

# 4.0 Master Plan Report

## Background

The intention of the design assurance review is to look at completeness of documentation and process. To ensure that project design teams support the design assurance process, it is important to clearly articulate what will be reviewed so that project design teams have a clear understanding of what is expected.

This document outlines those requirements for a **masterplan report**.

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# Purpose of a Master Plan Report

The purpose of a masterplan report for Te Whatu Ora projects is to:

- a) provide the broader campus organisation and forecast information that underpins all future site development.
- b) provide the project design team with the broader campus planning information on the project.
- c) provide broader insight into the condition of current facilities, site access, environmental analysis and risk, orientation, site density, engineering services etc.
- d) enable the project design team to confirm that their project aligns with the approved masterplan or otherwise challenge what is in place.

## Why do we ask to see this document?

The masterplan report should outline the proposed staged future growth of the campus. Access to this as part of the design assurance (DA) process provides us assurances that the project design team has considered and responded to the relevant site conditions, goals, and future planning aspirations for the campus.

## When do we expect to see this document?

The masterplan report should be completed as a separate design investigation process and ideally be provided in anticipation of the project that is currently undergoing DA.

We expect to see the document at the beginning of DA processes.

NB: The masterplan report is considered a key reference document and only needs to be issued once.

- Test to Fit
- Concept Design

# What do we expect to see as part of design assurance review?

Transparency of process is important, so that key information is captured, analysed, and reported.

During the DA review we will be looking to see the following:

Requirement	Description	Expectation	Insufficient
1. Alignment with the Clinical Services Plan (CSP)	The master plan should address the required growth and direction of future clinical services. Often, the current health services require infrastructure expansion to accommodate projected health service demand.	✓ The masterplan report should reflect the future facility profiling that has been outlined in the CSP. This alignment should also be referred in the Functional Design Brief.	✗ Examples of insufficient information include not allowing for the required future facility expansion as outlined in the CSP.
2. Evidence of site context, environmental analysis, challenges, regulatory requirements, and features	Undertaking a site assessment provides a point in time review of the site features and constraints which will inform future design requirements.	✓ A thorough and robust site analysis and risk assessment should be provided in the masterplan report.	✗ Examples of insufficient information include not providing all the site information for future project teams.

Requirement	Description	Expectation	Insufficient
<p>3. Evidence that a gap analysis process has been undertaken that, states the condition of current building stock and engineering services capability as compared to future facility requirements.</p>	<p>Determining the gap between current and required infrastructure forms the basis for forward scope determination, planning, costing, and brief requirements.</p>	<p>✓ The masterplan report should capture the considered assessment process that reviews current site, building and engineering services condition and capability so that mapping of required clinical services into appropriate accommodation is achieved.</p> <p>Project teams need to take into consideration the planning already in place and respond accordingly to all areas of impact and alignment.</p>	<p>✗ Examples of insufficient information include not providing this infrastructure gap analysis.</p>
<p>4. Drawings that demonstrate the staged development of the campus and proposed facility.</p>	<p>Designers should be aware of all future forward planning that has been undertaken for the campus.</p> <p>The proposed facility should be in alignment with the master plan.</p>	<p>✓ The Master Plan Report should contain the staged master plan drawings. An overlay drawing of the proposed facility within the relevant master plan stage should also be provided in the project design report to demonstrate alignment.</p>	<p>✗ Examples of insufficient information include providing the final master plan drawing only and not illustrating the changes that will occur during each stage (including decanting)</p>

# Questions or further assistance?

For any questions, please contact [facility.design@health.govt.nz](mailto:facility.design@health.govt.nz) and one of the Facility Design and Advisory team will be in touch.