

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	
Local government officers	
Proponent/s	
Observer/s	

Time	Item No.	Subject
	1.	Attendance and apologies
	2.	Declarations of interest
	3.	Confirmation of previous reporting
	4.	Design review/s
	4.1	Proposed development
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
	6.	Other business
	7.	Next meeting
	8.	Close