

Appendix 1 – Agenda Template

Design Review Panel - meeting agenda

The City of Stirling acknowledges the traditional custodians of this land, the Wadjak people of the Nyoongar nation, and pays respect to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of Aboriginal Australia.

Chairperson:	[enter Chair]	
Panel members:	[enter Member]	
	[enter Member]	
	[enter Member]	
	[enter Member]	
Local government officers:	[enter name/s]	[enter position]
Date:	[enter date]	Time: [enter time]
Venue:	City of Stirling, 25 Cedric Street Stirling, Challenger Room	

Proponent/s and Owners

Item 1

[enter applicant & attendees]	[enter company represented]
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Owners	[enter name/company]
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Item 2

[enter applicant & attendees]	[enter company represented]
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Owners	[enter name/company]
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Item 3

[enter applicant & attendees]	[enter company represented]
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Owners	[enter name/company]
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Observer/s: [enter name/s]

Agenda

Time	Item no.	Description
	1	Attendance and apologies
	2	Declarations of interest
		Confirmation of previous reporting
	3	Minutes for the previous meeting held on (enter date) were distributed to the Panel Members on (enter date) in conjunction with the Design Review Panel Report relating to each Item
	4	Design review/s N/A
	4.1	Agenda Item 1: Insert heading
2pm – 3pm		Enter item details
15 mins		Pre-Meeting (DRP members and local government officers) Briefings and pre-review panel discussion: <ul style="list-style-type: none"> • development assessment overview • technical issues
30 mins		Design Review Meeting (all) Proponent welcome Presentation / response to prior recommendations Questions and Clarification Discussion Summary by the Chair
5 mins		Post Meeting (DRP Members and Local Government officers) Post-review discussion
		Enter item details
		Pre-Meeting (DRP members and local government officers) Briefings and pre-review panel discussion: <ul style="list-style-type: none"> • development assessment overview technical issues
	4.2	Agenda Item 2: Insert heading
3pm – 4pm		Enter item details
15 mins		Pre-Meeting (DRP members and local government officers) Briefings and pre-review panel discussion: <ul style="list-style-type: none"> • development assessment overview technical issues
30 mins		Design Review Meeting (all) Proponent welcome

		Presentation / response to prior recommendations Questions and Clarification Discussion Summary by the Chair
5 mins		Post Meeting (DRP Members and Local Government officers) Post-review discussion
	4.3	Agenda Item 3: Insert heading
4pm – 5pm		Enter item details
15 mins		Pre-Meeting (DRP members and local government officers) Briefings and pre-review panel discussion: <ul style="list-style-type: none"> • development assessment overview technical issues
30 mins		Design Review Meeting (all) Proponent welcome Presentation / response to prior recommendations Questions and Clarification Discussion Summary by the Chair
5 mins		Post Meeting (DRP Members and Local Government officers) Post-review discussion
	5	Strategic planning/policy items
	6	Other business
	7	Next meeting
	8	Close

Appendix 2 – Panel Report Template

Design Review Report

Local government:	City of Stirling	
Item no.:	Item 1 [enter details]	
Chairperson:	[enter Chair]	
Panel members:	[enter Member]	
	[enter Member]	
	[enter Member]	
	[enter Member]	
Local government officers:	[enter name]	[enter position]
	[enter name]	[enter position]
	[enter name]	[enter position]
	[enter name]	[enter position]
	[enter name]	[enter position]
Date:	[enter date]	Time: [enter time]
Venue:	City of Stirling, 25 Cedric Street Stirling, Challenger Room	

Proponent/s

	[enter names]	[enter company]
	Owners	[enter names]
Observer/s	[enter names]	

Briefings		
Development assessment overview	(enter name)	(enter position)
Technical issues	(enter name)	(enter position)
Design Review		
Proposed development	(enter details)	
Property address	(enter address)	
Background		
Proposal		
Applicant or applicant's representative address to the design review panel	(enter name) (enter name)	(enter company) (enter company)
Key issues / recommendations	Refer to attached Design Quality Evaluation Report.	
Chair signature		

Design quality evaluation		
Item ? (ADDRESS – DEVELOPMENT)		
DRP Meeting – (DATE)		
		Design Principle satisfied
		Design Principle pending further attention
		Design Principle not satisfied
Principle 1 Context and character		Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.
		1a.
Principle 2 Landscape quality		Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.
		2a.

Principle 3 Built form and scale	Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.
	3a.
Principle 4 Functionality and build quality	Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.
	4a.
Principle 5 Sustainability	<i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i>
	5a.
Principle 6 Amenity	<i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i>
	6a.
Principle 7 Legibility	<i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i>
	7a.
Principle 8 Safety	<i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i>
	8a.
Principle 9 Community	<i>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</i>
	9a. 9b.
Principle 10 Aesthetics	<i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i>
	10a.

**Design Review progress
(ADDRESS – DEVELOPMENT)
DRP Meeting – (DATE)**

	<i>Design Principle satisfied</i>
	<i>Design Principle pending further attention</i>
	<i>Design Principle not satisfied</i>

	DR1 (date)	DR2	DR3
Principle 1 - Context and character			
Principle 2 - Landscape quality			
Principle 3 - Built form and scale			
Principle 4 - Functionality and build quality			
Principle 5 - Sustainability			
Principle 6 - Amenity			
Principle 7 - Legibility			
Principle 8 - Safety			
Principle 9 - Community			
Principle 10 - Aesthetics			