

**IS Rating Tool  
Design Review Guide IS v1.2**



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## Glossary

Note that some credit specific terms are defined in the credit description sections in the IS technical Manual rather than this glossary.

<b>Community</b>	A community can be defined across the following divisions: communities of place (within a one – five kilometre radius of the infrastructure asset); communities of interest (e.g. specific groups such as elected representatives, traditional owners, and affected landowners) and communities with specific issues (e.g. cycling groups or local businesses etc.).
<b>Design Review Panel</b>	A panel comprising one panel chair and a minimum of two panel members, with the purpose of reviewing the design.
<b>Landscape character</b>	The combination of built, natural and cultural aspects which together form a unique context and aesthetic for a place.
<b>Opportunities</b>	Benefits which might be delivered by, or for, the project or asset. In the context of this rating scheme, these are specifically sustainability related opportunities.
<b>Sustainable Urbanism</b>	The application of sustainability and resilient principles to the design, planning, and administration/operation of cities.

## Purpose of this Guide

This guide provides guidance, in addition to the guidance provided in the Infrastructure Sustainability (IS) Rating Tool Technical Manual, for those applying the Urb-1 credit in the Urban and Landscape Design Category of the IS Rating Tool and refers specifically to the requirement for a design review.

## Objective of Design Review

The purpose of an Urban and Landscape design review is to provide expert and impartial design advice to project/asset teams, project proponents and owner/operators. When applied well, design review can improve a project by testing the quality of its scheme, identifying opportunities for improvement at an early stage, and by providing objective expert advice.

The inclusion of the design review in the Urb-1 credit is to encourage and recognise projects that undertake a design review process designed to facilitate sustainable urbanism. For Level 2 and Level 3 of the credit, design review is required. The design review must be undertaken by a Design Review Panel.

In applying design review, there are three key elements to consider:

- The design review must be included in the design and planning process
- The design review must use comprehensive terms of reference
- The design review panel must be diverse and experienced

The IS rating tool does not require a specific design review meeting to be held for the sole

purpose of an IS rating submission. In cases where regulatory design review processes and panels are required by government organisations or approval authorities, these will be sufficient for compliance, provided that all other compliance requirements are met.

## Benefits

A successful design review can foster collaborative engagement between clients, contractors and other built environment professionals. It can also strengthen the broader community's confidence in the ability to achieve best practice community-based planning and urban design outcomes.

Additionally, design review can result in the following outcomes:

- Greater consistency in the quality of design
- Alignment of design outcomes with national / international policy objectives
- Promotion of big picture community benefits
- Greater transparency and rigor in the planning and design process
- Provision of an objective viewpoint
- Identification of opportunities for improvement at an early stage
- Support to good design
- Provision of best practice expertise and experience that may not be available to the project team
- Provision of best practice expertise on complex design and sustainability issues

## DESIGN REVIEW PROCESS

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For design review to benefit the project and general community, it must provide consistently high standards of advice. These high standards have been distilled into the following ten principles (CABE, 2009).

### Ten Principles of Design Review

- Independent
  - It is conducted by people who are separate from the project and it protects against conflicts of interests.
- Accountable
  - It records and explains its advice and is transparent about potential conflicts of interests.
- Expert
  - It is conducted by suitable trained people who are experienced in design and know how to criticise constructively. Design Review is usually most respected where it is carried out by professional peers of the project's designers as their standing and expertise will be acknowledged.
- Advisory
  - It does not make decisions but acts as a source of impartial advice for decision makers.
- Accessible
  - Its findings are clearly expressed in terms that decision makers can understand and use.
- Proportionate
  - The approach should be appropriate to the size and significance of the urban design impacts of the project.
- Timely
  - It takes place early in the life of a design to save time and money if/and when changes are required. If a planning application has already been made, review happens within the timeframe for considering the application, and is repeated when a further opinion is required.

- Objective
  - It appraises projects in accordance with reasoned, objective criteria rather than the subjective tastes of individual panel members.
- Focused on outcomes for people
  - It asks how this project or place can better meet the needs of the people that will use it and takes into consideration everyone who may be affected by it.
- Focused on improving quality
  - It constructively seeks to improve the quality of architecture, urban design, landscape, highway design and town planning.

### Design Review Panel

The panel must be comprised of one panel chair and a minimum of two panel members. Members of the panel must possess project relevant skills and experience, and be recognized experts in their discipline, with a minimum of 10 years' experience.

Members are required to be registered by a relevant professional peak body and will be bound by that institute's code of ethics in relation to objectivity, integrity and accountability.

The same panel chair and members should be present in all design review panel meetings. If, at any point, the chair, or a panel member is replaced, their replacement must comply with the requirement of this guide.

### Panel Independence

To achieve Level 3 for Urb-1, the panel members are required to be independent. All conflicts of interest that may arise from their involvement must also be disclosed by panel members.

In all cases, panels will be considered as an internal panel should any panel member not be independent. Being a contributing member of a Design Review Panel is not considered to be 'employment' for the purpose of the rating.

The following provides additional guidance related to the 'independent review' requirement and to demonstrate independence the following criteria must be satisfied:

1. The person(s) must not work directly on the project or asset.
2. The person(s) must be engaged to act independently of the project or asset. This could be demonstrated through a scope of works, signed contract, charter, Memorandum of Understanding (MoU), services agreement, commitment statement etc.
3. The person(s) may be from a client, parent company or third party

If a panel is not considered independent, based on the above, but still meets the general requirements of a Design Review Panel above, then the review is considered 'internal'.

### Timing of the Review

Where possible, Design review for Urb-1 should be undertaken during the planning stage and design stage.

Figure A, on the following page, provides a suggested approach to the Design Review process.

### Credit Additional Guidance

The Additional Guidance in the IS Technical manual for the credits provides criteria for design review to be used by the design review panel. However, other acceptable criteria can also be found in the National Urban Policy (Australian Government, 2011). Where a project team uses alternative criteria to undertake the design review, a Credit Interpretation Request (CIR) must be submitted providing a comparison of the alternative criteria against the examples provided in the IS Technical Manual, or the criteria found in the National Urban Policy.

### References and Further Information

- Commission for Architecture and the Built Environment (2009), *Design Review Principles and Practice*, Commission for Architecture and the Built Environment, London
- Farr, Douglas (2008). *Sustainable Urbanism: Urban Design with nature*, Wiley.
- Jones, E. (2005, *Towards Sustainable Urbanism*, Environment Design Guide, GEN 71
- Australian Government (2011). *National Urban Policy – Our Cities, Our Future – A national urban policy for a productive, sustainable and liveable future*

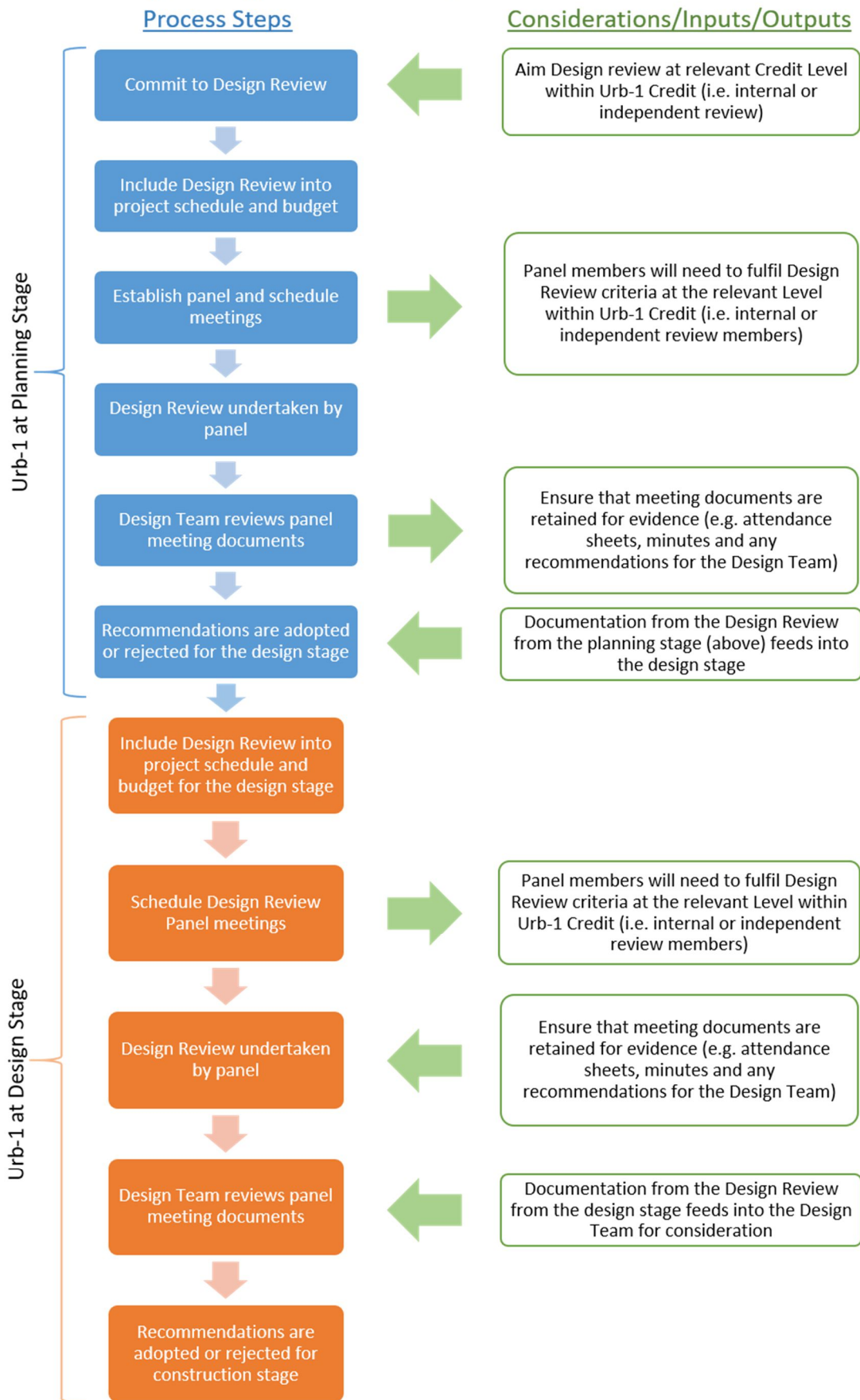
### Further information on design review may be found in:

- Design Review Panel: Terms of Reference, Integrated Design, Commission, 2011
- How to do Design Review, Creating and Running a Successful Panel, 2006 CABA
- Design Review, How CABA evaluates quality in architecture and urban design, 2006 CABA

### Further information on panel setup and administration may be found in:

- Design Review, Principles and Practices, 2009 CABA
- How to do Design Review, 2006, CABA

## A suggested approach to the Design Review Process





## Design Review Panel: Report Template

### Design Review Report

This report can be used by the Design Review Panel to demonstrate compliance to Urb-1 Urban Design.

<b>Project Name:</b>	
<b>Design Review Date:</b>	
<b>Location:</b>	

### Design review Organizing Body (If relevant)

<b>Name:</b>	
<b>Description:</b>	
<b>Report Issued By:</b>	
<b>Signed:</b>	
<b>Date:</b>	
<b>Revision:</b>	

### Panel Members Attendee Register

#### Panel Review Chair

<b>Name:</b>	
<b>Area of Expertise / Experience</b>	
<b>Declarations of Interest</b>	
<b>Signed:</b>	

Panel member #1

<b>Name:</b>	
<b>Area of Expertise / Experience</b>	
<b>Declarations of Interest</b>	
<b>Signed:</b>	

Panel member #2

<b>Name:</b>	
<b>Area of Expertise / Experience</b>	
<b>Declarations of Interest</b>	
<b>Signed:</b>	

Panel Member #3

<b>Name:</b>	
<b>Area of Expertise / Experience</b>	
<b>Declarations of Interest</b>	
<b>Signed:</b>	

Panel Member #4

<b>Name:</b>	
<b>Area of Expertise / Experience</b>	
<b>Declarations of Interest</b>	
<b>Signed:</b>	

### Design Team Attendee Register

	Name	Organisation	Project Role	Signature
1				
2				
3				
4				
5				
6				

### Documentation Reviewed

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**Agenda**

Time	Activity
e.g. 10am – 10:05am	Introduction to the development team by the client

**Panel Chair statement of review outcomes and recommendations:**

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**Comments related to the credit guidance**

**A. Site Analysis**

**A.1 General Site Context Analysis**

<b>Information</b>	<b>Comments</b>
Topography	
Trunk (arterial) infrastructure (e.g.water, sewerage, electricity)	
Road network	
Significant water bodies and major waterways	
Coastline, high water mark, Coastal Management Zone	
Broad Land Uses	
Major community facilities	
Transport infrastructure	
Natural environment features	
Major hazard areas	

## A.2 Local Site Context Analysis

Information	Comments
Statutory planning	
Legal constraints	
Land uses	
Community facilities	
Road network	
Transport	
Access and movement	
Natural physical features	
Hazards	
Ground conditions	
Heritage	
Amenity	
Views and vistas	





**Summary of Findings:**

<b>Principle</b>	<b>Panel Comments And Recommendations</b>
Integrating with Existing Development	
Urban Form	
Public Transport	
Activity Centre's and Employment	
Landscape and Green Infrastructure	

**B. Urban Design Strategies**

Principle		Panel Comments And Recommendations
<b>Place: Productivity and Sustainability</b>	Enhancing	
	Connected	
	Diverse	
	Enduring	

Principle		Panel Comments And Recommendations
<b>People: Liveability</b>	Comfortable	
	Vibrant	
	Safe	
	Walkable	