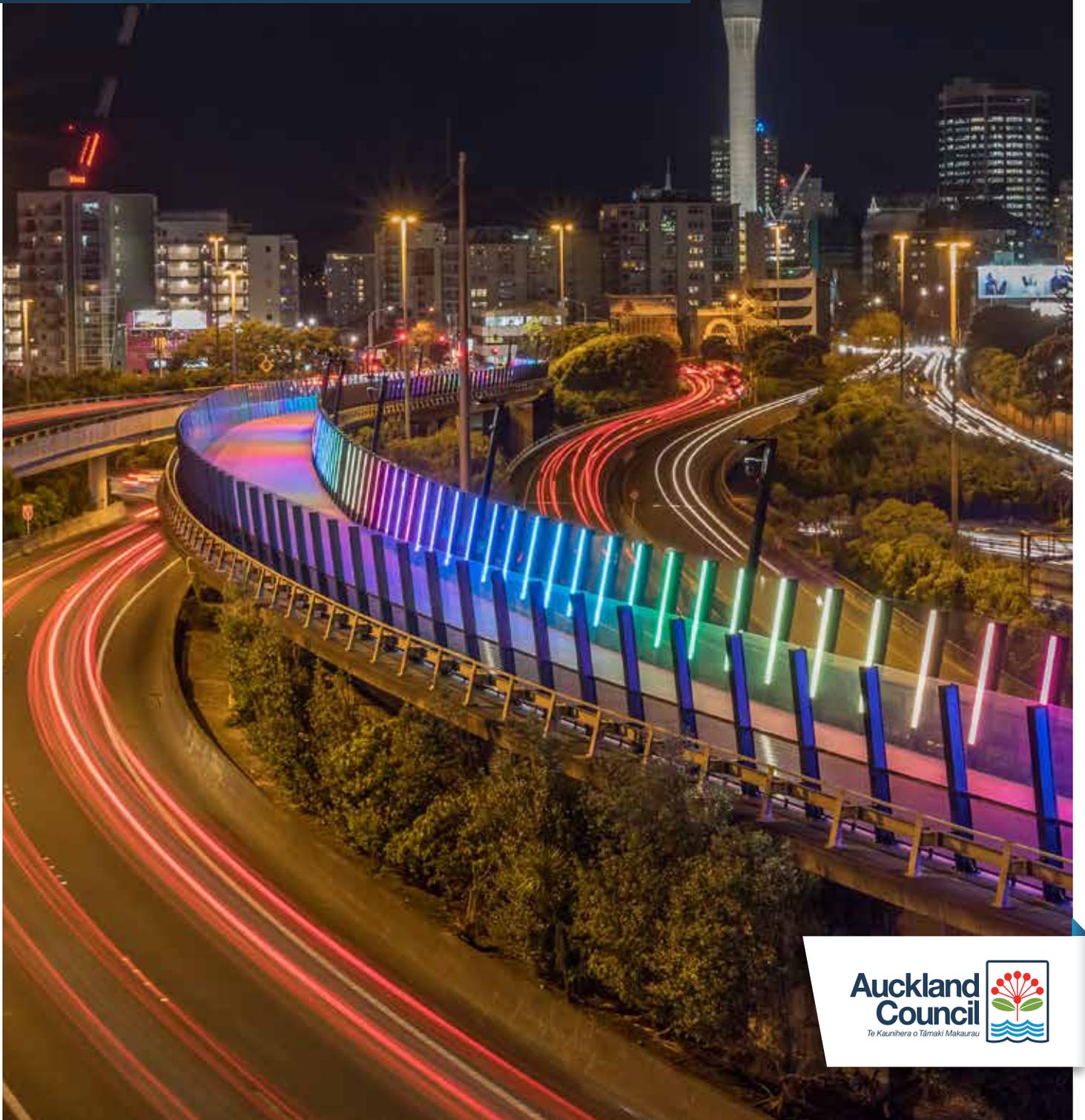


AUCKLAND DESIGN OFFICE

# 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](mailto: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

<https://at.govt.nz/about-us/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:

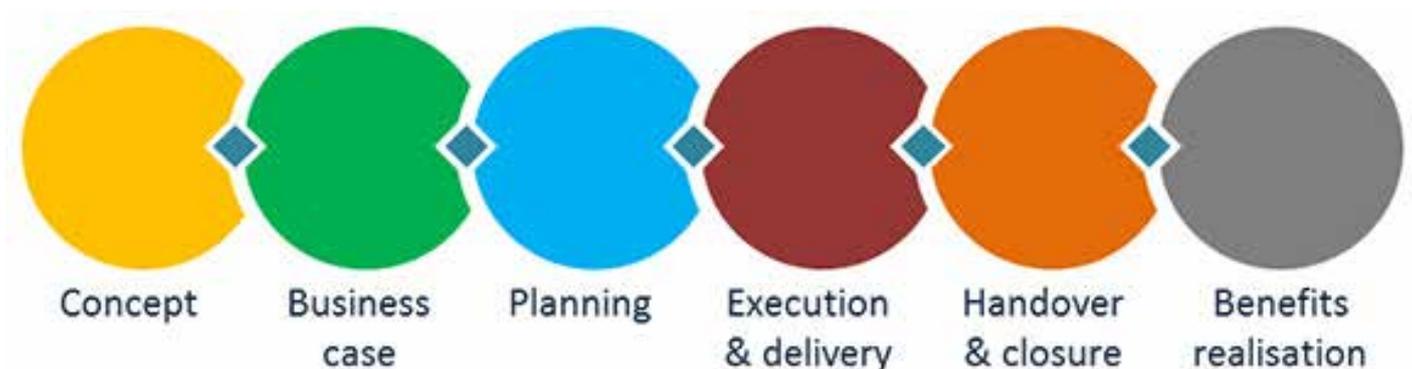
Project initiation	Project brief, scope and criteria
Design concept	Concept design determined against brief
Detailed design	Refinement of design and plans
Project delivery	Post feedback loop, identification of lessons learnt, procurement

## 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

<p>Step 1</p>	<p><b>Initial contact</b></p> <p>Project team makes initial contact with the Design Review Manager regarding a new proposal.</p> <p>The Design Review Administrator will allocate a date for a review and supply the Design Review Assessment and presentation templates.</p>	<p>Project team to determine:</p> <ul style="list-style-type: none"> <li>• Project overview and objectives,</li> <li>• Current stage of project (eg concept, detailed design), and</li> <li>• Alignment with Auckland Plan, Unitary Plan and best practice guidance linked to the Auckland Design Manual.</li> </ul>
<p>Step 2</p>	<p><b>Submission of documentation</b></p> <p>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.</p>	<p>Optional material to be included in the document which should be no more than 20 A3 Pages:</p> <ul style="list-style-type: none"> <li>• Site map</li> <li>• Site photographs</li> <li>• Floor plans</li> <li>• Elevations and sections</li> <li>• Perspective drawings</li> <li>• Animations</li> </ul>
<p>Step 3</p>	<p><b>Review</b></p> <p>Project Team /Architect / Designer presents to the CPDRP.</p> <ul style="list-style-type: none"> <li>• Presentation by the project team (20 mins.)</li> <li>• Q&amp;A with the project team led by the CPDRP (20 mins.)</li> <li>• Discussion and feedback (40 mins.)</li> <li>• Project team departs</li> <li>• Panel Discussion (40 mins.)</li> </ul>	<p>Location and length of reviews:</p> <p>Location: 135 Albert Street, Level 14 meeting rooms.</p> <p>Time: 2 - 3 hrs</p> <p>Note: The length of time the reviews take is subject to the complexity and scale of the project.</p>
<p>Step 4</p>	<p><b>Recommendations Report</b></p> <ul style="list-style-type: none"> <li>• A week following the initial presentation, the report writer brings a draft recommendations report to the Chair for consideration.</li> <li>• CPDRP feedback is incorporated into the recommendations.</li> <li>• The Chair decides upon the final recommendations – whether to support the project or not, and whether there are any issues requiring escalation.</li> <li>• Final recommendations will be sent to the project team within 2 weeks after the review by the Design Review Administrator.</li> </ul>	<ul style="list-style-type: none"> <li>• If approval is not gained, then the project needs to be escalated by the project leader to their Manager.</li> <li>• The Manager will then discuss and resolve the issues regarding the project with the Manager Auckland Design Office.</li> <li>• The Recommendations Report authorisers will be (in sequence) signed by:             <ol style="list-style-type: none"> <li>1. Nicole Miller</li> <li>2. Ludo Campbell-Reid</li> </ol> </li> </ul>



Te Oro Music and Arts Centre

# 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

Ludo Campbell-Reid General Manager, Auckland Design Office	Tim Fitzpatrick Manager, City Centre Design
Lisa Dunshea Manager, Design Review	Nicole Miller Principal Specialist (Panels)
Gabriel Seo Team Leader, Design Review	

## Urban Designers

Ainsley Verstraeten	Leo Jew
Alan Gray	Melanie McKelvie
Chris Butler	Peter Joyce
John Stenberg	Sarah Coady
Karin McCoach	Sarah Lindsay

## Cross-Council Multi-Disciplinary Specialists/Experts

### Specialist Expertise

Activation

Arboriculture and Urban Forest

Area Planning

Environmental

Public Art

Safety Design

Community Services

Community Facilities

Engineering / Stormwater

Heritage

Landuse and Transport

Māori Design

AT Operations and Maintenance

AT Public Transport

Sustainability

AT Transport Strategy

ADO Urban Design

AT Urban Design

Universal Access and Design

AT Walking and Cycling

# 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	Team Guidelines
<ul style="list-style-type: none"> <li>• Be succinct, do not ramble</li> <li>• Set perimeters and objectives at start of meeting</li> <li>• Ask for objections (otherwise all in agreement)</li> <li>• Call contributors by name in the order they are to speak</li> <li>• Limit time for each contributor</li> <li>• Table non-related discussions to be followed-up later</li> <li>• Be strong enough to cut off verbal clutter</li> <li>• Manage those who dominate verbally or aggressively</li> <li>• Time keeper of agenda items to stay within timeframes</li> </ul>	<ul style="list-style-type: none"> <li>• Accept or decline each meeting request</li> <li>• Prep work prior to meeting</li> <li>• Be punctual</li> <li>• No mobile phones (unless emergency)</li> <li>• Professional treatment of each other</li> <li>• Stick to individual areas of expertise</li> <li>• Don't monopolise meeting time</li> <li>• Only one person speaks at a time</li> <li>• Stay on topic</li> <li>• Active listening</li> <li>• Wait for others to finish speaking</li> <li>• Respectfully listen to others points of view</li> </ul>

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



Devonport 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

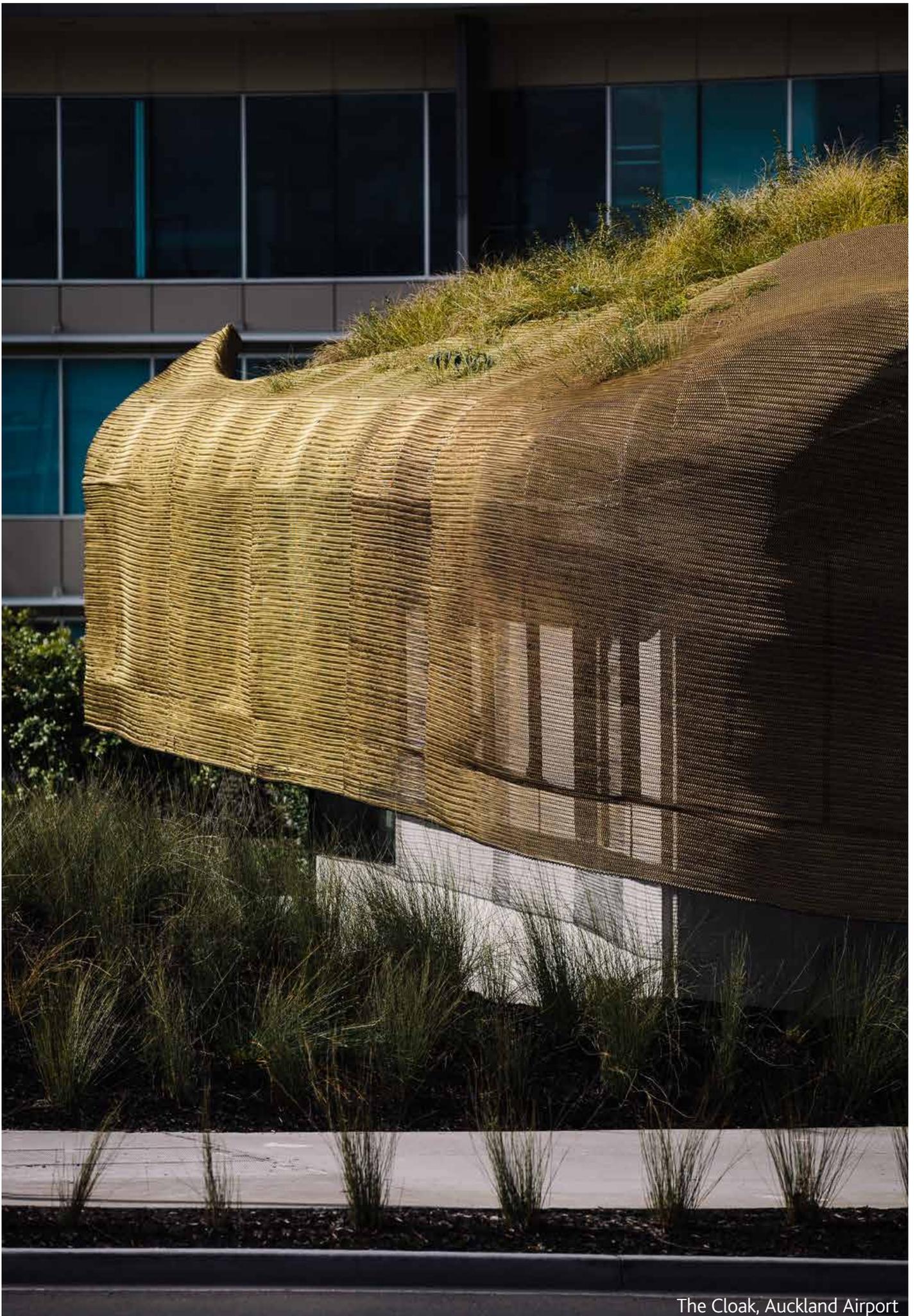


Waiheke Library



## Awards:

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



The Cloak, Auckland Airport

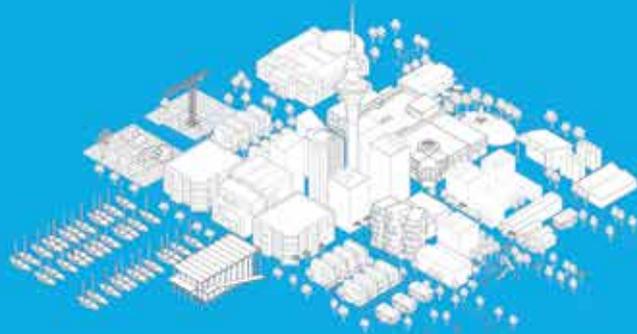


# AUCKLAND DESIGN MANUAL

TE PUKA WHAKATAIRANGA | A TAMAKI MAKAURAU



## YOUR GUIDE TO DESIGNING BUILDING & DEVELOPING



### VALUE by DESIGN

The ADM has design guides for detached, homes, terraces, apartments



1

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



2



### STEP-by-STEP GUIDES

Checklists & tools to streamline the development of your next home



3

GO TO [AUCKLANDDESIGNMANUAL.CO.NZ](http://AUCKLANDDESIGNMANUAL.CO.NZ) | FOLLOW [ADMBLOG.CO.NZ](http://ADMBLOG.CO.NZ)

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