

URBAN DESIGN UNIT

Terms of Reference: Council Projects Design Review Panel



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Devonport Library

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 Urban Design Unit.

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 Urban Design Unit
- 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 Design Manual. 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: 'Our Development Strategy'

Transformational Shift: "Radically improve the quality of urban living"

Auckland Design Manual (ADM)

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

Transport Design Manual

<https://at.govt.nz/about-us/manuals-guidelines/transport-design-manual/>



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:

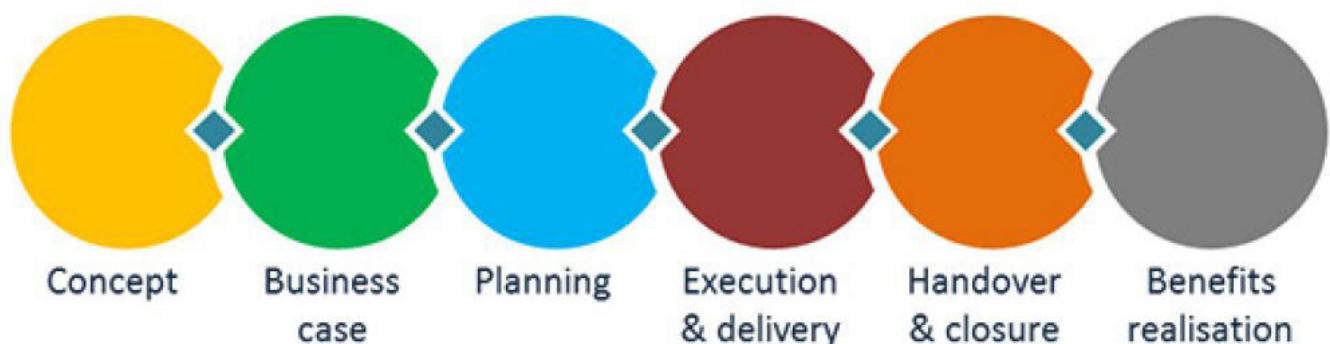
Project initiation	Project brief, scope and criteria
Design concept	Concept design determined against brief
Detailed design	Refinement of design and plans
Project delivery	Post feedback loop, identification of lessons learnt, procurement

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

Step 1	<p>Initial contact</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"> • Project overview and objectives, • Current stage of project (eg concept, detailed design), and • Alignment with Auckland Plan, Unitary Plan and best practice guidance linked to the Auckland Design Manual.
Step 2	<p>Pre-Panel Meeting</p> <p>A pre-Panel meeting will be held before a panel date is given to ascertain where the project is at and agree Panel members and presentation material.</p>	<ul style="list-style-type: none"> • This pre-Panel meeting should include the Chair, Urban Design Specialist, Council Project Lead, Design Project Lead, Programme Lead and Programme Administrator.
Step 3	<p>Submission of documentation</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"> • Site map • Site photographs • Floor plans • Elevations and sections • Perspective drawings • Animations
Step 4	<p>Review</p> <p>Project Team /Architect / Designer presents to the CPDRP.</p> <ul style="list-style-type: none"> • 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.) 	<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>
Step 5	<p>Recommendations Report</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • If approval is not gained, then the project needs to be escalated by the project leader to their Manager. • The Manager will then discuss and resolve the issues regarding the project with the Manager Urban Design Unit • The Recommendations Report authorisers will be (in sequence) signed by: <ol style="list-style-type: none"> 1. Michael Nettleship 2. Lisa Dunshea



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

Lisa Dunshea Manager, Urban Design Unit	Melanie McKelvie Team Leader, Design Review
Nicole Miller Team Leader, Urban Design Strategy and Projects	Chris Butler Team Leader, Design Review
Michael Nettleship Design Review Panels Lead	

Urban Designers and Landscape Architects

Ainsley Verstraeten	George Weeks
Sheerin Samsudeen	Andrew Henderson
Yu-Ning Liu	Jennifer Esterman
John Stenberg	Georgia Fear
Karin McCoach	Stephen Quin

Cross-Council Multi-Disciplinary Specialists/Experts
Specialist Expertise
Activation
Urban Design
Arboriculture and Urban Forest
Area Planning
AT Facilities Management
AT Metro
AT Urban Design
AT Walking and Cycling
Community Facilities
Environmental
Heritage
Māori Design
Parks Services
Public Art
Safety Design / CPTED
Stormwater / Healthy Waters
Sustainability
Transport Strategy
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"> • 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 	<ul style="list-style-type: none"> • 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



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



Karangahape Road Streetscape



Hurstmere Road Streetscape



Waiheke Library



Awards:

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



MIT

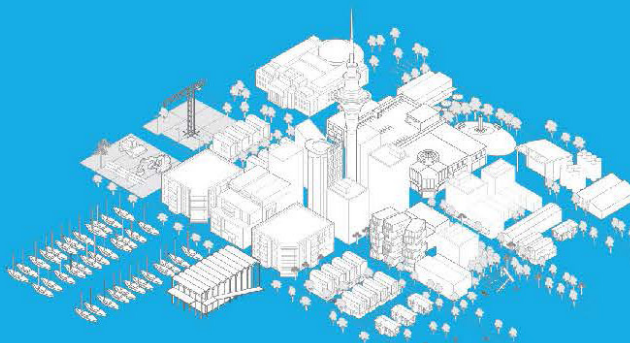


AUCKLAND DESIGN MANUAL

TE PUKA WHAKATAIRANGA | A TĀMAKI MAKĀURAU



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

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