

Expressions of Interest

South West Joint Design Review Panel

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

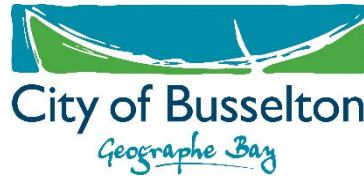
What is it?

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 and Capel.

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 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 be conducted at the City of Busselton, with the City responsible for managing the administrative functions of the panel. Teleconference attendance 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, and 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, who has additional responsibilities in the function of the Panel as detailed under Clause 13 of the Terms of Reference. The Panel Chair and Deputy for the Panel 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.

Applications are to be emailed to SWDRP@busselton.wa.gov.au. The EOI closes at 5pm on the 29 May 2026.

Late applications will not be accepted.



Information Sheet

South West Joint Design Review Panel

Frequently Asked Questions

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 \$700 (excluding GST) per item for the Panel Chair, and \$500 (excluding GST) per item for other members. This includes reviewing all proposals in advance of meetings, reviewing meeting minutes, and liaising with other Panel members. The Chair has additional responsibilities for coordinating Panel meetings and confirming the final advice to local governments on behalf of the Panel, including oversight of meeting records.

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, 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, but because the panel requires at least three (3) members to make a quorum, depending on the application, one or more members from the pool will be selected to undertake design review.

The selection of the pool members will be in response to the project under review and the specialist advice required. The selection of members from the pool will reside with the Local Government 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 pool are to provide independent, fair and reasonable professional advice relative to the Design Principles as set out in SPP7.0, relevant State and local policies and schemes.

The advice on the material presentation is to be provided in a constructive way to applicants, and all members must disclose any financial or impartial 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 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.

What applications will be considered by the SWDRP?

Each participating Local Government has its own Local Planning Policy outlining the types of applications that require design review. These policies are available on the respective Local Government websites. Applications will generally include major developments and proposed planning frameworks. Information about the South West Design Review Panel can be accessed via the City of Busselton website: [South West Joint Design Review Panel](#)

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, after which appointment and induction of Design Review Panel members will occur. 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 monthly, 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.
- 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.
- Two referees who can attest to the nominee's suitability for appointment to a design review panel.
- Proof of registration with a relevant professional body (where applicable).

Please submit your application to SWDRP@busselton.wa.go.au by 5pm on the 29 May 2026.

No late applications will be accepted.

