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| **DR1 – 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:* + 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 |