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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 | | |