Terms of Reference: Council Projects Design Review Panel
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Terms of Reference

Introduction
The Council Projects Design Review Panel (CPDRP) is an internal design review process for Auckland Council projects. The Panel is managed by the Design Review Unit, within the Auckland Design Office.

The purpose of the review process for capital works is to provide a "one-stop-shop" specialist input to deliver high-quality design outcomes for Council projects.

The Specialist Panel is a cross-council, multi-disciplinary group with key members selected from various council departments.

The Panel review process ensures that good urban design is integrated into a programme or project’s design, development and implementation phases.

Benefits of a Panel review
- Relationship building, broader holistic view of a project not just urban design
- Front loads to make an easy or smooth Resource Consents process
- “One-Stop-Shop” approach for Council Specialist input

Criteria for a Panel review
A design review by the Panel will apply if:
1. A project is council-led
2. Has a capital expenditure budget of >$5M and
3. Forms part of a transformational project or programme

Typical projects include:
- Streetscape upgrades (including Shared Spaces)
- New council public buildings and structures
- Cycleways
- Roading and safety projects
- Public transport projects
- Parks and public spaces

Panel membership
Panel membership is cross-council and multi-disciplinary. It includes the following members:
- Chair
- Urban Design Specialist from the Auckland Design Office
- Multi-disciplinary Council Specialist/Expert from key Council departments and CCOs
- Additional specialist expertise as required

The Design Review Administrator will provide administrative support for the operation of the Panel and is the single point of contact for any queries and requests for reviews:
- Lorraine Thomas, email: lorraine.thomas@aucklandcouncil.govt.nz
Scope

Reviews carried out by the Panel will assess whether the project aligns with the urban design outcomes of the Auckland Plan, Unitary Plan, best practice guidance linked to the Auckland Design Manual (ADM), and the Auckland Transport Code of Practice. Links to these documents are provided below.

Projects will also be required to demonstrate a ‘whole life costing’ approach to the development in its financial planning, design, construction, management and maintenance phases.

Auckland Plan

Strategic Direction: Chapter 10 ‘Urban Auckland’
Transformational Shift: “Radically improve the quality of urban living”

Auckland Design Manual (ADM)

Link to Auckland Design Manual
http://www.aucklanddesignmanual.co.nz/

Auckland Transport Code of Practice


Engineering Code of Practice

To follow
Panel Review Process

Project review stages

Panel review sessions are held on request, they generally occur on a Monday afternoon.

The key stages of the Panel review process include:

<table>
<thead>
<tr>
<th>Project initiation</th>
<th>Project brief, scope and criteria</th>
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<tr>
<td>Design concept</td>
<td>Concept design determined against brief</td>
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<tr>
<td>Detailed design</td>
<td>Refinement of design and plans</td>
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<tr>
<td>Project delivery</td>
<td>Post feedback loop, identification of lessons learnt, procurement</td>
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Auckland Council Project Management

The Panel Review process is in line and complimentary with P3 Central, council’s Project Management Framework, which has a set of phases through which the project progresses, with an associated list of deliverables at each stage.

Using a standard project framework at council ensures:

- consistency of project approach and language across all business areas
- systematic monitoring, control and supervision
- improved project success.
# Next Steps

## Step 1
**Initial contact**
- Project team makes initial contact with the Design Review Manager regarding a new proposal.
- The Design Review Administrator will allocate a date for a review and supply the Design Review Assessment and presentation templates.

## Step 2
**Submission of documentation**
- The project team must submit the draft Design Review Assessment, presentation materials and supporting documentation to the Design Review Administrator two weeks prior to the scheduled review. The final presentation pack to be submitted one week prior to the review date. The Administrator will then distribute the information to the CPDRP.

## Step 3
**Review**
- Project Team /Architect / Designer presents to the CPDRP.
  - Presentation by the project team (20 mins.)
  - Q&A with the project team led by the CPDRP (20 mins.)
  - Discussion and feedback (40 mins.)
  - Project team departs
  - Panel Discussion (40 mins.)

## Step 4
**Recommendations Report**
- A week following the initial presentation, the report writer brings a draft recommendations report to the Chair for consideration.
- CPDRP feedback is incorporated into the recommendations.
- The Chair decides upon the final recommendations – whether to support the project or not, and whether there are any issues requiring escalation.
- Final recommendations will be sent to the project team within 2 weeks after the review by the Design Review Administrator.

## Optional Material
Optional material to be included in the document which should be no more than 20 A3 Pages:
- Site map
- Site photographs
- Floor plans
- Elevations and sections
- Perspective drawings
- Animations

## Location and Length of Reviews
- Location: 135 Albert Street, Level 14 meeting rooms.
- Time: 2 - 3 hrs
- Note: The length of time the reviews take is subject to the complexity and scale of the project.

## Recommendations Report Authorisers
- The Recommendations Report authorisers will be (in sequence) signed by:
  1. Nicole Miller
  2. Ludo Campbell-Reid
Panel membership

To follow are the names of panel members. It is anticipated that members will require up to 2 hours to prepare for and 2.5 hours to attend each meeting.

### Chairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Ludo Campbell-Reid</td>
<td>General Manager, Auckland Design Office</td>
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<tr>
<td>Tim Fitzpatrick</td>
<td>Manager, City Centre Design</td>
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<tr>
<td>Lisa Dunshea</td>
<td>Manager, Design Review</td>
</tr>
<tr>
<td>Nicole Miller</td>
<td>Principal Specialist (Panels)</td>
</tr>
<tr>
<td>Gabriel Seo</td>
<td>Team Leader, Design Review</td>
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### Urban Designers

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Ainsley Verstraeten</td>
<td>Leo Jew</td>
</tr>
<tr>
<td>Alan Gray</td>
<td>Melanie McKelvie</td>
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<tr>
<td>Chris Butler</td>
<td>Peter Joyce</td>
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<tr>
<td>John Stenberg</td>
<td>Sarah Coady</td>
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<tr>
<td>Karin McCoach</td>
<td>Sarah Lindsay</td>
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<td>Cross-Council Multi-Disciplinary Specialists/Experts</td>
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<td>---------------------------------------------------</td>
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<td><strong>Specialist Expertise</strong></td>
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<td>Activation</td>
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<td>Arboriculture and Urban Forest</td>
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<td>Area Planning</td>
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<td>Environmental</td>
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<td>Public Art</td>
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<td>Safety Design</td>
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<td>Community Services</td>
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<td>Community Facilities</td>
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<td>Engineering / Stormwater</td>
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<td>Heritage</td>
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<td>Universal Access and Design</td>
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Meeting Etiquette

The Panel has agreed upon the meeting etiquette outlined below. It was established that the chairperson presiding over a meeting has the ultimate responsibility for the conduct of attendees during that meeting. The chairperson has the mandate to hold each meeting attendee accountable to the standards agreed upon by the team. Set out below are the common themes around review protocols.

**Chairperson Guidelines**

- Be succinct, do not ramble
- Set perimeters and objectives at start of meeting
- Ask for objections (otherwise all in agreement)
- Call contributors by name in the order they are to speak
- Limit time for each contributor
- Table non-related discussions to be followed-up later
- Be strong enough to cut off verbal clutter
- Manage those who dominate verbally or aggressively
- Time keeper of agenda items to stay within timeframes

**Team Guidelines**

- Accept or decline each meeting request
- Prep work prior to meeting
- Be punctual
- No mobile phones (unless emergency)
- Professional treatment of each other
- Stick to individual areas of expertise
- Don’t monopolise meeting time
- Only one person speaks at a time
- Stay on topic
- Active listening
- Wait for others to finish speaking
- Respectfully listen to others points of view

Commitment to the team and regular attendance at the meetings is crucial to the success of the review process.

Review dates and times will be scheduled through Outlook Calendar and emailed by the Design Review Administrator. Please ensure that you always send accept or decline responses.

The Design Review Administrator will review the briefing report and notify review team members who are identified as having specialist technical expertise, to let them know if they are required to review a project.
Sample Projects

**Waiheke Library**

**Awards:**
- 2015 Public Library of the Year Nominee - Danish Ministry of Culture.
- NZ Property Council Awards 2015 - Excellence in Education and Arts and Merit in Green Building.
- NZ Commercial Project Awards 2016, National Category and Gold awards - Commercial Project $5 Million – $15 Million National Category and Gold awards - Commercial and Civic

**Tepid Baths**

**Awards:**
- 2012 NZ Project Management Institute Public Sector Project of the Year award
- NZ Recreation Association Awards - Outstanding Project category

**Dominion Road Transport**

**Awards:**
- Resene Overall Winner and Commercial Architecture Excellence Award - 2015
- NZ Wood Resene Timber Design Award

**Devonport Library**

**Awards:**
- NZ Commercial Project Awards 2016, National Category and Gold awards - Commercial Project $5 Million – $15 Million National Category and Gold awards - Commercial and Civic
YOUR GUIDE TO
DESIGNING
BUILDING &
DEVELOPING

VALUE by
DESIGN
The ADM has design
guides for detached,
homes, terraces,
apartments

MAXIMISING
AUCKLAND
Case Studies that
show case the best
developments from
Auckland & abroad

STEP-by-STEP
GUIDES
Checklists & tools to
streamline the
development of your
next home

GO TO AUCKLANDDESIGNMANUAL.CO.NZ | FOLLOW ADMBLOG.CO.NZ

Find out more:
phone 09 301 0101
or visit www.aucklandcouncil.govt.nz