

Streets for People 2021-24

Project Scope for Implementation Funding

Context

This document is for Streets for People project teams to outline their application for implementation funding. Please use this as a guide – feel free to add sections as appropriate for your project/s.

At this stage Waka Kotahi expects a high-level plan, which can be adapted during the engagement process.

Project/s objectives (200 words or less)

The project objectives are to work alongside our partners and community to improve the safety and attractiveness of using active transport for daily journeys around two areas in Te Tairāwhiti, and create areas for gathering:

- To enable safer crossing of SH 35 in Uawa to link the cycle trail being installed to both sides of the community, currently bisected by SH35 which is seen as a barrier to use, especially for younger children, due to the high volume of traffic and logging trucks
- To attract people using active transport to the township centre of Uawa as well as providing a safe rest stop for commercial and private drivers to reduce fatigue and increase the amount of time spent in the township (near shops and where they park)
- To enhance the area on Grey street connecting the CBD and the new public facilities (pump track; revamped skate park; and new information centre (at early stages of project))

These projects will improve the health and the safety of the people in our communities by making active transport a more attractive and normal mode of travel, enhancing connection to place and increasing the vibrancy of our town centres. The projects will also improve the existing wayfinding (relating to culture and environment) around both areas.

Project/s prioritisation/methodology – for each proposed project:

- Provide your rationale for using Streets for People methodology (e.g. quick, low-cost, scalable improvements, adaptive planning, activations, community engagement etc.)
- Provide your proposed implementation approach, e.g. will elements of the projects be: demonstration (one day to one month), pilot (one month to one year), interim (five+ years), permanent, or a combination of these approaches?
- Rank each project in terms of priority (top priority being no 1) and provide a short reason for your prioritisation

A series of discussions were had with a range of stakeholders in the Gisborne region to prioritise the projects outlined in the EOI. The stakeholders included: Sport Gisborne, Tairāwhiti Adventure Trust; Tapuwae Tairāwhiti Trails; Waka Kotahi (regarding work on SH35); Civil Assist., liaison with local iwi at each site (as part of the wider projects happening in the areas) has been happening via our partners Tairāwhiti Adventure Trust and Tapuwae Tairāwhiti Trails. The group identified two projects as highest priority for SfP funding. These are the Uawa Cycle Trail crossings of SH35, and the Grey Street Linear Park.

Uawa Crossing and Meeting Point

There is a cycle trail being installed in the Uawa area to connect to key destinations and enable active transport around the township. The cycle trail has been started, funded currently by the Gisborne District Council. The cycle trail needs to cross SH35 safely to enable the community to use it to its full potential. Adjacent to the most logical crossing point is a small meeting space/community park which is due for rejuvenation and could be better utilised as an attractive resting place for commercial drivers as well as for local residents.

- a) Streets for People methodology is well suited to this project because it will allow us to activate the meeting space and codesign its rejuvenation with community and key stakeholders. There is plenty of scope for community input here and for adaptive improvements.

The Uawa Cycle Trail was marked as the top priority by our project partners as it will let us trial the crossing site/s and crossing layout with low-cost, temporary materials and adapt it in response to feedback. While there is less space for codesign of the crossing than the meeting space due to the constraints of working on the state highway, there is scope for adapting the layout and location of the crossing/s in response to data and feedback. The crossing is critical to the success of the cycleway and needs to be fit for purpose for the local community and for the high volume of logging trucks using SH35. Using an adaptive and progressive methodology will give us confidence that the permanent solution will meet the needs of all stakeholders and be successful in building social licence for permanent change.

- b) Crossing SH35 and connecting the trails with the meeting space It is proposed that the meeting space will be codesigned with community through a series of activations and the final iteration of that process will be a pilot trial of up to one year. Our goal is that the design of this space will be community-led and reflect what the community wants. This process will also give us a physical touch-point for community to inform them and to seek feedback about changes to the adjacent crossings. The one-year pilot will enable us to monitor the use year-round as the visitor population can increase significantly in the summer. Some of the items at the meeting place may be able to stay in place for several years (until they need replacing) – this will likely include some furniture and some of the art and planting

In terms of the crossing/s and connecting the trails on SH35 some elements of this project will be pilot and some interim. During community engagement we will be seeking feedback about the key outcomes of the project and what success looks like. There is scope for community input on the layout, location and materials of the crossings, within the limits of the roading environment. We will also be explaining to community what the constraints are

After initial engagement, pilot installation/s will be put in place and their impact will be assessed using qualitative and quantitative measures. We will adapt these installations in response to data and feedback. Depending on the outcomes, more than one crossing point may be trialled. These pilot installations may be in place for up to one year.

- c) This project was considered the top priority as it will enable the whole community to use the cycle trail being installed. The local school, for example, has identified that without a safe crossing point they are not happy for students to cycle the full trail. Thus, the crossing on the state highway is a key part of the project and being able to trial the location will enable the cycle trail to be fully used as well as improving the safety for all people crossing the state highway at these point/s.

Grey Street Linear Park

- a) Streets for People methodology would be perfect for this site as a number of items can be tested and adapted as needed. A linear park has not been trialled in the Gisborne region to date so being able to test out the location and layout(s) will be beneficial. The process of doing this will enable us to involve community in the process, with the outcome that the final design has been codesigned and tested with community.
- b) The implementation approach for this park will be a combination of demonstration events and activations and a longer-term pilot installation. We would work with our partners, particularly Tairāwhiti Adventure Trust, to design and deliver demonstration events which would test different layouts. Data and feedback collected during these would be used to design a one year pilot of a linear park. Similar events delivered in partnership would then activate the area during the year (e.g. at the Arts Festival), demonstrating its potential.

- c) This project was identified as the second priority (very close to being evenly ranked with the Uawa project). The installation of the pump track and upgrade of the skate park mean the number of users in the area has increased and having a connection to the CBD will enable higher usage as those walking/cycling will want to investigate more. Our goal is to increase the number of people using active and low carbon modes of transport to access and to move through the Gisborne CBD for recreation and transport. This will help to normalise these modes of transport and increase mode shift. It will also help business owners in the CBD to see the value added by a space that is more people friendly, and encourages visitors to stay longer (and spend money) in their vicinity.

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

Project/s description – include maps/photos if available (suggest no more than 700 words per project)

Uawa Crossing and Meeting Point

This project is part of the wider cycle trail project currently being undertaken in the area. The community are really excited about the cycle trail and the ability for their tamariki to safely move themselves around the township. One key part of the project is how to cross the main street (State Highway 35) safely – there are a large volume of logging trucks using this area. These trucks also provide a significant amount of income for the local businesses so car parking for trucks also needs to be catered for.

There is also a small under-used meeting area in the township which is earmarked for rejuvenation. This would provide a space not just for the community to meet but also a place for truck drivers, and other long distance drivers, to have a comfortable rest space close to the businesses. Rest stops for long distance drivers can reduce fatigue, which is one of the major contributors to crash statistics on the East Cape roads.

During the project we will design, test, and activate new layouts of the crossings and the meeting space with community. We will continually monitor the impact of these installations and adapt them in response to data and feedback. Our goal is more local people using the cycle trail and using low-carbon ways of transport to move around the Uawa Township for transport and for recreation. It is also increased use of the local meeting area by long distance commercial drivers and by the local community. We expect this project to create an increased connection to place and pride in the local township, cycleway and surrounds. Ultimately we want to improve the safety and health of our community with the successful delivery of this project.



Outline of cycle trail in with key parts of the community indicated in red



View of Uawa township



Te whakairo o Hingangaroa raua ko Iranui – current meeting space

Grey Street Linear Park

This project is to create a linear park area connecting the CBD to the area around the Information Centre – this area has had a new pump track installed recently and the skate park is being re-vamped and due for completion in 2022. The information centre is also planned for an upgrade. The Tairāwhiti Adventure Trust have been responsible for the delivery of these projects – with the support of GDC for use of Council land. In order to link the CBD to these sites, and encourage easier (and active) movement between the sites, a linear park is proposed to run along one side of a full block.

We want to work with our partners at Tairāwhiti Adventure Trust and Sport Gisborne Tairāwhiti/ Healthy Families East Cape as well as the wider community to design, implement and activate this linear park. Elements will be adaptive in response to data and feedback, and we envision adding to modular elements over the project life.

Our goal is to increase the number of people using active and low carbon modes of transport to access and move around the CBD, and to increase the amount of time locals and visitors want to spend in the area. Ultimately, we want the linear park to improve the 'people-friendliness' and attractiveness of the CBD area.



View of section of Grey Street for proposed linear park

Grey Street – Alignment with Spatial Plan & ONF



Alignment with Spatial Plan

Grey Street Objectives



Streets for People – Key Elements

Key locations around the Grey Street area

Communications and Engagement (C&E) – high-level approach, including a couple sentences on each of these key points:

- Communications and Engagement objectives/principles
- Communications and Engagement approach
- Audience/stakeholders
- High-level key messages

- Communications and Engagement objectives/principles
 - to ensure stakeholders, the general public, and all councillors understand the rationale and methodology behind the projects and decisions made through the project lifespan, feel welcome to contribute and understand when and how they can be involved.
 - We want to invite community and stakeholders to participate and contribute to the project, and to be clear about the opportunities available in this approach that are not in more traditional roading projects. E.g. "Goal – safe crossings for our kids and kaumatua (image of child in local school uniform on bike, senior on mobility scooter, use SH35, ideally with logging truck in background).
 - ideally, we want this to be seen as 'our' project, not 'Council's' project by the respective communities
 - we will be clear and transparent in our communications in everyday language about what is happening now, why, how you can be involved and next steps
 - Our C&E approach will be a conversation, rather than a directive, that continues through the project lifespan
 - We will engage face to face, in community spaces wherever possible

- Communications and Engagement approach

We will work with our project partners to identify our key stakeholders and carry out a 'stocktake' of all available communication channels we have as a collective to reach them. With this group, we will also identify what information and input we are seeking from key groups within the community (e.g. school community, disability advocates, commercial drivers, affected businesses) across the project lifespan. We will work with our delivery partners to use appropriate approach, language and images – we want the Uawa residents to see their families and communities reflected in the language and images used in all project communications.

We will engage expert advice (internal or external, depending on capacity) to create a detailed C&E plan for each project using this information. This will be signed off by our project governance group.

We will reach out via a number of methods to ensure we get a cross section of the public seeing the information – this will include social media updates, community meetings, newspaper and radio coverage as well as our partner channels (school newsletters, community group Facebook pages etc). The Journeys team at GDC currently engage an external provider to assist with C&E and that company will also be engaged to support GDC internal comms team with input from the project team

Engagement will happen onsite through activations of the various spaces, user experience audits by different stakeholder groups, events delivered by our project partners (Sport Gisborne, Tairāwhiti Adventure Trust), involvement of local stakeholders in monitoring activities as well as with more traditional workshops and meetings. Wherever possible, these will be held either onsite or at community owned spaces such as marae and schools.

- Audience/stakeholders – groups already involved in the spaces (eg Tairāwhiti Adventure Trust – see examples of community events at end of this section); iwi; community groups such as schools and churches, local businesses in the affected areas, disability and cycle advocates, commercial drivers.
- High-level key messages
 - Uawa - "Help us create safer crossings for our kids and kaumatua (image of child in local school uniform on bike, senior on mobility scooter, use SH35, ideally with logging truck in background).

"Help us create welcoming spaces for our locals AND our visitors – relax and recharge in Uawa. Image features truck drivers relaxing in sun with locally branded food, newspaper etc.

Grey St - Connecting up our coolest assets. Come to ride, stay to relax (image of skate park, pump track, local family, coffee shop).

It's our space – help us make it feel like your space.

**RECENT COMMUNITY EVENT - PUMP TRACK OPENING & CROSSING ACTIVATION
PUMP TRACK PARTY - FREE FOOD, BIKE SERVICING, PRO RIDER DEMOS, GIVEAWAYS**



**RECENT COMMUNITY EVENT - PUMP TRACK OPENING & CROSSING ACTIVATION
KIDS FOOTPATH ART - TO BE INCORPORATED INTO FUTURE FACILITIES SIGNAGE**



- Pump Track Opening - undertaken by the Tairāwhiti Adventure Trust

Monitoring and Evaluation (M&E) – high-level approach, including a couple sentences on each of these key points:

- Broad approach to M&E
- Who will be involved in developing your approach (e.g. internal leaders, elected members, community partners, consultants etc)?
- How M&E is going to link with C&E and trial process
- Initial thoughts on:
 - baseline data collection
 - types of measures that might be important for your project objectives (combination of qualitative and quantitative)

Uawa

Success for this project is more local people using the cycle trail and using low-carbon ways of transport to move around the Uawa Township for transport and for recreation. We expect from this for there to be an increased connection to place and pride in the local township, cycleway and surrounds. Success is also increased use of the local meeting area by long distance commercial drivers and by the local community.

Placement of crossings of SH35, and perceptions of crossing safety of SH35, are critical to success. Therefore some measures will be explicit to these crossings.

We will refine our definition of success with our project partners and during initial engagement with key stakeholders. Metrics will be further developed from this and sense-checked by our project partners, and monitoring will be done by project partners and key stakeholders as well as the project team. In this way, M&E will be tightly linked with C&E throughout the project life and relevant measures will be linked to trial implementations and activations.

Key stakeholders are Gisborne District Council including leadership and elected members, Tolaga Bay Area School, who want to connect their school bike track to the wider community, Sacred Heart Catholic Church (on cycleway, want to see congregation using AT), Tapuwae Tairāwhiti Trails, all local residents, businesses catering to long distance drivers (Cottles Café, Roll Inn Foodbar, GAS Tolaga Bay).

Example approach:

1) Agree on success definition with project partners and develop key metrics

2) Seek feedback on success definition and metrics from key stakeholders at initial workshop, and refine if needed. Have detailed M&E plan signed off by project leaders.

3) Collect baseline qualitative and quantitative data (some will already be held). This could include:

- Video of current user experience on cycle trail, crossing SH35 and using meeting area. Collect with key stakeholders/user group representatives
- Walking/active transport audit of cycle trail and proposed crossing points by key stakeholders/user group representatives
- Speed and volume data for vehicles along SH35 and other key roads
- Number and type of users currently using shared path areas and skatepark
- Number of people using AT to reach key community destinations (school, church, skatepark, marae, supermarket)
- Locations people use to cross SH35 in project at the moment
- Number of vehicles using parking at crossing points on SH35
- Amount of time spent by commercial drivers and money spent with local businesses (survey data, observation data about truck parking time)
- Perception of safety and attractiveness of AT, especially biking, by key user groups
- Community attendance and involvement in any initial workshops, and quality of outputs

4) Repeat baseline metrics at assessment points through the project, and also measure attendance and engagement in any project events and activations

Grey Street

Success for this project is more people using low carbon modes of transport to move around Gisborne's Town Centre, increased use of the pump track and skate park, and people spending more time in the town centre at the linear park. Success is also improvement in the perception about the safety and attractiveness of the area, and of using low carbon modes of transport in Gisborne. A similar approach to that outlined for Uawa would be developed with the local partners, especially businesses in the affected area, Sport Gisborne Tairāwhiti/ Healthy Families East Cape and Tairāwhiti Adventure Trust, with an emphasis on events and activations that demonstrate the potential of the space.

Health & Safety (H&S) – high-level approach, including a couple sentences on each of these key points:

- Your broad approach to H&S (e.g. incorporating the principles of Health and Safety by Design, seeking Subject Matter Expert support where appropriate, adherence to safety regulations)
- Key safety roles and responsibilities
- How are you going to involve stakeholders in identifying H&S risks?
- How health and wellbeing of project participants is being considered

We have engaged a civil engineering firm to assist with design and also to highlight any potential health and safety risks during the design process. Any proposed works on the road will also have independent road safety audits undertaken.

The civil engineering firm will be responsible for identifying any health and safety risks with a view to engaging experts for any items that raise further queries. Stakeholders will also be involved in identifying risks as the range of input can assist to identify potential risks around how users engage with the areas.

Events and activations will be delivered by event specialists in line with best practice guidelines. A risk management process will be followed.

We will also look after the health and wellbeing of those delivering the project by providing adequate resources to ensure they do not become overwhelmed. Part of this will be engaging experts in areas such as comms and engagement, and monitoring and evaluation to review processes at key points. Another part will be having a clear governance structure, where the project team report regularly to a project management group. This group should consist of local elected members, internal leaders within Council, and ideally management of some project partners. The group will be responsible for decisions at critical points which involve budget, reputational risk to Council, comms support, conflict amongst project partners or project adaptation. In turn, this group will report to the relevant Council committees and groups who will be responsible for the final decision around the path to permanence for the project. This structure provides support to the project team, increases accountability to Waka Kotahi and community, allows Council to manage significant risks and ensures ownership of the project outside of the operational project team.

Procurement – high-level approach, including a couple sentences on each of these key points:

- Your broad approach to Procurement
- Understanding of Waka Kotahi's National Land Transport Programme (NLTP) funding rules around [procurement](#).
- Plans to engage with your council procurement team
- Approach to social procurement (e.g. using local providers and contractors/consultants)

The civil engineering firm we have engaged have done several projects for Waka Kotahi and have worked with their procurement methods. They have also worked with GDC on a number of projects so have a sound knowledge of procurement. We will also work with the GDC procurement team to capture any items they can identify.

Part of the procurement process will be ensuring that a range of attributes can be considered (not just price) i.e. Using local providers is a key element of this.

We will also utilise organisations such as Sport Gisborne Tairāwhiti/ Healthy Families East Cape and Tairāwhiti Adventure Trust for local co-design input.

Wherever possible, we will use local providers for activations and engagement and ensure that they are paid fairly for their time. When engaging with community leaders who are contributing outside of staff working as part of their jobs, we will also ensure that we respect their time, ensure it is used in relevant areas, and pay them for their contribution.

Key GDC staff involved in this project have recently (this year) completed level 6 NZQA Infrastructure Procurement Procedures course for government procurement.

Project/s risks – any currently identified risks (only those you rate as high and extreme), plus brief note on how each risk will be controlled and monitored.

E.g. Resourcing, Death and Serious Injury (DSI), Market Capacity (e.g. availability of materials, consultants etc.), Wellbeing, Communication & Engagement, Budgeting (overspend/underspend).

Risk no.	Risk (what could happen)	Causes (how the risk could happen)	Consequences (impact of risk happening)	Controls & monitoring	Risk Rating
1	State Highway regulations derail project	Stricter rules around changes to the state highway environment make it too difficult to implement any crossing improvements	Extreme. Would prevent the Uawa project from being implemented	We have already engaged with Waka Kotahi to discuss this and are working to understand what is possible around speed changes, road marking, horizontal and vertical delineation.	Extreme
2	Crossing amendments are ineffective/dangerous	Changes make the crossing appear safer to pedestrians but actually increase the risk of DSI	Extreme. Results in death or serious injury	Changes will be designed by roading experts and reviewed by Waka Kotahi and Council experts before implementation. A safety review will be completed after installation	High

3	Material shortage/shipping delays	Current global situation means desired materials are not available in a timely manner.	Iterative approach dependent on being able to quickly implement and amend change. Cannot do this without materials, could lose project momentum and community trust	Try to design initially using readily available materials available in NZ and work delivery timelines into planning.	High
4	Reputational risk to Council	Team and community inexperienced with tactical urbanism, partners unclear about local government processes and timing	Unclear communication with community, negative media coverage	Project Governance Structure in place, with regular reporting from the Project Team and clear lines of decision making Sign off on project plan, M&E and C&E approach and key messaging	High

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

Project cost schedule

This schedule will be included in the funding agreement. Provide a cost schedule for each of the projects you are proposing.

Note that updated and refined cost schedule/s will be required at the two key project milestones: the delivery of the Engagement Plan and delivery of the Scheme Design. These milestones will be defined in the funding agreement.

If you have more than one project, please duplicate the table (one for each project).

	Cost Schedule Item	Cost Details
1	Project name - Project 1 – Safer Crossing on SH35 and community meeting space - Uawa	
2	Monitoring & Evaluation	\$25,750.00
3	Communication & Engagement	\$33 250.00
4	Design	\$33,500.00
5	Implementation (including adaptation costs, maintenance, and removal if required before June 2024)	\$181,900.00
6	Contingency	\$54,880.00
7	Total Project Cost	\$329,280.00
8	Total Funding Amount at 90% FAR	\$296,352.00
9	Your organisation's budget/commitment for ongoing maintenance and/or removal of elements, if required, post-project (i.e. after June 2024).	\$20,000pa Maintenance \$1.8m permanent installation

	Cost Schedule Item	Cost Details
1	Project name - Project 2 – Linear Park, Grey Street	
2	Monitoring & Evaluation	\$25,750.00
3	Communication & Engagement	\$30,750.00
4	Design	\$34,000.00
5	Implementation (including adaptation costs, maintenance, and removal if required before June 2024)	\$214,400.00
6	Contingency	\$60,980.00
7	Total Project Cost	\$365,880.00
8	Total Funding Amount at 90% FAR	\$329,292.00
9	Your organisation's budget/commitment for ongoing maintenance and/or removal of elements, if required, post-project (i.e. after June 2024).	\$20,000pa Maintenance \$1.8m permanent installation

Team contact details

Role (please add as applicable)	Name	Email	Phone no.	Estimated no. of hours per week.
Project co-Leads*	s 9(2)(a) GDC	s 9(2)(a) @gdc.govt.nz	s 9(2)(a)	5
	Tairawhiti Adventure Trust (Grey Street)	s 9(2)(a) .com	s 9(2)(a)	5
	s 9(2)(a) (Uawa)	manager@tairawhititrails.nz	s 9(2)(a)	5
Communications & Engagement Lead - Uawa	s 9(2)(a) (Uawa)	manager@tairawhititrails.nz	s 9(2)(a)	5
Communications and Engagement Lead – Grey Street	s 9(2)(a) (Tairāwhiti Adventure Trust)	s 9(2)(a) .com	s 9(2)(a)	5
Monitoring & Evaluation Lead	s 9(2)(a) - TBC	s 9(2)(a) @hotmail.com		10

*note: co-leads reporting to a co-governance group made up of active transport and playstreets project advocates - TBC