

5.3 APPOINTMENT OF THE DESIGN REVIEW PANEL

- Attachments:**
1. Summary of Applicants - Confidential
 2. Summary of Interviews - Confidential
 3. Amended Terms of Reference
 4. Draft Amended Terms of Reference (Tracked)
 5. Design Review Panel Recommended Members 2024 - Confidential

RECOMMENDATION:

That Council:

1. **ADOPTS** the amended Design Review Panel – Terms of Reference included as Attachment 3;
2. **APPOINTS** the Applicants in Confidential Attachment 5 to the City’s Design Review Panel from 18 May 2024 to 18 May 2026:
 - 2.1 Applicant 1;
 - 2.2 Applicant 2;
 - 2.3 Applicant 3;
 - 2.4 Applicant 4;
 - 2.5 Applicant 5;
 - 2.6 Applicant 6;
 - 2.7 Applicant 7;
 - 2.8 Applicant 8;
 - 2.9 Applicant 9;
 - 2.10 Applicant 10;
 - 2.11 Applicant 11;
 - 2.12 Applicant 12;
 - 2.13 Applicant 13; and
 - 2.14 Applicant 14; and
3. **NOTES** that:
 - 3.1 The City’s Design Review Panel term expires on 17 May 2024; and
 - 3.2 Administration will notify all applicants of the Design Review Panel appointments and induct the successful applicants onto the Design Review Panel.

PURPOSE OF REPORT:

To consider appointing the Design Review Panel (DRP) Chairperson, Deputy Chairperson and Panel Members to serve until 18 May 2026.

DELEGATION:

There is no delegated authority for appointment of DRP members. The panel is to be appointed by Council in accordance with the DRP Terms of Reference.

BACKGROUND:

At its meeting held on 17 May 2022 Council appointed a new DRP for a term of two years concluding 17 May 2024 and an amended DRP Terms of Reference.

The DRP has operated well for two years providing design expertise and advice to the City for referrals including development applications, strategic planning documents, and City-led projects.

Administration has undertaken an expression of interest process to renew the DRP in advance of the term of the current members expiring on 17 May 2024.

This expression of interest was advertised between 22 January 2024 and 5 February 2024 and required applicants to submit an application demonstrating how their skills and experience addressed the below selection criteria.

Knowledge and Skills*All applicants:*

- Comprehensive knowledge and understanding of the principles of architectural, landscape, urban and sustainable design;
- 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 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 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.

DETAILS:DRP Nominations

At the conclusion of the expression of interest period the City received 21 nominations for the DRP.

Administration has assessed the nominations against the selection criteria above and shortlisted those which met the selection criteria.

A full copy of this assessment against the selection criteria is included as **Attachment 1**.

Summary of Interviews

Applicants that met the selection criteria and are new to the DRP were shortlisted and interviewed by Administration to determine their suitability and fit with the City.

With the successful operation of the existing DRP, applicants that are existing members on the City's DRP that met the selection criteria are recommended to be reinstated without being interviewed.

It is recommended that two additional candidates with sustainable design expertise be appointed to the DRP following interviews. This would better support the City's efforts and initiatives that promote sensitive design and enhanced environment. These two candidates demonstrated a high level of experience and suitability for the role and would be in addition to the recommended reappointment of the existing DRP member with sustainability expertise who is supporting implementation of the City's Green Track initiative.

A summary of the interviewed candidates is included in **Attachment 2**.

Outcome of Nominations and Interviews

Following the nomination and interview process a total of 14 applicants are recommended to be appointed to the City's DRP. The recommended applicants to be appointed to the DRP are included in **Attachment 5**.

Terms of Reference

Administration has undertaken a review of the DRP Terms of Reference which was informed by completed by current DRP members and applicants from the past two years.

Administration recommends adjustments be made to the Terms of Reference, as summarised below:

- To ensure the Terms of Reference is explicit in the referral of City-led projects and strategic planning documents to the DRP;
- To ensure the Terms of Reference are consistent with the City's Advisory Groups Policy; and
- To adjust remuneration for attendance at meetings by replacing the current flat rate with a per hour rate. Remuneration has also been updated relating to State Administrative Tribunal matters by removing a cap for attendance at a full hearing and instead Members to be paid on an hourly rate.

The key change relates to providing greater clarity in the role of Administration in the DRP process and its function in providing executive support to the Panel.

Changes to the remuneration for DRP members are proposed because:

- Inconsistency with Other DRPs – The City was an early adopter of the DRP for local governments. It has maintained a flat rate for meeting attendance by its members since it commenced in 2017. Currently the DRP are paid a flat rate of \$500 for the Chairperson and \$400 for Panel Members.

In reviewing remuneration for DRP members in other local government areas, the City is one of two local governments that applies a flat rate. All other local governments apply an hourly rate.

It is proposed that the Chairperson would be paid \$300 per hour with Panel Members being paid \$250 per hour for attendance, capped at three hours. This would provide greater alignment with the operation of other local government DRPs.

- State Government Guidance – The State Government's Design Review Guide sets out that when setting remuneration, consideration should be given to a range of matters. This includes professional hourly rates, expertise of the Panel, and the number and length of meeting outside of normal business hours.

The proposed hourly rates for the Chairperson and Panel Members are consistent with those of other local governments and reflects the high calibre and experience of the proposed applicants. The average DRP meeting length for the City would be approximately two hours and extends past 5:00pm.

- DRP Feedback & Expertise – The City has received feedback from the DRP Members that the current remuneration is not reflective of the current market. DRP advice plays a critical role in achieving high quality built form outcomes for development applications and City projects.

It is important that the remuneration be updated to be more consistent with other local governments, (including other Tier 2 of a similar size). This would ensure we attract a high calibre of DRP Members with extensive experience, expertise and the required skillset. This would provide the City with ongoing high quality and well-considered design advice to best inform our decision-making on the range of complex development proposals that the City deals with.

The amended Terms of Reference are included as **Attachment 3** and a track-changed copy is included as **Attachment 4**.

CONSULTATION/ADVERTISING:

The expression of interest was advertised between 22 January 2024 and 5 February 2024 by way of:

- Email to existing DRP members;
- Informing peak industry bodies including;
 - Australian Institute of Architects;
 - Architects Board of WA;
 - Australian Building Sustainably Association;
 - Building Designers Association of Australia;
 - Environmental Consultants Association of WA;
 - Environmental Institute of Australia and New Zealand;
 - Australian Sustainable Built Environment Council;
 - Australian Institute of Landscape Architects;
 - Australian Urban Design Research Centre;
 - Urban Design Institute of Australia;
 - Planning Institute of Australia;
 - Design Matters National;
 - Housing Institute of Australia;
 - Heritage Institute of Australia; and
 - Heritage Council.
- Publishing an advert on LinkedIn;
- Publishing an advert on the Australian Institute of Landscape Architects JobsBoard;
- Publishing a notice on the City's website, business e-news and social media.

The minor amendments proposed to the Terms of Reference do not require advertising as they are operating terms for the DRP and not a policy in accordance with the Policy Development and Review Policy.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Local Government Act 1995*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *Planning and Development Regulations 2009*;
- State Planning Policy 7.0 Design of the Built Environment;
- Design Review Guide;
- City of Vincent Local Planning Scheme No. 2;
- Local Planning Policy No. 7.1.1 – Built Form; and
- Design Review Panel – Terms of Reference.

RISK MANAGEMENT IMPLICATIONS

Medium: The DRP process is an important aspect of development assessment in the City. To assist in delivering good built form outcomes in our district, it is important to attract and appoint a panel of members of the highest calibre.

Low: Administration has required as part of the expression of interest that applicants provide their own professional indemnity insurance. This is to ensure that the City may take action against any incorrect or conflicted recommendations made by the DRP.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Enhanced Environment

Our urban forest/canopy is maintained and increased.

Accessible City

Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use.

Thriving Places

We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.

Sensitive Design

Our built form is attractive and diverse, in line with our growing and changing community.

Our built form character and heritage is protected and enhanced.

Our planning framework supports quality design, sustainable urban built form and is responsive to our community and local context.

Innovative and Accountable

Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.

We embrace good ideas or innovative approaches to our work to get better outcomes for Vincent and our community.

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

Urban Greening and Biodiversity

Sustainable Energy Use/Greenhouse Gas Emission Reduction

Sustainable Transport

Water Use Reduction/Water Quality Improvement

The DRP provides a holistic approach to inform of development applications, strategic planning documents, and City projects to ensure a high quality built form outcome is achieved.

The recommended DRP provides the necessary range of professional expertise to ensure that the best design outcome is achieved for the environment, the community and applicants.

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the *City's Public Health Plan 2020-2025*:

Increased physical activity

Reduced injuries and a safer community

Increased mental health and wellbeing

FINANCIAL/BUDGET IMPLICATIONS:

The operation of the DRP will be paid from the City's operating budget. The City seeks a fee in accordance with the fees and charges for applicants to present to the DRP.

The change in remuneration for an hourly rate to be paid to DRP Members would increase the overall cost of holding DRP Meetings. It would result in an approximate increase of \$400 per meeting.

A comparison of the budget implication is provided below based on the 19 meetings held in the 2022/23 Financial Year and at an average length of two hours.

- Flat Rate – \$1,700 per meeting with a total cost of \$32,300 per year.
- Hourly Rate – \$2,100 per meeting a total cost of \$39,990 per year.

This increase would be factored into the City's operating budget for the next financial year and subsequent years.

COMMENTS:

It is recommended that the abovementioned candidates be appointed to the City's DRP and amendments to the Terms of Reference be adopted.



TERMS OF REFERENCE

1. AIMS

The purpose of the Design Review Panel is to provide independent and impartial expert design advice to the City of Vincent.

2. OBJECTIVES

The Objectives of the Panel are to make recommendations and provide advice to the City of Vincent on the architectural and design aspects of any development proposal, which has been referred to the Panel.

Development proposals referred to the Panel shall include:

- 2.1 Proposals that are considered by the Executive Support to be significant because of their size or the uses they support;
- 2.2 Proposals that are considered by the Executive Support to be significant because of their site;
- 2.3 Proposals that are considered by the Executive Support to be significant because of their community impact;
- 2.4 Proposals that the Executive Support considers would benefit from design review by the Panel; and
- 2.5 Any City project, scheme amendment, structure plan, policy, precinct plan, local development plan, design guidelines or other strategic document that the Executive Support considers would benefit from design review by the Panel.

The Design Review Panel is not a decision-making body and is not a committee for the purposes of the *Local Government Act 1995*.

3. MEMBERSHIP

- 3.1 The Design Review Panel shall consist of persons with skills and qualifications in Architecture, Urban Design, Landscape Architecture, Heritage Conservation and Sustainable Design.
- 3.2 The Design Review Panel shall be appointed by Council.
- 3.3 The Design Review Panel shall be appointed for a term of two years.

4. EXECUTIVE SUPPORT AND PANEL CHAIRPERSON

- 4.1 The Executive Director Strategy and Development or a delegate shall be the Executive Support of the Design Review Panel meetings for the purpose of the administration of the meeting and the coordination and review of the advice provided to the proponent and owner.
- 4.2 A member of the Design Review Panel shall be the Panel Chairperson for the purpose of leading the design discussion and providing the final design advice to the City.

5. ROLES AND RESPONSIBILITIES

5.1 Executive Support

The Executive Support is responsible for:

- The administration of the Panel meetings;
- Inducting Panel Members and briefing them regarding panel operations;
- Setting and communicating the meeting agenda and a summary of the City's advice to the proponent and owner;
- Recording comments made at the meeting and summarising these at the conclusion of each item;
- Circulating the draft minutes to the Panel Chairperson for review;
- Circulating the final comments that result from the Design Review Process to the owner and proponent;
- Conducting an annual review of outcomes with elected members and panel members; and
- Ensuring the Panel operates in accordance with [Advisory Group Policy](#) and [Code of Conduct](#) at all times.

5.2 Panel Chairperson

The Panel Chairperson is responsible for:

- Reviewing applications prior to attendance at the Panel Meeting;
- Leading the design review discussion;
- Facilitating interactive and collaborative discussion and participation of all parties, including all Panel Members, all relevant local government attendees and the proponent;
- Reviewing meeting minutes and 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 on the design advice from the Panel when required.

5.3 Panel Members

The Panel Members are responsible for:

- Attending meetings when required;
- Reviewing applications prior to attendance at the Panel Meeting;
- Providing design advice which aligns with the state and local planning framework and reflects their area of expertise; and
- Reviewing minutes and providing feedback to the Panel Chairperson on the design advice when required.

6. PANEL MEETINGS

- 6.1 Development proposals referred to the Panel should be presented to three design review meetings, with two of these prior to formal lodgement of the development proposal with the City, and one design review meeting following lodgement. Additional meetings may be requested at the discretion of the Executive Support.
- 6.2 If no design review meetings have taken place prior to formal lodgement of a proposal referred to the Panel, the applicant may be requested to agree to a time extension in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for the processing of the planning application, to enable at least two design review meetings are undertaken.
- 6.3 Design Review Panel meetings shall be scheduled at a minimum of one a month, and occur as required.
- 6.4 An agenda for the design review meeting with plans and a summary of the City's advice to the proponent shall be distributed five working days prior to the design review panel meeting.

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- 6.5 Proponents will be encouraged to present their proposal to the Design Review Panel, with the owner and their designers present, at an arranged time during the scheduled meeting.
 - 6.6 During meetings Panel Members are permitted to seek clarification from proponents.
 - 6.7 Panel Members shall provide design advice aligned with the 10 Design Principles contained within State Planning Policy 7.0 – Design of the Built Environment, as well as the relevant state and local statutory planning framework.
 - 6.8 During the meeting the Executive Support or delegate shall record comments and read these back to the Panel at the conclusion of the item. The comments will be sent to the Panel within three days for review and to the owner and/or proponent within seven days.
 - 6.9 A sitting panel of four Panel Members shall be selected to attend each design review meeting.
 - 6.10 A minimum of two Panel Members are required to attend a design review meeting for the Panel Meeting to proceed.

7. DESIGN ADVICE OUTSIDE OF PANEL MEETINGS

- 7.1 Development proposals may be referred to a Panel Member for design advice outside of a Panel Meeting.
- 7.2 Where development proposals have been referred to a Panel Member for design advice outside of a Panel Meeting, the Panel Member is to acknowledge the request for design advice within three days of receipt and is to state whether they agree to provide the design advice.
- 7.3 Where a Panel Member agrees to provide design advice on a development proposal outside of a Panel Meeting, the Panel Member shall provide that design advice within seven days of agreeing to provide that advice.
- 7.4 Panel Members may be requested to attend State Administrative Tribunal proceedings in relation to a development proposal they have previously provided design advice to the City on.
- 7.5 Panel Members shall provide design advice aligned with the 10 Design Principles contained within State Planning Policy 7.0 – Design of the Built Environment, as well as the relevant state and local statutory planning frameworks.

8. REMUNERATION

- 8.1 All Panel Members are to invoice the City for their attendance at meetings.
- 8.2 The Panel Chairperson is to be paid:
 - 8.2.1 \$300 per hour, capped at a maximum of three hours, for attendance at each Panel meeting, including preparation and review of all proposals prior to the Panel meeting, review of the minutes after the Panel meeting, discussion with Panel Members regarding the minutes and final advice and the provision of the final design advice from that meeting to the City;
 - 8.2.2 \$200 per hour, capped at a maximum of two hours, for design advice on a revised development proposal referred to the Panel Chairperson separate from Panel Meetings; and
- 8.3 The Design Review Panel Members are to be paid:
 - 8.3.1 \$250 per hour, capped at a maximum of three hours, for attendance at each Panel meeting, including preparation and review of all proposals prior to the

Panel meeting, review of the minutes after the Panel meeting and discussion with Panel Chairperson regarding the minutes and final advice; and

8.3.2 \$200 per hour, capped at a maximum of two hours, for design advice on a revised development proposal referred to the Panel Member separate from Panel Meetings.

8.4 State Administrative Tribunal – Panel Chairperson and Members are to be paid:

- a) \$200 per hour, capped at a maximum of four hours, for attendance at a State Administrative Tribunal mediation, including preparation prior to the mediation; and
- b) \$200 per hour, for attendance at a State Administrative Tribunal hearing, including preparation prior to the proceeding.

8.5 The Executive Support will not be remunerated for attendance.

8.6 No additional fee is to be paid to the Design Review Panel unless authorised by the Chief Executive Officer.

8.7 Design Review Panel Members are considered to be engaged by the City as contractors.

9. CODE OF CONDUCT

9.1 All Design Review Panel Members shall abide by the City's Code of Conduct.

10. CONFLICT OF INTEREST

10.1 All Panel Members shall declare any financial, proximity and/or impartiality interests in accordance with the City's Code of Conduct following the receipt of a request for design advice or a Panel Meeting Agenda and prior to agreeing to provide the design advice or the start of the Panel Meeting. The Executive Support will determine whether the Panel Member or Chairperson may: participate in the Panel Meeting; or leave the meeting whilst the item, for which a conflict of interest was raised, is discussed.

Commencement Date:	19 September 2017
Amended:	1 May 2018, 19 May 2020, 17 May 2022 and 23 April 2024
Review Date:	23 April 2028



TERMS OF REFERENCE

1. AIMS

The ~~objective purpose~~ of the Design Review Panel is to provide independent and impartial expert design advice to the City of Vincent.

2. OBJECTIVES

The Objectives of the Panel are to make recommendations and provide advice to the City of Vincent on the architectural and design aspects of any planning development proposal, which has been referred to the Panel.

Planning Development proposals referred to the Panel shall include:

- 2.1 Proposals that are considered by the Presiding Member Executive Support to be significant because of their size or the uses they support;
- 2.2 Proposals that are considered by the Presiding Member Executive Support to be significant because of their site;
- 2.3 Proposals that are considered by the Presiding Member Executive Support to be significant because of their community impact;
- 2.4 Proposals that the Presiding Member Executive Support considers would benefit from design review by the Panel; and
- 2.5 Any City project, scheme amendment, structure plan, policy, precinct plan, local development plan, ~~or~~ design guidelines or other strategic document that the Presiding Member Executive Support considers would benefit from design review by the Panel.

The Design Review Panel is not a decision-making body and is not a committee for the purposes of the Local Government Act 1995.

3. MEMBERSHIP

- 3.1 The Design Review Panel shall consist of persons with skills and qualifications in Architecture, Urban Design, Landscape Architecture, Heritage Conservation and Sustainable Design.
- 3.2 The Design Review Panel shall be appointed by Council.
- 3.3 The Design Review Panel shall be appointed for a term of two years.

4. ~~PRESIDING MEMBER EXECUTIVE SUPPORT~~ AND PANEL CHAIRPERSON

- 4.1 The Executive Director Strategy and Development or a delegate shall be the Presiding Member Executive Support of the Design Review Panel meetings for the purpose of the administration of the meeting and the coordination and review of the advice provided to the proponent and owner.
- 4.2 A member of the Design Review Panel shall be the Panel Chairperson for the purpose of leading the design discussion and providing the final design advice to the City.

5. ROLES AND RESPONSIBILITIES

5.1 ~~Presiding Member Executive Support~~

The ~~Presiding Member Executive Support~~ is responsible for:

- The administration of the Panel meetings;
- Inducting Panel Members and briefing them regarding panel operations;
- Setting and communicating the meeting agenda and a summary of the City's advice to the proponent and owner;
- Recording comments made at the meeting and summarising these at the conclusion of each item;
- Circulating the draft minutes to the Panel Chairperson for review;
- Circulating the final comments that result from the Design Review Process to the owner and proponent; ~~and~~
- ~~Conducting an annual review of outcomes with elected members and panel members;~~ ~~and~~
- Ensuring the Panel operates in accordance with Advisory Group Policy and Code of Conduct at all times.

5.2 Panel Chairperson

The Panel Chairperson is responsible for:

- Reviewing applications prior to attendance at the Panel Meeting;
- Leading the design review discussion;
- Facilitating interactive and collaborative discussion and participation of all parties, including all Panel Members, all relevant local government attendees and the proponent;
- Reviewing meeting minutes and 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 on the design advice from the Panel when required.

5.3 Panel Members

The Panel Members are responsible for:

- Attending meetings when required;
- Reviewing applications prior to attendance at the Panel Meeting;
- Providing design advice which aligns with the state and local planning framework and reflects their area of expertise; and
- Reviewing minutes and providing feedback to the Panel Chairperson on the design advice when required.

6. PANEL MEETINGS

6.1 ~~Planning-Development~~ proposals referred to the Panel should be presented to three design review meetings, with two of these prior to formal lodgement of the ~~planning development~~ proposal with the City, and one design review meeting following lodgement. Additional meetings may be requested at the discretion of the ~~Presiding Member Executive Support~~.

6.2 If no design review meetings have taken place prior to formal lodgement of a proposal referred to the Panel, the applicant may be requested to agree to a time extension in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for the processing of the planning application, to enable at least two design review meetings ~~beare~~ undertaken.

6.3 Design Review Panel meetings shall be scheduled at a minimum of one a month, ~~fortnightly~~ and occur as required.

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- 6.4 An agenda for the design review meeting with ~~Pp~~plans and a summary of the City's advice to the proponent shall be distributed five working days prior to the design review panel meeting.
 - 6.5 Proponents will be encouraged to present their proposal to the Design Review Panel, with the owner and their designers present, at an arranged time during the scheduled meeting.
 - 6.6 During meetings Panel Members are permitted to seek clarification from proponents.
 - 6.7 Panel Members shall provide design advice aligned with the 10 Design Principles contained within State Planning Policy 7.0 – Design of the Built Environment, as well as the relevant state and local statutory planning framework, including State Planning Policies and the City's local planning policies.
 - 6.8 During the meeting the ~~Presiding Member-Executive Support~~ or delegate shall record comments and read these back to the Panel at the conclusion of the item. The comments will be sent to the Panel within three days for review and to the owner and/or proponent within seven days.
 - 6.9 A sitting panel of four Panel Members shall be selected to attend each design review meeting.
 - 6.10 A minimum of two Panel Members are required to attend a design review meeting for the Panel Meeting to proceed.

7. DESIGN ADVICE OUTSIDE OF PANEL MEETINGS

- 7.1 ~~Planning-Development~~ proposals may be referred to a Panel Member for design advice outside of a Panel Meeting.
- 7.2 Where ~~a planning-development~~ proposals ~~haves~~ been referred to a Panel Member for design advice outside of a Panel Meeting, the Panel Member is to acknowledge the request for design advice within three days of receipt and is to state whether they agree to provide the design advice.
- 7.3 Where a Panel Member agrees to provide design advice on a ~~planning-development~~ proposal outside of a Panel Meeting, the Panel Member shall provide that design advice within seven days of agreeing to provide that advice.
- 7.4 Panel Members may be requested to attend State Administrative Tribunal proceedings in relation to a ~~planning-development~~ proposal they have previously provided design advice to the City on.
- 7.5 Panel Members shall provide design advice aligned with the 10 Design Principles contained within State Planning Policy 7.0 – Design of the Built Environment, as well as the relevant state and local statutory planning frameworks, including State Planning Policies and the City's local planning policies.

8. REMUNERATION

- 8.1 All Panel Members are to invoice the City for their attendance at meetings.
- 8.2 The Panel Chairperson is to be paid:
 - 8.2.1 ~~\$500~~300 per ~~meeting hour, capped at a maximum of three hours,~~ for attendance at each Panel meeting, including preparation and review of all proposals prior to the Panel meeting, review of the minutes after the Panel meeting, discussion with Panel Members regarding the minutes and final advice and the provision of the final design advice from that meeting to the City;
 - 8.2.2 \$200 per hour, capped at a maximum of two hours, for design advice on a revised ~~planning-development~~ proposal referred to the Panel Chairperson separate from Panel Meetings; and

~~8.2.3 \$200 per hour, capped at a maximum of four hours, for attendance at a State Administrative Tribunal proceeding, including preparation prior to the proceeding.~~

8.3 The Design Review Panel Members are to be paid:

8.3.1 ~~\$400~~250 per ~~meeting hour, capped at a maximum of three hours,~~ for attendance at each Panel meeting, including preparation and review of all proposals prior to the Panel meeting, review of the minutes after the Panel meeting and discussion with Panel Chairperson regarding the minutes and final advice; ~~and~~

8.3.2 \$200 per hour, capped at a maximum of two hours, for design advice on a revised ~~planning development~~ proposal referred to the Panel Member separate from Panel Meetings; ~~and~~

~~8.43.3 State Administrative Tribunal – Panel Chairperson and Members are to be paid:~~

~~a) \$200 per hour, capped at a maximum of four hours, for attendance at a State Administrative Tribunal ~~proceeding mediation,~~ including preparation prior to the ~~proceeding mediation;~~ and~~

~~a)b) \$200 per hour, for attendance at a State Administrative Tribunal hearing, including preparation prior to the proceeding.~~

~~8.54 The ~~Presiding Member Executive Support~~ will not be remunerated for attendance.~~

~~8.65 No additional fee is to be paid to the Design Review Panel unless authorised by the Chief Executive Officer.~~

~~8.76 Design Review Panel Members are considered to be engaged by the City as contractors.~~

9. CODE OF CONDUCT

9.1 All Design Review Panel Members shall abide by the City's Code of Conduct.

10. CONFLICT OF INTEREST

10.1 All Panel Members shall declare any financial, proximity and/or impartiality interests in accordance with the City's Code of Conduct following the receipt of a request for design advice or a Panel Meeting Agenda and prior to agreeing to provide the design advice or the start of the Panel Meeting. The ~~Presiding Member Executive Support~~ will determine whether the Panel Member or Chairperson may: participate in the Panel Meeting; or leave the meeting whilst the item, for which a conflict of interest was raised, is discussed.

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Amended:	1 May 2018, 19 May 2020, 17 May 2022 and 23 April 2024
Review Date:	2347 April May 20287