



SOUTH WEST Design Review Panel - Meeting Agenda

Prepared by the responsible local government officer and distributed to the Design Review Panel members with the DR2- Development assessment overview at least one week before the meeting.

Local government:		
Meeting date:		Meeting time:
Location:		
Panel members	[Chair] [Members]	[details]
Local government officers	[names]	[details]
Proponent/s	[names]	[details]
Observer/s	[names]	[details]
Time	Item No.	
[time]	1.	Attendance and apologies
	2.	Declarations of interest
	3.	Confirmation of previous reporting
	4.	Design review/s
	4.1	Proposed development
[time]		[Address, development description] [Proponent]
(10mins)		Pre-meeting (panel members and local government officers) Briefings and pre-review panel discussion: <ul style="list-style-type: none"> - development assessment overview - technical issues
(30mins)		Design review meeting (all) Proponent welcome (2 mins) Presentation / response to prior recommendations (10mins) Questions and clarification (5mins) Discussion (10mins) Summary by the Chair (3mins)
(5-10mins)		Post meeting (panel members and local government officers) Post-review discussion

	5.	Strategic planning/policy items [where required]
	6.	Other business
	7.	Next meeting [time / date]
	8.	Close