

## **Design Review Panel – Nomination Guide**

### **The Role**

Panel Member and Chairperson Roles are set out in the Design Review Panel Terms of Reference and are outlined below:

The Panel Chairperson is responsible for:

- Leading the design discussion;
- Facilitating interactive and collaborative discussion and participation of all parties involved, including panel members, relevant local government attendees and the proponent;
- Recording comments made at the meeting and summarising these at the conclusion of each item;
- Preparing and finalising meeting minutes and if required liaising with other Panel Members in order to provide a final set of design advice to the City following each panel meeting; and
- Briefing decision makers (local government Council's, Development Assessment Panels and State Administrative Tribunal matters) on design advice provided to the City by the Panel where required.

The Panel Members is responsible for:

- Attending meetings when required;
- Providing design advice which aligns with the state and local planning framework for Design Review; and
- Providing feedback to the Chairperson on design advice when required.

### **Membership**

Panel membership is for a period of two years (this equates to one term), although the Director Planning and Sustainability may reappoint any member and members can serve more than one term. Panel Members may be reappointed for a further term of not more than a two year period at the discretion of the Director Planning and Sustainability.

### **Payment**

Remuneration of Panel members and Chairperson is to be in accordance with the Design Review Panels Terms of Reference.

### **Meeting Schedule**

Design Review Panel Meetings convene once a month, or as required, and these meetings are closed to the public. The 2022 Panel Meetings are indicatively scheduled for the fourth Thursday of each month.

### **Selection Criteria**

All Panel members:

- Demonstrated knowledge of the composition, character and desired built form for the City of Wanneroo;
- Possession of relevant qualifications, expertise and experience relevant to the City of Wanneroo, in the following disciplines:
  - i) Urban design and architecture;
  - ii) Landscape architecture; and
  - iii) Energy efficient building design and sustainable development.
- Please demonstrate your expertise in design review and design critique, including experience on Design Review Panels.

Additional selection criteria for Chairperson Applicants:

- Demonstrated experience in leading and facilitating design review discussions; and
- Demonstrated experience in consolidating the results of discussions to provide clear and concise advice and preparing minutes.

### **Information to be provided with Nomination**

- A cover letter (no more than two pages) addressing your qualifications, association memberships, and general availability to satisfy the responsibilities of the position. The covering letter should also demonstrate how you satisfy the relevant selection criteria outlined above;
- Your CV/resume (no more than four pages), including a minimum of two professional references; and
- Copies of relevant qualifications.