**New Zealand Urban Design Protocol**

**Action Plans**

Attached is a suggested format for putting together your action plan to implement the Urban Design Protocol. It is not compulsory for you to use this format for your action plan, but rather might provide some ideas as you get started in preparing an action plan for your organisation. Using this format will help ensure consistency and make it easier to put together a national report on what actions are being undertaken. The suggested format also includes an example from the Ministry for the Environment’s action plan.

You have only one mandatory action: appointing an Urban Design Champion for your organisation when you sign up to the protocol. That is someone influential at a senior level who can promote and champion urban design, and who can challenge existing approaches throughout your organisation. The Ministry for the Environment is currently preparing information on how to select a champion for your organisation. We estimate this information will be available on the Ministry website at the end of May and will inform you when it is.

The Urban Design Action Pack has a list of ideas for additional actions and examples of the sort of actions your organisation might take to implement the Protocol.

As a signatory you will also be asked to monitor and report to the Ministry on the implementation of your action plan. The ‘Action Pack’ offers a guide to the type of information you should be collecting, including an indicative monitoring questionnaire. Using this format for putting together your action plan will also make it easier to carry out your monitoring.

**Key dates:**

8 September 2005 Signatories provide action plan to the Ministry for the Environment

8 September 2006 First monitoring report due at the Ministry

**Action Plan for (name of signatory)**

**Contact details:**

***Name***

***Position***

***Organisation***

***Email***

***Phone***

***Postal***

**Details for your appointed Urban Design Champion:**

***Name***

***Position***

***Email***

***Phone***

***Postal***

**Additional actions:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description of your action** | **Timeframe** | **Who will be involved** | **Indicative budget** | **Key anticipated outcomes** | **Key anticipated benefits** | **Links to 7 Cs** |
| Include a brief description of your project. | Include start and finish  dates if known | Include key people or teams from your organisation and/or other organisations | Include staff and operating dollars in known | Include details of the outcomes from the project | Include a list of benefits and for whom | How would this project contribute to some or all of the 7 Cs in the Urban Design Protocol? |
| *For example: Develop a national programme of urban design continuing professional development.* | *March – April 05 programme development, May 05 onwards, workshops held.* | *MfE Urban Team, New Zealand Planning Institute, other professional institutes,* | *$10.000 plus up to 0.2 FTE* | *A series of national workshops for all professionals involved in urban design – architects, planners, landscape architects, traffic engineers, resource managers, civil engineers, and property developers.* | *Hands on experience in applying urban design techniques for all professions. Urban professionals are able to apply urban design techniques in their own jobs and workplaces.* | *Collaboration: recognises the importance of training in urban design at the national level* |