent and project team. The project team will be invited to respond. The panel will then resume discussion.

6. Panel review and discussion

In general, the panel discussion is structured around the following themes:

- Site analysis and response to context
- Built form (height and massing)
- Site organisation
- Internal layout and user amenity
- Architectural expression
- Public realm
- Access and inclusivity
- Sustainability

During the first review the panel will seek to identify the major issues, to ensure progressive certainty for the proponent and project team is achieved. Subsequent design changes will be reviewed with reference to the comments made at the previous Design Review session and associated recommendations letter. The Chair will ensure that any fundamental opinions or reservations raised in relation to the scheme are made clear before the proponent and project team leave the room. It is important that the panel's views are expressed openly. If there are any major differences in opinions of panel members, these will be discussed and resolved by the Chair. The Chair will ensure that the presenting team leaves with an accurate understanding of the issues discussed.



7. Summary by the Chair

The Chair will summarise the panel's discussion views. This will inform the recommendations letter.

8. Opportunity for the proponent and project team to respond

Following the Chair's summary, the proponent and project team will be invited to respond to any issues raised. The session will then conclude and the presenting team will leave the room.

9. Closed panel conclusion

The panel will privately summarise and consolidate their comments which the Design Advisor will record, confirming and clarifying points if needed, for inclusion in the Chair's recommendations letter. New observations are not introduced during this closed discussion, unless a significant issue emerges.

1. Closed briefing for panel members	15 min
2. Welcome (by Chair)	2 min
3. Presentation (by proponent and project team)	15 min
4. Questions and clarifications (panel to proponent and project team)	5 min
5. Panel discussion	30 min
6. Summary (by Chair)	3 min
7. Opportunity for design team to respond to Review	5 min
8. Closed panel conclusion	Session closes

The Recommendations Letter

Design Review recommendation letters and related correspondence are directed to the nominated proponent representative and relevant DPTI Planning Officer. Typically, permission must be sought prior to any further distribution, noting exceptions under the Freedom of Information Act 1991 and the Public Sector (Data Sharing) Bill 2016.

The nominated proponent representative will receive the Chair's recommendations within ten (10) working days following

the Design Review session. The recommendations letter is not a minute of the panel discussion, rather it expresses the view of the Chair as informed by the Design Review panel's deliberation.

If a recommendations letter is found to contain an error it may be withdrawn, corrected and re-issued. The document will retain its original date however, will be clearly marked and accompanied by a re-issue explanation.

Next Steps

After Design Review

Opportunities for further feedback or additional Design Review sessions are important, particularly if the scheme did not receive support. The Design Advisor can offer clarification in relation to the recommendations letter if required.

Additional Design Review sessions are advised in cases where the Chair has recommended design changes. For project familiarity and the delivery of consistent advice, a minimum of two (2) original panel members will be present at subsequent reviews. The Design Advisor will brief the panel to ensure previous recommendations are not contradicted.

Desktop Review

Desktops Reviews, if required, deal with additional project details following the resolution of major design issues through Design Review sessions.

Desktop Reviews, typically with two panel members and the Chair, are conducted around a table and run for the same length of time as a Design Review session. The same Design Advisor will brief the panel members to ensure continuity.

The presentation material should thoroughly describe the scheme, as per Design Review, however, should be reduced to A3 size. Five (5) unbound sets of A3 drawings and one (1) digital copy should be delivered to ODASA by midday on the day before the Desktop Review session.

The proponent has 15 minutes to present the scheme after which, the panel will discuss issues. The Chair will summarise the discussion and the proponent and design team will leave the room. The panel will then consolidate their comments and a recommendations letter will be issued within ten (10) working days.

Pre-lodgement Agreements

Section 37AA of the Act allows agreements to be reached between development applicants and referral agencies prior to lodgement. This process eliminates the need for referrals to be undertaken during the formal assessment process, thereby significantly reducing assessment timelines and potential delays for the development application.

The PLA letter is addressed to the SCAP and includes advisory notes detailing how the project has progressed through Design Review. The PLA letter clearly outlines whether the proposal is supported by the Chair, or whether there are unresolved design issues that may provide grounds for conditions to be placed on any development approval by SCAP.

A PLA includes the stamped, initialled and dated drawings subject to the agreement and must be lodged with the SCAP Development Application within three months of being signed.





Additional Design Review Resources

The following documents provide additional information about Design Review.

They can be downloaded from the ODASA website odasa.sa.gov.au.

- Design Review in South Australia
- Principles of Good Design
- Design Review Checklists
- Frequently Asked Questions
- Project Information Form
- Observer Confidentiality Form
- Conflicts of Interest
- Terms of Reference

DPTI Planning Resources

DPTI Pre-lodgement Service

dpti.sa.gov.au/planning/prelodgementservice

SA Planning Portal

saplanningportal.sa.gov.au

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Architecture SA (ODASA)

Level 1, 26-28 Leigh St
Adelaide SA 5000

GPO Box 1533
Adelaide SA 5001

T +61 8 8402 1884

odasa.sa.gov.au

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