

Expressions of Interest

South West Joint Design Review Panel

The Cities of Bunbury and Busselton and the Shires of Augusta Margaret River, Collie and Harvey are calling for expressions of interest for panel members for the inaugural South West Joint Design Review Panel.

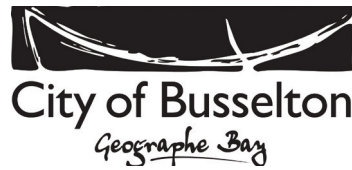
What is it?

The South West Joint Design Review Panel (SWDRP) is a shared initiative between the Cities of Bunbury and Busselton and the Shires of Augusta Margaret River, Collie and Harvey.

The Design Review Panel will meet monthly (when required) to provide design advice on development applications and projects occurring throughout the south west region, with each of the Local Governments determining the types of applications and projects that will require design input.

The Design Review Panel will operate in accordance with an agreed terms of reference between the participating Local Governments, with design feedback provided in response to the ten design principles listed in *State Planning Policy SPP7.0 Design of the Built Environment*.

Meetings will initially be conducted at the City of Busselton which will manage the administrative functions of the panel, however attendance via teleconferencing will be available.



Selection Criteria

Eligibility for membership is assessed on the following selection criteria:

- Qualification and demonstrated high level of expertise and knowledge in one of the following fields: architecture, urban design, landscape architecture. Other professional disciplines may include sustainability and environmental design, heritage, planning and arts and culture.
- Direct experience in design review.
- Ability to work in a multi-disciplinary team.
- Knowledge of the composition and character of the various townsites and areas of the south west, in particular those areas covered by the participating Local Governments
- Ability to provide constructive feedback which can be readily incorporated into the design of proposals.
- Registration with the relevant professional body (where applicable).

Applicants are also asked whether they would like to nominate for the role of Panel Chair, which has additional responsibilities in the function of the panel as detailed under Clause 13 of the Terms of Reference. The Panel Chair and a deputy will be chosen by the participating Local Governments.

For more information on how the panel will operate, the member responsibilities and remuneration please refer to the Information Sheet and Terms of Reference.

EOI Applications are to be emailed to amiller@bunbury.wa.gov.au. The EOI closes at 5pm on the **23 August 2023**.



FAQ's

South West Joint Design Review Panel

Do I have to reside in the south west?

No, you will be able to attend meetings remotely, but a familiarity with the region is expected and desired as the local character will be a key consideration in assessing the design merit of a proposal.

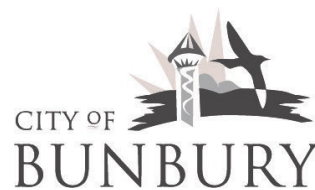
What is the remuneration?

This is set out in the Terms of Reference. Remuneration is \$280 (excluding GST) per agenda item for the Panel Chair, and \$260 (excluding GST) per agenda item for other members. This covers preparation and review of all proposals prior to the meeting, review of the minutes after the meeting and liaison with other panel members. The Panel chair has additional responsibilities in coordinating the meetings and organising the final advice to the Local Governments on behalf of the panel. As the meetings will be available via teleconferencing, travel and accommodation will not be paid by the participating Local Governments unless agreed to prior to the meeting. Please see Clause 14 of the Terms of Reference for more information.

How will Panel members be selected?

A panel of staff from the participating Local Governments will review all applications submitted.

From this process, a Panel Chair and Deputy Panel Chair will be selected, and a number of other applicants will be selected into a 'pool'. The size of the 'pool' will be dependent on the number of applicants and the types of



expertise required.

The Panel Chair and Deputy Chair will provide design advice on all matters, however, the panel requires at least three (3) members to make a quorum, therefore depending on the application, one or more members from the pool will be selected to undertake design review. The selection of the pool member/s will be in response to the particular project under review and the specialist advice required. The selection of members from the pool will fall to the Local Government where the matter relates, with advice from the Panel Chair, and will be determined on a case by case basis.

What are the responsibilities of members?

All members of the Design Review Panel are to provide independent, fair and reasonable professional advice relative to the Design Principles as set out in *SPP7.0 - Design of*

the Built Environment, plus relevant State and local policies and schemes. The Panel advice on the material presentation is to be provided in a constructive way to applicants and all Panel members must disclose any financial or impartiality interest on the proposals presented.

Please see Clause 13 of the Terms of Reference for the full list of responsibilities for the panel members.

What are the additional responsibilities for the Panel Chair?

In addition to providing design advice at meetings, the Panel Chair is responsible for ensuring the meetings run to the agenda, summarising the consensus view of the panel for the minutes, liaising with participating Local Governments and in some cases providing additional advice or specialist comments for matters presented to a Development Assessment Panel or State Administrative Tribunal.

In the event the Panel Chair is unavailable, the Deputy Panel Chair will act in their position and a member of the pool will be selected as to act as the Deputy Panel Chair.

Please see Clause 13.3 of the Terms of Reference for the full list of responsibilities for the Panel Chair. When the Panel Chair is unable to assess a particular matter, the Deputy Panel Chair will fulfill this role.

What applications will be considered by the SWDRP?

Each Local Government have their own Local Planning Policy detailing which applications require design review. However, applications will generally include major developments and proposed planning frameworks. A copy of the Local Planning Policies are listed on the SWDRP EOI website and are available on the relevant Local Government websites.

What are the next steps and when will the first SWDRP meeting occur?

Following the completion of the advertising process, the Local Governments will consider the EOI applications, and proceed to appoint and induct the chosen of Design Review Panel members. The successful applicants will be required to have a current Australian Business Number (ABN) for invoicing.



The meeting time and dates will be confirmed when the panel members are appointed. It is expected that the meetings will be on a recurring day and time on a monthly basis, however additional meetings may be required depending on the number of applications.

Depending on the demand, the first meeting is likely to occur within a few weeks of the member inductions.

How to apply?

Applications for consideration need to include:

- Completed Nomination Form (includes details of two references who can attest to the suitability of the nominee for a design review panel).
- Resume.
- Letter of Interest (maximum of 2 pages) addressing the selection criteria and why you would be a good fit for the SWDRP. If you would like to be considered for the Panel Chair position please detail this in your letter and how you meet the additional criteria.
- Proof of registration with a relevant professional body (where applicable).

Please submit your application to amiller@bunbury.wa.gov.au by 5pm on the 23rd August 2023.

