



CITY OF VINCENT

## **Nomination Information**

### **The Role**

As a member of the Design Review Panel you will:

- Make recommendations and provide advice to the City of Vincent on any planning proposal which has been referred to the Panel, including:
  - proposals considered significant because of their size or land use;
  - proposals considered to be significant because of their location;
  - proposals considered to be significant because of their community impact;
  - proposals considered to benefit from design review; and
  - any scheme amendment, structure plan, policy, precinct plan, local development plan or design guidelines considered to benefit from design review by the Panel.
- Attend meetings when required;
- Provide advice on e-mail referrals when required;
- Provide design advice which aligns with the state and local planning framework; and
- Review the meeting minutes and provide feedback to the Panel Chairperson on design advice when required.

As the Chairperson of the Design Review Panel you will:

- Lead the design review discussion;
- Facilitate interactive and collaborative discussion and participation of all parties, including all Panel Members, all relevant local government attendees and the proponent;
- Review meeting minutes and liaise with other Panel Members in order to provide a final set of design advice to the City following each Panel meeting; and
- Brief decision makers on the design advice from the Panel when required.

### **Membership**

Panel membership will be reviewed after a period of two years. Panel membership cannot be sub-contracted to another party. Upon the term expiring, members will be asked to reapply.

### **Payment**

Remuneration of Panel Members is to be in accordance with the Design Review Panel – Terms of Reference.

### **Nomination Requirements**

Attach to the nomination form:

- Information outlining qualification in one or more of the following (or other relevant professional area) and a current registration with the relevant professional body:
  - Architecture;
  - Landscape Architecture;
  - Urban Design;

- Sustainability and Environmental Design; and
  - Heritage.
- Information regarding professional indemnity insurance including, insurance-broker, policy number, value and expiry date.
- A response to each of the selection criteria below.

## **Selection Criteria**

### **Knowledge and Skills**

#### *All applicants*

- Comprehensive knowledge and understanding of the principles of Architecture, Landscape Architecture, Urban Design, Sustainable Design and Heritage;
- Comprehensive knowledge and understanding of the practices and principles of statutory and strategic town planning within a local government context;
- Knowledge of how to apply the State and local planning frameworks to planning applications; and
- High level of written, verbal and interpersonal communication skills.

#### *Additional criteria for Chairperson applicants*

- Skills in leading and facilitating discussions; and
- Skills in consolidating the results of discussions to provide clear and concise advice.

### **Experience**

#### *All applicants*

- Demonstrated experience in the preparation, assessment or design review of complex development applications and town planning proposals in line with State and local planning frameworks;
- Demonstrated ability to formulate design solutions using your experience in the professional field of Architecture, Landscape Architecture, Urban Design, Sustainability or Environmental Design;
- Demonstrated experience in attending or assisting with State Administrative Tribunal proceedings; and
- Demonstrated experience in successfully working in multi-disciplinary groups.

#### *Additional 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.

# Nomination Form

**Before completing the Nomination Form, it is recommended that Respondents read and understand the Nomination Information; and Design Review Panel – Terms of Reference.**

## **How to apply**

Please visit the City’s website for more information, including the Design Review Panel – Terms of Reference. You can apply via our website or by completing the following form.

The City of Vincent is an equal opportunity employer and welcomes applications from all sections of society and does not discriminate on grounds of race, religion, ethnic or national origin, disability, age, citizenship, marital, domestic or civil partnership status, sexual orientation, gender identity or any other basis as protected by applicable law.

## **Nomination Requirements**

Please provide information outlining qualification in one or more of the following (or other relevant professional area) and a current registration with the relevant professional body:

- Architecture;
- Landscape Architecture;
- Urban Design;
- Sustainability and Environmental Design; and/or
- Heritage.

**Please attach to this nomination form a response to each of the selection criteria in the Nomination Information.**

## **Insurance Coverage**

Applicants are required to provide certificates of currency of their own professional indemnity insurances before commencing work.

Please provide the following:

Cover letter	<input type="checkbox"/>
Curriculum Vitae	<input type="checkbox"/>
Selection Criteria	<input type="checkbox"/>
Professional indemnity insurance	<input type="checkbox"/>
Qualifications	<input type="checkbox"/>
Australian Business Number	<input type="checkbox"/>

Is this application for:

Panel Member	<input type="checkbox"/>
Chairperson	<input type="checkbox"/>
Both	<input type="checkbox"/>

Full Name of Respondent: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_