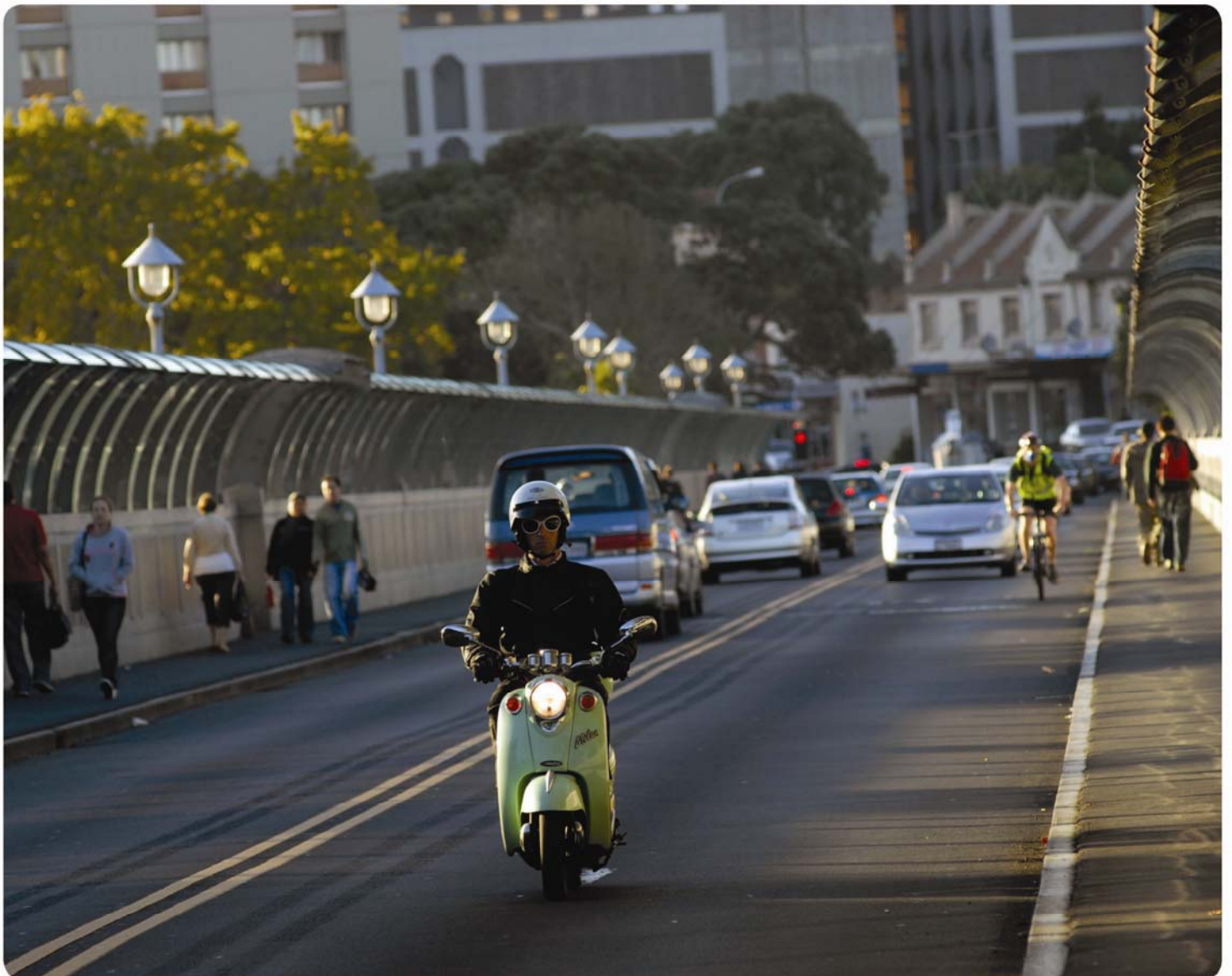


Neighbourhood accessibility plans

Information for local authorities planning for or starting projects



Neighbourhood accessibility plans: Information for local authorities planning for or starting projects

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WAKA KOTAHI

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Introduction

The main purpose of this document is to provide local authorities with information to help plan for and set-up neighbourhood accessibility planning projects.

The document consists of the following sections:

- Neighbourhood accessibility planning overview.
- Neighbourhood accessibility plans in context.
- Neighbourhood accessibility plan delivery.
- Justifying neighbourhood accessibility plan activities.
- Planning for neighbourhood accessibility projects.
- Applying for NZ Transport Agency funding.
- Getting a project started.
- Appendices.

Companion document

Neighbourhood accessibility plans: Guidelines for coordinators provides information on how to carry out neighbourhood accessibility plans.

The development of neighbourhood accessibility planning in New Zealand

Neighbourhood accessibility planning was first trialled in New Zealand under the name of 'Safer Routes.' In 2007, the activity name was changed to 'neighbourhood accessibility planning'. The development of the activity built on experience gained through the NZ Safe Routes to School (SRTS) programme, travel planning and urban renewal projects.

Trials were undertaken in:

- Papatoetoe, Manukau
- Nelson Central
- South Dunedin
- Malfroy Road and surrounds, Rotorua
- Rathgar Road and surrounds, Waitakere
- Greerton, Tauranga
- Fairfield, Hamilton
- South Invercargill.

Much of the information contained within this document and other neighbourhood accessibility planning guidelines, has been provided by the local authorities involved in trial projects, or has been created as a result of questions or requests. For more information on the outcomes of trial projects and the benefits of the neighbourhood accessibility planning process please refer to appendix 1.

If this document does not have all the information you need to plan your project, please contact your local NZ Transport Agency (NZTA) Senior Programme Advisor (Education) or Engineer. Visit the NZTA's website at www.nzta.govt.nz/contact/index.html for contact details.

Neighbourhood accessibility planning overview

Appendices relevant to this section

Appendix 1

Benefits of neighbourhood accessibility planning projects and outcomes of trial projects.

Neighbourhood accessibility plan is a tool to help communities to improve the quality and safety of neighbourhood walking and cycling networks. Projects begin with data collection and community consultation to identify pedestrian, cyclist and shared mode user¹ safety and access problems (including perceived barriers). The end product is a list of actions, specifically tailored to the neighbourhood's issues, which are prioritised and agreed to by the community. Actions could include new pedestrian and cycling facilities, promotional initiatives, education and enforcement campaigns, environmental improvements, policy changes or any other remedial actions that will improve or increase the use of active and shared forms of transport.

For information on the outcomes of trial projects and the benefits of the neighbourhood accessibility planning process please refer to appendix 1.

Aim

Neighbourhood accessibility planning projects aim to give safe access to active and shared transport users of all ages in neighbourhood² areas.

Objectives

The overall objective of neighbourhood accessibility planning is for local authorities and other relevant agencies to involve community groups in:

- identifying cyclist, pedestrian and shared mode user safety and access problems (including perceived barriers)
- developing and implementing strategies (based on engineering, including environmental improvement, education, enforcement, promotion and policy) to address identified problems.

Underlying principles

The underlying principles of neighbourhood accessibility planning projects are as follows:

- Benefit all ages and abilities of cyclists, pedestrians and shared mode users.
- Initiate high-risk communities and/or in neighbourhoods that have strategic significance.
- Involve a balanced and integrated range of actions (engineering and environmental improvements are particularly important when road safety is an issue).
- Involve and empower local communities.

¹ The terms 'walking, cycling, and active and shared modes' cover a broad spectrum of transport users, including those using mobility scooters, wheelchairs, car pools and public transport.

² The term 'neighbourhood' is used to define any type of area and does not only apply to residential areas.

Process principles

Neighbourhood accessibility planning projects follow a well-established process. The main principles of this process are as follows:

- Key stakeholders are brought together to collaborate.
- The community participates in identifying risks, developing solutions and implementing improvements.
- All relevant local authority teams are involved and engaged.
- The process is data- and risk-analysis based.
- An integrated package of engineering and/or environmental improvements, enforcement, policy, promotional and educational interventions are developed and implemented that will address locally identified issues.
- Evaluation is built into the process ensuring that all implementation outcomes can be measured.

Structure

There are two distinct phases to neighbourhood accessibility planning:

1. Investigation

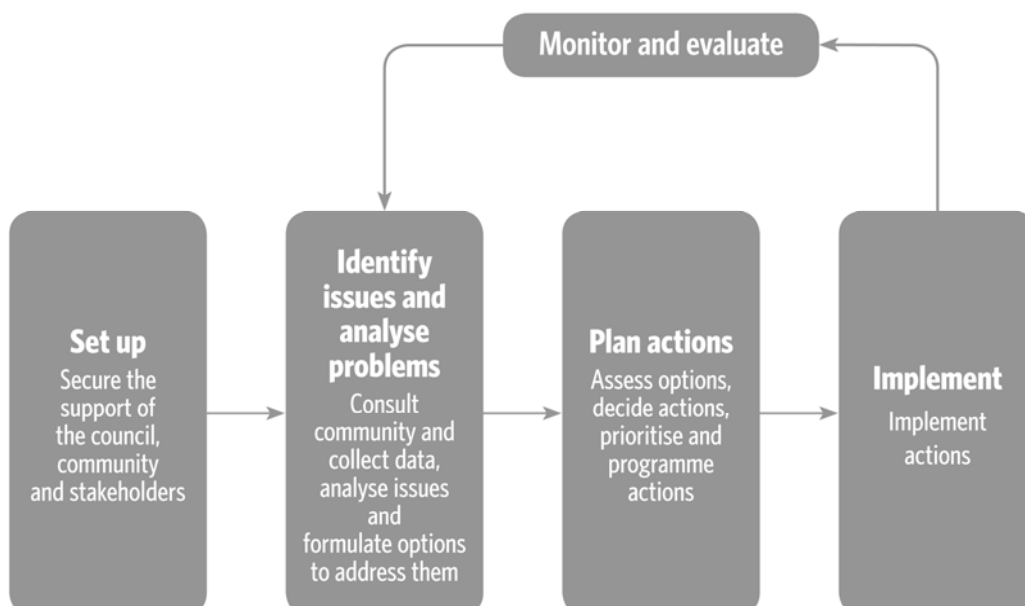
The main purpose of the investigation phase is to identify a range of implementation actions. The investigation phase involves collecting information, consulting with the community, auditing the area and getting agreement for an action plan.

2. Implementation

The main purpose of the implementation phase is to implement agreed actions that will improve the walking, cycling and shared mode user environment. All of the actions will be activities that can be carried out in their own right. As a whole, neighbourhood accessibility planning provides the opportunity to justify and coordinate a suite of actions in the neighbourhood. A list of implementation actions that could be part of a neighbourhood accessibility plan project is provided later in this section.

The following diagram shows the neighbourhood accessibility planning process. *Neighbourhood accessibility plans: Guidelines for coordinators* provides information on how to carry out this process.

Neighbourhood accessibility planning process



Rationale

Neighbourhood accessibility planning involves more public and stakeholder engagement than a typical transport project. This engagement is for two main reasons:

1. To create public awareness of the issues and generate public and council support for initiatives that might not have otherwise been a priority.
2. To maximise project participation and collaboration from people and organisations with a stake in the project outcomes. (Walking and cycling are unique in that promotion of walking and cycling contributes to the *New Zealand transport strategy* (NZTS) objectives. Many agencies are interested in increasing walking, cycling and shared transport for a variety of reasons, such as reducing obesity, reducing carbon emissions and increasing options for the mobility disadvantaged.)

The project process also helps local authorities make links across internal teams and assists in the coordination of any team's implementation actions in neighbourhood areas.

Implementation outcomes

Implementation outcomes will depend on the issues, facilities and services in the area. However local authorities should expect to:

- improve safety for pedestrians and cyclists
- improve the environment (including increased access provision) for pedestrians, cyclists and those accessing shared modes of transport
- increase the use of active and shared forms of transport in the area.

These outcomes will be achieved through a variety of different actions aimed at solving issues in the areas.

Potential implementation initiatives

The following table lists some potential implementation initiatives that could be used in neighbourhood accessibility planning. The table does not include all the implementation initiatives that can be undertaken. Often initiatives can be new and quite innovative – this should be encouraged. (It should be noted that the NZTA does not provide funding for all of these activities.)

Promotional	Policy
Biking and walking events	Alcohol, for example liquor ban bylaws
Car pooling	By-law changes, district plan changes
Cycle trains	Council-controlled zoning
Cyclovia (opening roads for a pedestrian and cyclist festival and restricting other traffic on the same roads)	Commercial advertising and use of footpaths
Park and walk activities	Frequency of public transport services
Personalised travel marketing	School uniform
School travel plans	Parking
Walking school buses	Street trading
Workplace travel plans	Dog control
Cycle rodeo, kids mountain bike jams	Footpath vegetation envelope

Environmental/amenities	Engineering
Artwork provision	Footpath maintenance
Beautification	Flush dropped kerbs
Cycle parking	Road marking
Graffiti removal	Pedestrian crossings
Lighting	Intersection layout changes
Overhead cover provision	Traffic calming
Planting	Walkway upgrades
Bus stop shelters and seats	Cycleways/lanes
Signage	Traffic signal phasing
Lowering fences (so they are less than 1 metre high) or adding see through fencing	Off-road shortcuts and trails
Education	Enforcement
Cycle and pedestrian way finding (maps)	Dog control
Facility use	Street crime
Intersections	Parking
Mobility scooter workshops	Red light running
Share the Road campaign	Speed
Speed	Street trading and commercial use of footpaths
Cyclist skills training course	Cycle helmet wearing

What neighbourhood accessibility planning isn't

Neighbourhood accessibility planning is still in its infancy in New Zealand so it is worthwhile pointing out what neighbourhood accessibility planning is not.

- It is not the consultation or education phase of an already determined implementation initiative.
- It is not travel demand management or travel behaviour change. (Accessibility plans typically have a number of different objectives. Changing travel behaviour or demand for travel are just two objectives that an accessibility plan may seek to achieve.) Please refer to the section 'Links to other NZ Transport Agency projects' (page 8) for more information on the relationship between neighbourhood accessibility planning and travel planning.
- It does not seek to achieve one outcome using one implementation initiative. Projects should aim to achieve multiple outcomes using a range of different types of actions.

Neighbourhood accessibility plans in context

Appendices relevant to this section	
Appendix 2	The relationship of neighbourhood accessibility plan's to government strategies.
Appendix 3	Links to other NZ Transport Agency projects and resources.

Neighbourhood accessibility plans apply consultation methods to agree a 'package' of actions that are implemented by a variety of internal and external agencies. Each action in the project is likely to be a project in its own right, but each of these projects will be planned to coordinate with the others. In this way, it is similar to a strategy, however, it is a localised strategy dealing with issues that impact on the use of sustainable modes of transport.

Because of this, the scope of a neighbourhood accessibility plan can be relatively wide comparative to single outcome-driven projects. This also means that neighbourhood accessibility planning has relationships to many different types of activities that are happening or planned in the community or that impact on the community.

National strategic relevance

The outcomes of neighbourhood accessibility planning projects can contribute to many government's strategy outcomes. An outline of how neighbourhood accessibility plans link to government strategies is provided in appendix 2.

Strategic relevance in the regional and local government context

Long-term council community plans (LTCCPs) reflect the unique set of aspirations of people living in various cities and districts. However, typically there is some consistency on what communities value most. The following themes are common to most LTCCPs:

- environment
- safety
- health
- communities
- vibrant town centres.

Territorial authorities will then direct resources and spending into particular activities that are seen to be able to deliver on key issues. Monitoring then takes place to gauge the effectiveness of council activities in relation to the key issues identified.

Neighbourhood accessibility planning is one activity councils may choose to undertake in order to deliver on a number of community aspirations. It is also a way councils can display commitment to the objectives of the Land Transport Management Act 2003. This activity can be part of a council's land transport plan. Councils typically consult on the land transport plan as part of the annual plan/LTCCP consultation process. When approving funding of an activity, councils have been made aware that the NZTA is guided by clauses 20 and 68 of the Land Transport Management Act 2003. Councils must be satisfied that each activity in their land transport plan:

- contributes to the purposes and objectives of the Land Transport Management Act 2003
- avoids adverse effects on the environment
- was developed with suitable consultation
- includes consideration of alternatives and options.

Land transport programmes

The NZTA offers funding to councils to assist with the development of land transport activities. Councils apply for funding for separate projects, which make up a land transport programme. Successful land transport programmes:

- must comply with legislative requirements
- must consider options and alternatives
- must consider all modes of transport
- must contribute to the purpose and objectives of the Land Transport Management Act 2003
- should integrate land use and transport
- should include packages of activity
- should consider all funding sources
- should consider users as well as infrastructure
- should have targets.

Neighbourhood accessibility plans are just one activity that the NZTA funds, however, it is used to plan and coordinate implementation activities. The planning process involves consulting with transport users to clearly define issues and work through possible options and alternatives for improvements. At the start of the planning phase, general project objectives are stated and, following data collection and consultation, these objectives can be made specific and targets can also be set. The process needs to consider the existing use of land and its relationship with the transport network, in order to make effective recommendations to improve access and safety for active and shared mode users.

Like the land transport plans, a successful neighbourhood accessibility plan should include a package of activities that:

- involve other agencies (and their funding sources) in implementation
- are cross disciplinary (ie implementation actions can be engineering, environmental, education, enforcement, promotional or policy actions)
- assist with progress on all of the NZTS objectives.

The work programmes of other agencies and authority teams

As is the case for national strategies, the outcomes of neighbourhood accessibility plans can contribute or relate to a number of different local strategies and the work programmes of many other agencies and non-transport council teams.

The reasons why people choose to use or not use active and shared transport vary. Their reasons may be associated with specific transport problems such as lack of access or unsafe facilities, but they are also likely to be associated with other social factors. For example, people may choose not to use active or shared transport due to the quality of the environment (eg presence of rubbish or graffiti) or if other users of that environment are demonstrating socially unacceptable behaviours that prevent people from feeling comfortable or safe.

The council teams and staff who may be appropriate to engage in the project are listed on pages 10 and 18-19, and the external agencies who may want to be involved in the project are listed on pages 19-21.

Links to community-led projects

The NZTA provides funding for community-led safety and sustainability activities through the community programmes work category. These projects are typically educational or promotional in nature.

There are two types of community-led activities that can be funded:

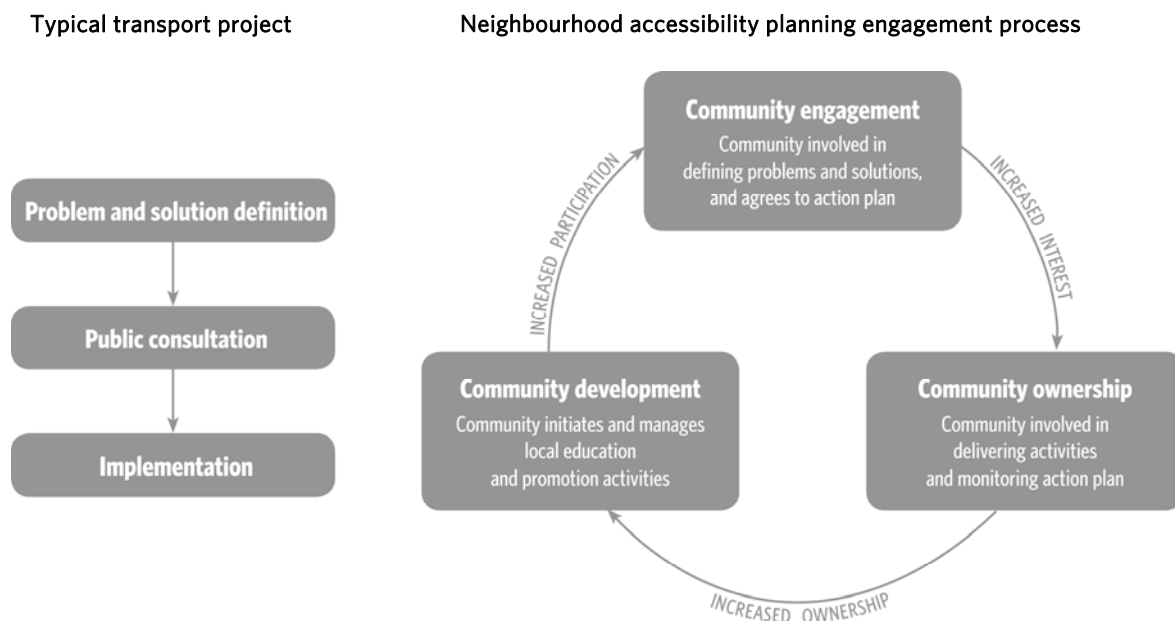
1. Projects generated from the community.
2. Projects led by the community but are initiated to support wider projects, such as neighbourhood accessibility plans.

The former is likely to happen if a community group has ownership of community issues and are actively seeking to independently resolve these issues. The latter type of project will result from a local or regional authority successfully engaging with the community to create a situation where the community wants to be actively involved in all aspects of the project (problem definition, solution development and implementation).

One of the principles of neighbourhood accessibility planning is that local authorities engage with neighbourhood residents and community groups to mutually work on project tasks. Such an in-depth level of engagement generates community interest in issues and aims to get the community to take ownership for some aspects of implementation. It is desirable (especially in terms of ensuring that project progress in the long term is sustained) that at the completion of the project a community group is able to self-manage and be engaged enough in community issues to run local education and promotion activities.

The types of community groups that could potentially be funded to implement educational or promotional activities could include special-interest advocacy groups, ethnic groups, residential associations, sports groups, church groups, not-for-profit business associations and transport management associations.

The following diagram illustrates the engagement process differences between typical transport projects and neighbourhood accessibility plan type projects.



Links to other NZ Transport Agency projects

Appendix 3 provides a list of the different NZTA projects that complement neighbourhood accessibility planning and explains why the activities are complementary.

Travel behaviour change projects are one type of activity that can complement neighbourhood accessibility plans. For example, if a new safe route to a train station is created, travel behaviour change activities could complement the new infrastructure. Travel behaviour change could include providing information to local residents about the new route and encourage them to try using the route and catching the train by offering a free train ticket. More information on how to link travel planning projects to neighbourhood accessibility plans is provided on page 22.

Neighbourhood accessibility plan delivery

Timing

It is expected that projects will take at least two years from the appointment or employment of the coordinator through to the completion of the actions, with some proposed engineering and/or environmental actions scheduled for completion in future years. The timetable below has been designed with the expectation that councils will employ a coordinator in a minimum of a half-time position for a period of at least two years.

An outcome evaluation can also be funded and is recommended. It is suggested this be planned in the action-planning phase but undertaken approximately one year after the completion of the engineering implementation.

Estimated timeframe for a neighbourhood accessibility planning project

Phase	Tasks	Total time	Coordinator time
Project start	Employment of a coordinator		
Phase 1: Investigation	Set-up phase	2 months	14 months
	Information collection	6 months	
	Reporting	2 months	
	Action planning	4 months	
Phase 2: Implementation	Design and implementation	10 months +	10 months +
Phase 3: Monitoring and evaluation	Evaluation	3 months (including reporting) - to be timed as appropriate	On an as-need basis

- The timeframes are based on trial projects. The time input required from the coordinator and other project team members may vary at different stages in the development of the project.
- The time depends on the level of responsibility the coordinator has, the extent to which they are involved in other council projects and the size of the neighbourhood selected. If their role will include reporting to committees, contributing time to other council projects or dealing with all community interaction within the project area (eg responding to all public queries), then a full-time position should be considered.
- Extending the programme over long timeframes is considered risky as stakeholders can become disinterested and demotivated due to lack of visible progress.
- Pre-planned engineering and environmental infrastructure expenditure is advisable for many reasons including eased coordination of implementation actions, a greater likelihood of finishing the project on time and achieving the desired project outcomes.

Placing of position

Neighbourhood accessibility plans should be led by local authorities. Appointing a coordinator with appropriate skills is vital to its success. Also, as all projects with safety or access issues will require some form of physical infrastructure, it is recommended that the project be delivered by an engineering team, or have a very close relationship with an engineering

team. This has been found to be pivotal in ensuring that the necessary infrastructure gets implemented³. Engineering teams that have been fully involved in the project will be aware of the project, provide management support and commit time to the project, and will put implementation initiatives on their work plans (eg minor improvements and maintenance schedules) or spend time justifying necessary implementation.

If a local authority is considering employing a contractor or consultancy to undertake the work, steps should be taken to achieve:

- good engagement with and ownership from council engineers
- good understanding of other council activities and engagement with other council teams on relevant project tasks
- engagement of councillors with the project
- ownership of the project by local authority management
- good engagement from external agencies
- organisations taking responsibility for implementing the actions that are relevant to them.

To ensure this, some authorities have established a multi-agency memorandum of understanding (MOU). Before embarking down this route consider whether a formal memorandum is necessary. If there is goodwill and a history of productive working relations then it may be more trouble than it is worth.

Information on employing project coordinators and establishing an MOU is provided in the 'Getting a project started' section.

Involvement of other council staff

Other territorial authority staff who may need to contribute time to the project include:

- administration staff
- community service staff
- councillors
- crime prevention through environmental design (CPTED) staff
- engineers
- GIS, data and mapping staff
- Iwi liaison or cultural support officers
- managers
- marketing and publications staff
- parking services and enforcement staff
- parks and recreation staff
- resource planners and other planning or policy staff
- public transport planners and contract managers
- road safety coordinators
- staff responsible for physical activity initiatives
- staff responsible for rubbish, dog control and by-law enforcement
- travel behaviour change programme staff
- urban planners and urban designers.

³ Opus International Consultants Limited, 2008, *Land Transport NZ Neighbourhood accessibility planning case study research*.

Partnerships

Two of the main principles of neighbourhood accessibility planning are that it engages communities and that it is collaborative. Successful projects should inspire the community and stakeholders to participate. Good partnerships are pivotal to the success of the projects. Partnerships will need to be established for each project at the local level. The publication *Neighbourhood accessibility plans: Guidelines for coordinators* provides advice on the 'who', 'what', 'when' and 'why' of partnering with agencies with a stake in the project.

Implementation will be coordinated within the local authority, but the responsibility for implementation will be with many different local authority teams, external agencies, residents of the neighbourhood and community groups.

Project naming

Neighbourhood accessibility planning is the name for an NZTA funded product. In all funding applications and reports to the NZTA, a project should be referred to as a 'neighbourhood accessibility plan'. However, the local authority is free to brand the project in any way it chooses. The NZTA recommends projects are branded as appropriate to the issues in the local authority or neighbourhood area, as this is likely to assist with local identification and ownership of the project.

In all communication not targeted at the project neighbourhood (eg conference presentations or higher-level communications with professional stakeholders), the NZTA would like the project to be referred to by its project name but also described as an NZTA-funded neighbourhood accessibility plan, or neighbourhood accessibility plan implementation initiative. If applied consistently, this will help to avoid confusion and will enhance the overall awareness of neighbourhood accessibility planning projects.

Evaluation

Evaluation has been built into the neighbourhood accessibility plan process. The investigation stage, while collecting information and data to identify issues, is also used to:

- collect baseline data on what the community think of their area
- identify what the local demographics are in terms of who walks, cycles and uses shared transport
- describe what the hard data is saying about safety and access in the area.

The recording and reporting aspect of phase 1 of the project ensures that the methodology and results of the investigation are recorded.

Justifying neighbourhood accessibility plan activities

Appendices relevant to this section	
Appendix 1	Benefits of neighbourhood accessibility planning projects and outcomes of trial projects.
Appendix 2	The relationship of neighbourhood accessibility plan's to government strategies.
Appendix 4	Why are walking, cycling and shared transport options important?

Justifying the need for projects

Prior to getting neighbourhood accessibility plans identified in local strategies, it will be necessary to get agreement from councillors and local authority management. The following points may have to be discussed:

- The importance of walking, cycling and shared transport. (Refer to appendix 4 for data that will help you justify a walking, cycling and shared transport focus.)
- The local authority's ethos or way of working, and how neighbourhood accessibility plans fits with it.
- National (see appendix 2) and regional strategies - to give weight to starting the project.
- How the project will contribute to existing and planned work. (This may include the implementation plans of walking and cycling strategies or sustainable transport plans.)
- How the project will address issues in the neighbourhood area (eg issues that are currently on complaints for issues registers).
- The integrated nature of the project and flexibility of the process.
- The resources (monetary, advice, guidelines, etc) provided by the NZTA and supporting organisations.
- The process benefits of the project, as well as the outcomes likely to be achieved (see appendix 1).
- The outcomes achieved by other local authorities who have implemented similar projects (see appendix 1).

For information on possible NZTA funding provisions refer to the demand management and community programmes activity section of the NZTA's *Planning, programming and funding manual*.

Advice on how to promote projects within local authorities

When promoting neighbourhood accessibility plans, it may be useful for local authority staff to do the following:

- Ask the regional NZTA staff responsible for providing comments and advice on local and regional authority transport strategies if they would consider recommending the inclusion of neighbourhood accessibility plans in local authority strategies when they are reviewed.
- Discuss the project with stakeholders who belong to the local road safety action-planning group and get them to consider in their next meeting whether a neighbourhood accessibility plan is suitable for any neighbourhoods under their jurisdiction.
- Build on relationships with local walking or cycling groups to ensure that they become advocates for the project.
- Find a 'champion' for the project in a councillor or within council management.

Listing neighbourhood accessibility plans in the land transport programmes and relevant strategies

It is important that neighbourhood accessibility plans are identified in your council's strategies and land transport programme, as this ensures that project expenditure has been agreed to by the community and that the activity has been considered from a strategic perspective. In funding applications to the NZTA, you will need to answer questions related to the project's existence in these documents. All strategies the project is listed in should be detailed in applications, including draft strategies.

If you require assistance getting neighbourhood accessibility plans into strategies, you should contact your NZTA regional office and speak to the principle planning advisor.

Road safety action plans

The NZTA recommends that local authorities have a system in place for developing road safety action plans. Typically these are the responsibility of a multi-agency safety stakeholder group, who plan and agree on actions to prioritise. The NZTA suggests that road safety action plan steering groups may have a role in deciding on locations for neighbourhood accessibility plans, in securing stakeholder commitment and, as a group, providing guidance to the development of the project.

Common questions

A few of the main concerns and questions that councillors and staff have are outlined below, along with some suggestions to help alleviate these concerns or answer questions.

We may not have enough time and resources to undertake engineering projects

The NZTA provides funding for a project coordinator who manages the project. This person will liaise between the public and engineers. They will also be able to undertake reporting tasks. Management of these tasks will help to relieve any additional pressure on engineers that is created by the project.

Data about the level of community concern with respect to certain projects can also help councils prioritise projects specified on minor improvement and maintenance programmes.

The NZTA encourages the planning of integrated activities. Therefore, any engineering actions required as a result of the project will be set in the context of a suite of solutions that together achieve multiple outcomes in the neighbourhood. Packaging activities together has the added advantage of assisting councils to justify funding actions that may have had a low benefit cost ratio by themselves (eg an off-road walkway).

Is council time best spent on pedestrians, cyclists and shared mode users in the proposed project area?

Information from council strategies and any additional knowledge you gain from speaking with stakeholders is likely to help you justify the need for the project. As neighbourhood accessibility planning projects are targeted to areas of high risk or areas of strategic significance, justifying the need for the project should be comparatively simple.

Involving a few key stakeholders early in this process will help gain support that can then be used to help justify the programme.

Neighbourhood accessibility plan documentation sets out a process that enables a local authority and project stakeholders to target resources to the most appropriate places in the neighbourhood.

It is advisable for local authorities to have a list of issues and potential solutions recorded on a database or priority list. Even if funding is not forthcoming, this will assist with financial planning and risk management.

Appendix 4 provides data that helps outline why walking, cycling and shared modes are important. It may be of assistance if you are speaking to councillors or staff who need to be convinced of the merits of focusing on these modes.

How does the project relate to public transport?

Neighbourhoods selected for neighbourhood accessibility plans are typically no more than 4 square kilometres (km)² in size. (For more information on how to select locations refer to the next section.) In an area of this size, it should be relatively easy for people to get around on foot or by cycle. Public transport could still be utilised, but in most cases it is more likely to be used for longer journeys. Therefore, the accessibility focus is on whether people can access key destinations safely on foot or by cycle. Some of those key destinations may be public transport interchanges.

If a council has plans to upgrade a public transport route, neighbourhood accessibility planning projects will complement the project by facilitating improved access to the public transport interchanges and potentially increase usage of the route. Combined projects can be promoted as consideration of the 'whole journey', rather than a focus on each mode as an isolated entity.

Promotional and education actions may promote public transport and/or other shared mode activities, such as carpooling to common workplaces.

Engineering and environmental actions may help make the public transport connection easier to get to, more visible and more attractive in terms of the facilities it provides.

How does the project relate to travel behaviour change?

As 33 percent of all driving trips are less than 2 km in distance, then, in most areas, a neighbourhood accessibility plan will include some implementation actions that aim to change travel behaviour.

Neighbourhood accessibility planning and travel planning have very similar processes and methodology, but they are not the same thing. One of the main differences is that neighbourhood accessibility planning has a whole of community focus while travel planning is focused on a specific audience, such as a workplace or a school. Neighbourhood accessibility planning and travel planning are complementary and can easily be set up to run together.

Planning for neighbourhood accessibility planning projects

Appendices relevant to this section	
Appendix 5	Healthy Eating – Healthy Action project managers.
Appendix 6	Terms of reference template – neighbourhood accessibility plan prioritisation study.

The five main areas to consider when planning projects are as follows:

1. The location.
2. The extent of community and stakeholder buy-in for the project.
3. Pre-consultation with Māori, Pacific peoples and other ethnicities.
4. How the project will be integrated with existing and planned council projects and the activities of other agencies.
5. What is likely to be implemented in terms of environmental and infrastructure actions and how to ensure that implementation follows closely behind the investigation phase.

This section covers each of these areas. It also outlines what to consider if you plan to implement a series of projects over a number of years.

Choosing a location for the project

The location for the project may be obvious, strategic planning may already provide the direction for where a project should be implemented. The following strategies and plans may be worthwhile referring to when choosing a location:

- The LTCCP.
- The council's land transport plan.
- Walking and/or cycling strategies.
- Safety strategies.
- Travel behaviour change strategy.
- Annual plans.
- Road safety action plans.

Projects are typically implemented in neighbourhoods where pedestrians and cyclists are at high risk of injury. They can also be implemented in strategically significant locations such as areas where:

- it is advantageous to improve links to passenger transport or particular local amenities (planning documentation may refer to transit-oriented development, activity centre upgrades or town centre intensification/growth centres)
- regional or district plan changes are being planned or implemented that will future proof or protect walking, cycling or shared mode use access
- local authorities aim to increase the numbers of pedestrians, cyclists and shared mode users, and want to coordinate clustered travel planning projects
- there are perceived safety issues (road safety issues and/or personal security issues).

Urban and rural neighbourhood accessibility plans

Generally projects are better suited to neighbourhoods in cities or larger town centres. In more populated areas it is easier to justify investment in walking, cycling and shared transport because the investment benefits more people. Particularly relevant to neighbourhood accessibility planning is that issues, and the consequences of those issues, are often concentrated into discrete areas.

This is not to say that the process is not applicable for small towns and rural areas, but the planner may need to consider modifying the extent of the project to suit the area. The nature of a project in a rural area may have actions that focus on longer walking and cycling trips and the possibilities for introducing shared transport that is suitable to rural areas.

In cities, projects are more likely to have actions that focus on short walking and cycling trips, and access to public transport.

Choosing an appropriately sized area

The area size for neighbourhood accessibility plans tends to be limited to 4 km². Typically projects are around 1 km² to 2.25 km². However, the selection of an area should not be governed by area size alone. Factors to consider include the following:

- How the neighbourhood residents group themselves as a community. (For example, in a suburb that is severed by a rail line or busy road, residents on the different sides may have differences in social characteristics and area issues and, in cases like this, choosing just one side will help make consultation more manageable.)
- The extent of safety and access issues in the area. (For example, some areas may require a lot of investment, so limiting the area size may help make the project affordable.)
- The population size relative to area size. (For example, rural towns may have more widely dispersed housing, and in cases like these, a project-area size may be significantly larger than one in an urban area.)

Targeting projects to road safety risk

Neighbourhoods where pedestrians and cyclists (including those accessing shared forms of transport) are at high risk of injury may have already been identified in walking and cycling strategies, safety strategies or road safety action plans.

The following three risk characteristics can help to define high-risk locations:

1. Areas that have a higher than average number of crashes.
2. Areas that have a higher than average number of crashes relative to the population or traffic volume (crash rate).
3. Areas where people avoid walking and cycling, due to a perception that the area is not safe because of traffic or other features, and where this perception is not supported by crash statistics or other hard data (perceived risk).

It is important that any statistical analysis undertaken takes into account traffic trends that may be biasing results (eg holiday or seasonal trends).

At risk communities can take many different forms and involve different groups and situations. Crash sites for pedestrians and cyclists are associated with, but not restricted to:

- areas where a high percentage of children walk or cycle (commonly lower socio-economic neighbourhoods)
- suburban centres
- areas where there are clusters of hospitality service businesses
- communities with elderly populations
- busy roads such as arterial and collector roads.

Crash statistics from the Ministry of Transport's crash analysis system (CAS) should be considered prior to deciding where high-risk neighbourhood accessibility plan locations are⁴. It is often useful to consult police and other community members to get a better picture of the safety issues in the area and find out which areas are perceived to be risky.

Targeting projects based on other strategic considerations

Neighbourhoods that warrant a focus on pedestrians and cyclists may have been identified through a range of council strategies, such as walking and cycling strategies, travel behaviour change strategies, sustainable transport strategies and safety strategies.

Local authorities may wish to carry out neighbourhood accessibility planning projects in strategic locations including:

- neighbourhoods that have high traffic volumes, as these types of areas are likely to have people who think there are access and safety issues
- neighbourhoods where there are social concerns that impact on whether people walk or cycle (eg crime, undesirable activity, speeding drivers, vandalism)
- public transport interchanges, stations or stops
- communities with a high percentage of residents who do not have access to a motor vehicle (eg mobility impaired or elderly populations, lower socio-economic areas or areas where a lot of young families live).

Community and stakeholder interest

The location chosen may also depend on how much interest there is in undertaking work in the area. Consider both, the interest expressed by residents and the amount of government or stakeholder interest.

It is a generalisation, but worldwide, lower socio-economic areas tend to complain less to councils about transportation issues. However, in lower socio-economic areas there may be a range of different government agencies targeting various types of issues, eg crime or eating practices. Thus, in terms of choosing an area, it may be pertinent to think more broadly about the amount of interest in the area rather than just restricting your thinking to the extent of interest you may receive from residents. Collaborating with other government agencies will help to make the project more cost effective and, as many issues impact on the extent to which people will walk and cycle, collaborating with other government agencies will help to make the project more integrated. More information is given on page 19-21 about agencies that may be interested in collaborating.

The other factors to consider include the consultation workload of the neighbourhood (and/or the sub-communities that exist within that neighbourhood) and how much council related activity they are involved in or have been involved in recently. Schools, for example, are approached by many agencies to participate in many programmes. Working with agencies that have an existing relationship with the school may help to get a 'foot in the door'. If you do intend working with schools, it is particularly important to secure their involvement before committing to the project.

Pre-consultation with Māori, Pacific peoples and other ethnicities

The Local Government Act 2002 contains a number of provisions that relate specifically to Māori. It recognises and respects the Crown's obligations to Māori under the Treaty of Waitangi by placing some specific obligations on councils.

⁴ Hospital and ACC data does not presently record the actual location of the injury. Injuries are categorised in terms of a regional location and therefore the data is not useful when determining local sites. Some ambulance services record the location of the crash, so this data may be able to be used as a supplement to CAS data.

These obligations are to:

- establish, maintain and improve opportunities for Māori to contribute to local government decision-making processes
- ensure processes are in place for consulting with Māori
- consider ways to foster Māori contribution to local government decision-making processes
- provide relevant information to Māori.

For more information see www.localcouncils.govt.nz/lqip.nsf/wpg_URL/About-Local-Government-Māori-Participation-in-Local-Government-Index.

Depending on your own authority's policy, pre-consultation with local Iwi may be necessary prior to starting a project. You should discuss the project and your plan for involvement of Māori with your council's Iwi Liaison Officer.

In addition to consultation with Māori, if the neighbourhood chosen for a neighbourhood accessibility plan has significant groupings of Pacific peoples or people from other ethnicities, then it will be important to specifically plan how to engage with them. The NZTA recommends that all community members be engaged with and consulted in a way that is most appropriate to each ethnic group. Information on different types of engagement techniques is provided in *Neighbourhood accessibility plans: Guidelines for coordinators*.

Project integration considerations

Local authorities interested in carrying out neighbourhood accessibility planning projects should consider how the project would fit in with other council activities and activities led by external agencies. This is especially important for walking and cycling projects because issues are generated by a number of factors (some of these factors may include socio-economic reasons, quality of the environment, crime or use of the environment). In addition, the benefits of increasing walking and cycling impact on the outcomes of many different agencies (eg reduced obesity, increased foot traffic past businesses, reduced environmental emissions).

Information related to how the project integrates with other council projects and external projects will be required when submitting an application to the NZTA.

Preliminary talks with project and activity representatives can help to engage staff and stakeholders at an early stage of the process. To help formalise integration, some local authorities set up an MOU between the parties involved (for more information see page 33). During the project process, it may be desirable to secure funding from these different teams and/or agencies for the various actions that will be implemented. Early involvement with the teams and/or agencies will help ensure that securing funding is easier in later phases.

Relevant council teams and their activities

Some examples of local authority and regional authority projects that could be planned or underway are listed below. Discussions with the teams responsible for these activities should be part of your planning.

Roading infrastructure and facilities include:

- investigation and introduction of lower-speed zones
- mobility and access improvements
- planned engineering works (eg upgrades to town centres, intersections, maintenance schedule planning, walking and cycling infrastructure)
- public transport access upgrades
- state highway improvements that impact on the local network.

Environmental infrastructure, facilities and services include:

- bus service upgrades
- CPTED initiatives
- cycle parking
- new developments
- park improvements
- parking projects
- participation in Communities for Climate Protection (to determine if your council is currently involved in this initiative, visit www.iclei.org/index.php?id=3931)
- streetscape improvements
- urban design initiatives
- urban renewal projects.

Promotional projects include:

- environmental social marketing campaigns
- school travel plans
- walking school buses
- workplace travel plans.

Education projects include:

- community-led initiatives
- intersection awareness education initiatives
- Māori or minority group community development or special projects
- school road safety education
- Share the Road campaigns
- speed awareness education initiatives.

Policy projects include:

- by-law changes
- regional or district plan amendments
- updates to asset management plans or passenger transport plans (eg setting levels of service).

Enforcement projects include:

- by-law enforcement
- vegetation
- building code
- dog control
- red light cameras
- rubbish.

Relevant external agencies and their activities

The following agencies have staff who may want to collaborate with you. It is likely that most will be interested in working with you at the implementation phase of the project. However, if they do wish to be involved in the project, they may appreciate being contacted or involved early so that they can align their work plans with the project (or so you can alter the timing of your project to fit with their work plans).

Agency	Project/activity
<p>Accident Compensation Corporation (ACC)</p> <p>For regional contacts go to: www.acc.co.nz/contact-us/WCM000172</p>	<p>ACC has injury prevention consultants who may be interested in participating in your project. They often collaborate with local and regional authorities to run joint initiatives and can offer funding to community groups (www.acc.co.nz/injury-prevention).</p>
<p>Housing New Zealand</p> <p>To contact your regional Housing New Zealand office go to: www.hnzc.co.nz/hnzc/web/contact-us.htm</p>	<ul style="list-style-type: none"> • Urban renewal projects www.hnzc.co.nz/hnzc/web/housing-improvements-&-development/property-improvement/community-renewal.htm. • Healthy housing www.hnzc.co.nz/hnzc/web/housing-improvements-&-development/property-improvement/healthy-housing.htm. • Developments www.hnzc.co.nz/hnzc/web/housing-improvements-&-development/developments/developments_home.htm. • Small-scale improvements to housing (eg addition of fences).
<p>Ministry of Health and district health boards</p> <p>See appendix 5 for a list of contacts.</p>	<p>Healthy Eating – Healthy Action (HEHA) district plans are developed, coordinated and implemented through HEHA project managers who are based in district health boards. The HEHA plan will cover all health-related activities that are happening in an area. The HEHA project manager will be able to put you in touch with staff working on other health-related projects, if these are relevant to the neighbourhood you are working in.</p>
<p>Ministry of Justice</p> <p>To contact a staff member go to www.justice.govt.nz/cpu/staff/cpu-staff.html</p>	<p>The Ministry of Justice’s Crime Prevention Unit promotes, supports and funds local authorities to deliver best practice community-based crime reduction initiatives (www.justice.govt.nz/cpu).</p>
<p>New Zealand Police</p> <p>www.police.govt.nz/service</p>	<p>There are three main areas of policing activity that have relevance to neighbourhood accessibility plans. It will be worthwhile getting in contact with representatives in your area who deal with each of the following activities:</p> <ul style="list-style-type: none"> • Road policing. • Youth education, including education on crime prevention and social responsibility, DARE programme (drugs and alcohol), school road safety education and violence prevention (www.police.govt.nz/service/yes/). • Community policing (high-risk areas may have their own dedicated community constable).
<p>Regional public health services</p>	<p>Regional public health services typically run activities like workplace activity challenges. They can provide advice on nutritional and physical activity and undertake other promotional activities related to physical activity and nutrition. They also collaborate with other health-related agencies to run campaigns such as the National Heart Foundation of New Zealand’s Heart Beat Challenge or Diabetes New Zealand’s awareness raising and educational initiatives.</p>
<p>Sports trusts</p> <p>To contact your regional sports trust go to: www.sparc.org.nz/partners-and-programmes/regional-sports-trusts/regional-sports-trusts-lists</p>	<p>Sports trusts offer funding to a variety of organisations. Contact your regional sports trust to find out what is happening in your planned project area or what funding is available. The types of activities that may have relevance to neighbourhood accessibility plans include:</p> <ul style="list-style-type: none"> • Green Prescription www.sparc.org.nz/getting-active/green-prescription/how-it-works • Active movement www.sparc.org.nz/education/active-movement/overview • Active Schools initiatives www.sparc.org.nz/education/active-schools/overview • He Oranga Poutama www.sparc.org.nz/partners-and-programmes/he-oranga-poutama/overview

The following agencies may offer funding or non-staff related resources to local authorities or community groups, for projects that complement neighbourhood accessibility plans.

Agency	Project/activity
Creative New Zealand www.creativenz.govt.nz/Default.aspx	Provides funding for stand-alone arts activities.
Department of Internal Affairs – Local Government and Community Branch www.dia.govt.nz/diawebsite.nsf/wpg_URL/About-us-Our-Organisation-Local-Government-and-Community-Branch	The local government and community branch administers funding for the Lotteries Grants Board and provides information and advice on community grants to support local initiatives, community services and community based youth development.
Ministry for the Environment – Sustainable Management Fund www.mfe.govt.nz/withyou/funding/smf	The fund has \$4.32 million available per annum to support communities, Iwi, industry and/or local government in taking practically focused action that produces long-term environmental benefits.
Ministry of Social Development – Family and Community Services/Child, Youth and Family www.familyservices.govt.nz	Offers funding to community groups and provides local services mapping, and social and demographic information. For more information you should contact the Family and Community Services regional funding advisor in your area.
Road Safety Trust www.roadsafety.govt.nz	Provides funding to community groups for road safety initiatives.
Sport and Recreation New Zealand (SPARC) www.sparc.org.nz/investment/active-communities/overview	SPARC provides funding to councils and other organisations for innovative and collaborative active community projects. It may be possible to get funding for an active community project to complement funding you receive from the NZTA for neighbourhood accessibility plans. For all other initiatives SPARC is involved in, see sport trusts in the above table.

The following agencies do not necessarily offer services or funding to local authorities, but it may be worthwhile talking to them to determine if:

- their involvement is relevant to your area
- they are involved in, or know of, projects impacting on the neighbourhood that are relevant to the project.

Agency	Project/activity
Enviroschools Foundation To contact your regional Enviroschool coordinator go to: www.enviroschools.org.nz	A programme for schools that offers resources for teacher. Before planning any neighbourhood accessibility plan project that includes an intensive school component you may wish to determine if the schools you intend to work with are involved in Enviroschools. It may be easier to work with schools that are already involved in Enviroschools.
Ministry of Education – Group services/special education www.minedu.govt.nz	School buses www.minedu.govt.nz/index.cfm?layout=index&indexid=11554&indexparentid=1010. Mission-On targets children and young people (up to 24 years), to establish healthy behaviours before a child enters school and to embed healthy decision making after young people leave the school and family environments. Mission-On includes a package of national initiatives and initiatives the targeting high-risk communities.
Safekids New Zealand www.safekids.org.nz	National or regional campaigns that deal with different child safety topics each year. Initial contact will establish whether your project requires further engagement.
Te Puni Kōkiri (Ministry of Māori Development) Regional contacts: www.tpk.govt.nz/en/region	Has regional contacts who will be able to provide advice on whether there are any existing projects that have a relationship with neighbourhood accessibility planning.

For more information on nutritional and physical activity projects and providers in your region, visit www.ana.org.nz/napad.php.

Links to travel planning projects

This section outlines how neighbourhood accessibility planning links to travel planning (a travel behaviour change activity). This information is provided because the project processes are very similar and it is important to plan the phasing of projects appropriately.

There are two ways travel planning projects can be linked to neighbourhood accessibility planning projects:

1. Concurrent activity.
2. Implementation initiative.

The following scenarios are provided to explain when and how these projects could be linked. Relevant to the scenarios is an assumption that the key reason a travel plan project is undertaken is to increase walking, cycling and shared mode use. It is acknowledged that the travel planning focus on specific audiences (eg 5-10 year old students at Kaikohe Primary School) increases the consultation response rate of the target group and therefore more detailed information is able to be obtained about area issues.

Scenario 1

The neighbourhood has a significant number of pedestrian- and cycling-related crashes when compared to other areas. Little is known about who walks, cycles or uses shared transport.

Recommendation: Start a neighbourhood accessibility plan and consider carrying out travel planning projects as an implementation initiative.

Explanation: Infrastructural changes will be required in this area because of its safety record. Infrastructure approval and financing can take time, so it is best to start travel planning projects when the work has been approved or implemented. This will ensure that safety changes are made prior to promotional activities. If it is expected the travel planning audience will have suggestions to make to infrastructural changes, it may be possible to time the travel plan consultation with the design phase of the engineering work. But this level of coordination may be difficult to achieve and will depend on when the actual implementation is expected to take place.

Scenario 2

The neighbourhood has low numbers of pedestrians and cyclists using the area. This is thought to be because the public find it difficult to get around the area and perceive it to be unsafe. Little is known about who currently walks, cycles or uses shared transport.

Recommendation: Start a neighbourhood accessibility plan and carry out travel planning as an implementation initiative.

Explanation: The planning phase of neighbourhood accessibility plans will determine what the issues are in the neighbourhood and the appropriate actions to address these issues. If there are safety and access issues in the area, engineering improvements can be initiated prior to the travel planning projects. The process will also enable the collection of demographic information on who walks, cycles and uses shared transport in the area and what is preventing people from walking, cycling or using shared transport. This will better help to target travel planning projects to the right audiences.

Scenario 3

The neighbourhood has a significant number of pedestrian and cycling crashes and children are over represented in these. A greater proportion of children do walk or cycle to school, but some are driven. Very few adults walk, cycle or use shared transport in the area.

Recommendation: Implement the neighbourhood accessibility plan project concurrently with school travel plans and start travel planning projects for older age groups as implementation initiatives.

Explanation: In this situation, school audiences and parents need to be a focus of any consultation. As school travel planning involves comprehensive consultation with schools, it is preferable, in this instance, to the general consultation that neighbourhood accessibility planning is able to achieve. Managing the expectations of the school community may be more difficult to achieve because involving the school at this stage will mean that they have to wait longer for any physical roading changes and, as a result, promotional actions will also be delayed. For this reason, and because adults are a lower risk group, it is advisable to delay any adult-targeted travel planning to the implementation phase of the neighbourhood accessibility plan.

Scenario 4

General safety and access issues are present in the neighbourhood, but these are not believed to be significantly difficult to deal with. Low numbers of people over the age of 16 walk, cycle or use shared transport.

Recommendation: Implement the neighbourhood accessibility plan project concurrently with travel planning projects that specifically target people over the age of 16.

Explanation: If the safety and access issues in the neighbourhood are limited, it can be advantageous to run the projects together. This can mutually benefit the consultation components of each project and may help to minimise costs. In this scenario, it is clear that people over the age of 16 should be targeted to change their behaviour. Children in this scenario are currently walking and while there may be some safety concerns, these will be addressed through the neighbourhood accessibility plan.

Scenario 5

The area has recently had a lot of engineering treatment and the area is generally perceived to be safe, but there are low numbers of people walking and using shared transport in the area.

Recommendation: Implement a range of stand-alone travel planning projects or, if coordination of clustered travel plans is required, neighbourhood accessibility planning and travel planning projects can be run concurrently.

Explanation: Because a significant amount of engineering work has already been completed, neighbourhood accessibility planning is probably not necessary. Neighbourhood accessibility plans can be carried out at the same time as travel plans if the project can help to coordinate other types of initiatives or a cluster of travel plans.

Packaging investigation with implementation

Neighbourhood accessibility plans are essentially a package of activities (tasks and projects). Implementation of neighbourhood accessibility plans requires a council to coordinate a number of activities in the one neighbourhood area. By correctly planning and phasing activities in the package councils will reduce the consultation burden and minimise the number of funding applications they need to make. At the same time project outcomes are likely to compound (the sum is greater than the parts).

In any given neighbourhood, a variety of transport activities may already be planned. Other non-transport activities that have an impact on transport may also be planned (eg town centre plans, park improvements). While the NZTA can only provide financial assistance for land transport activities, other activities can be included in council packages. Examples of implementation actions councils may want to package together as neighbourhood accessibility plans are provided on pages 4–5 of this publication. Examples of packaged transport actions are documented below.

Planning for infrastructure investment at the conceptual stage of neighbourhood accessibility plans will assist with sustaining momentum at later phases of the project process. It is well known that the time lag between the planning/ investigation stages of projects and implementation is a particularly sensitive issue with community groups and residents. Time lags are not only inconvenient but they can compromise community satisfaction with the council. They can also affect the extent to which the community will participate in educational and promotional activities or, worse still, the extent to which they 'buy into' educational and promotional messages. To avoid time lags, it is very important that activities are appropriately timed to fit with one another and that all implementation is planned in a coordinated manner.

The NZTA recommends that funds are reserved from either or both of the minor improvement projects and maintenance⁵ budgets to fund some of the infrastructure identified as part of the neighbourhood accessibility plan. Money set aside from these budgets can fund any small improvements that come up during the investigation stage. Alternatively, any significant pieces of pre-planned improvement projects or maintenance investment should be coordinated to follow the neighbourhood accessibility plan investigation phase. As part of prioritising improvement projects, the NZTA suggest that local authorities give priority to projects that are part of a package. Local authorities have

⁵ Maintenance budgets are typically composed of agreed work within a maintenance contract and unspecified work. Depending on the type of infrastructure planned it is important to be aware that work can potentially fall in either group.

found that quickly resolving a few issues in the neighbourhood greatly enhances community acceptance of the project and further community participation in the project.

With the introduction of the three-year funding cycle, local authority staff should anticipate what larger infrastructural activities might be required in the project area and draft applications for these activities should be made at the same time as the investigation aspect of neighbourhood accessibility planning. These projects do not need to be fully scoped and rough details are all that is required in a draft application. Having rough infrastructural projects scoped and listed in the funding system will ensure that the activities can be implemented as soon as possible once the activities are agreed by the community and council. More information on how to get funding is provided in the next chapter.

To give an idea of what can be packaged, two examples of neighbourhood accessibility plan packages are provided on the following pages. For more information on what kind of actions you may be implementing see the *Neighbourhood accessibility plans: Guidelines for coordinators* document. For more information on what work categories are and the different provisions within work categories, refer to the next chapter.

Example 1		
	Activity	Work category
Investigation (Year 1)	Neighbourhood accessibility plan	Community programmes (432)
	Investigation stage of a local area traffic management study	Studies and strategies (002)
	Parking management study	Studies and strategies (002)
	Pedestrian and cycle counts	Network and asset management (151) Studies and strategies (002) Community programmes (432)
Implementation (Year 2 and onwards)	School travel plan	Community programmes (432)
	Workplace travel plans	Community programmes (432)
	Walking and cycle route mapping	Community programmes (432)
	Cycling and walking promotional events	Community programmes (432)
	Parking pricing	Demand management (421)
	Development of car pooling schemes	Demand management (421)
	Upgrading walkways and footpaths	Pedestrian facilities (451) [#]
	Walkway directional signage	Pedestrian facilities (451) [#]
	Improved lighting for pedestrians	Pedestrian facilities (451) [#]
	Pedestrian crossings	Pedestrian facilities (451) [#]
	Cycle parking	Cycle facilities (452) [#]
	Cycle path maintenance	Cycle path maintenance (124)
	High occupancy lane - widening or reconstruction to increase capacity	Road reconstruction (324) Passenger transport road improvements (533)
	High occupancy lane - reallocation of existing road space	New traffic management facilities (321)
	Bus bays	Passenger transport road improvements (533)
	Bus priority measures at intersections	Passenger transport road improvements (533)
	Bus stop facilities upgrade and new stops	Public transport infrastructure (531)
	Real time information for bus arrival times	Public transport infrastructure (531)
Local area traffic management scheme/Traffic calming	New traffic management facilities (321) [#]	
Kerb ramps/drop kerbs	Associated improvements (231)	

[#] These activities can also be funded from minor improvements (341) if the activity is less than \$250,000.

Example 2		
	Activity	Work category
Investigation (Year 1)	Neighbourhood accessibility plan	Community programmes (432)
	School travel plans	Community programmes (432)
	Workplace travel plans	Community programmes (432)
	Crash reduction study	Studies and strategies (002)
	Pedestrian, cycle counts	Network and asset management (151) Studies and strategies (002) Community programmes (432)
Implementation (Year 2 and onwards)	Share the Road campaign	Community programmes (432)
	Intersection campaign	Community programmes (432)
	Mobility scooter workshops	Community programmes (432)
	Speed campaign	Community programmes (432)
	Pedestrian education on the use of facilities	Community programmes (432)
	Cycle training	Community programmes (432)
	Pedestrian crossings	Pedestrian facilities (451) [#]
	Widening of road for cycle lanes	Cycle facilities (452) [#]
	Red light cameras	New traffic management facilities (321)
	Variable speed zone	New traffic management facilities (321)
	Traffic calming	New traffic management facilities (321) [#]
	Intersection improvements	New traffic management facilities (321) [#]
	Lighting for pedestrians	Pedestrian facilities (451)
	Maintenance of street furniture	Traffic services maintenance (222)
	Renewal of lighting for traffic	Traffic services renewal (222) [#]
	Graffiti removal on road structures	Environmental maintenance (121)

Prioritising and planning for multiple neighbourhood accessibility projects in a local authority

Local or regional authorities that want to implement a number of neighbourhood accessibility planning projects may need a way to prioritise these. As neighbourhood accessibility planning focuses on one area for a two- to three-year period, it may be necessary to have a way of justifying pragmatically to councillors and the community why certain areas are receiving attention.

The local authority's road safety action plan working group, or one of the regional or local strategies, may provide a good mechanism, but it is likely that some investigative work will be required to plan and prioritise the projects (see below). The NZTA has recommended a methodology to undertake a prioritisation study, which is provided in appendix 6. This methodology can be used to assist with seeking funding for a prioritisation study if necessary.

[#] These activities can also be funded from minor improvements (341) if the activity is less than \$250,000.

The methodology describes a process to select and prioritise neighbourhoods. Neighbourhoods can be compared using the following factors:

- population*
- employment*
- household income*
- deprivation index rating*
- school deciles
- school and university rolls
- car ownership per person*
- passenger transport usage
- social cost of crashes
- traffic volume
- rate of crashes comparative to population or traffic volume
- walking and cycling counts.

(This data will be obtainable from the relevant council department, the directory of New Zealand schools www.tki.org.nz/e/schools and Statistics New Zealand.)

* To collect data on this factor use census area unit data available from Statistics New Zealand.

Applying for NZ Transport Agency funding

Appendices relevant to this section	
Appendix 7	Terms of reference template - neighbourhood accessibility plan investigation stage.
Appendix 8	Budgeting for a neighbourhood accessibility plan.

Application checklist

You will be ready to apply for a project once the following topics have been considered:

- Which regional or local strategy the project sits with and how it links to other regional and local strategies.
- The need for a neighbourhood accessibility planning project.
- The location of the project.
- Links to other council projects, initiatives and activities within the project area.
- How the project implementation will be funded.
- The level of support you have from key stakeholders, eg the NZ Police.
- The level of commitment from community groups that will be actively involved in the project.

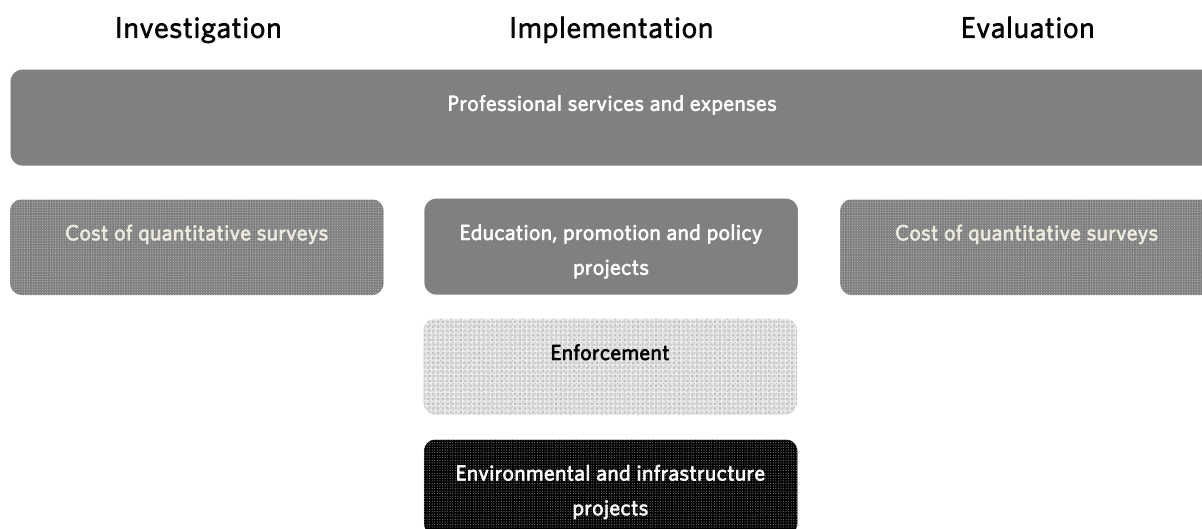
Funding provisions

The NZTA provides funding assistance for most of the activities in a neighbourhood accessibility plan through the National Land Transport Programme (NLTP). The NLTP applications are due every three years (2009/12, 2012/15). Activities are funded at different assistance rates depending on the activity - activities are not 100 percent funded. Other funding agencies may also provide funding assistance, for specific project activities.

The funds within the NLTP are categorised into activity classes. Each activity class also has further subcategories called work categories. Funding for the activities that make up a neighbourhood accessibility plan are available from a number of different work categories.

To access funding for neighbourhood accessibility plans an overall 'package application' is made that summarises the project as a whole and lists all the activities that will make up the complete project. In addition to the package application, you will also need to submit applications to access the funding for activities in each work category. The work category applications require specific details and cost, but not a duplication of information already provided in the package application.

The diagram on the next page outlines the different activities in a neighbourhood accessibility plan. The grey boxes show activities that are funded through the community programmes work category. The white box shows activities that are funded through the work categories making up the road policing activity class. The black box shows activities that are funded through various different work categories. More information on each of these is provided in the relevant sections over the next pages.



Some work categories have provision for group applications or block allocations⁶. Group applications are similar low cost activities all fundable from the same work category that are grouped into one application (eg community programme activities can be grouped if the activity costs less than \$250,000 per year). Block allocations are a fixed allocation provided to local authorities which can fund eligible low cost activities. For example, individual improvement activities that each cost less than \$250,000 can be funded from the minor improvement work category. The funding of which is set at eight percent of local authorities maintenance expenditure.

Community programmes work category

The community programmes work category provides for the professional services needed to manage and undertake the project at all phases, most associated costs for data and information collection and the implementation costs of education, and promotion projects and the initiation and management of some policy projects. Neighbourhood accessibility planning activities, fundable from the community programmes work category, as mentioned above, can be applied for with other community programmes in a group. Budgets for neighbourhood accessibility planning activities, that can be funded from the community programmes work category, need to be divided into annual budgets. If the costs are less than \$250,000, per year then applications can be included in with other community programme activities in the 'group'. If there are years where budgeted expenditure exceeds \$250,000, a separate application must be included in LTP online for all of the neighbourhood accessibility planning activities that are funded from the community programme work category.

Terms of reference should be included for any neighbourhood accessibility plan with an investigation phase greater than \$250,000. This is because the investigation phase of a neighbourhood accessibility plan project is in essence a study, and therefore it is not possible to calculate a benefit cost ratio. The terms of reference should contain the expected method to undertake the study. The NZTA provides terms of reference template that councils can use (see appendix 7). Electronic copies of the document can also be obtained from www.landtransport.govt.nz/road-user-safety/walking-and-cycling/neighbourhood-accessibility-planning-terms-of-reference.html.

⁶ Group applications and block allocations are not to be confused with packages. Packages describe the project and are required to justify funding. Group and block applications are specific to individual work categories and help to make the administration of the funding easier (from both councils and NZTA's perspectives).

Factoring in funding for evaluation

Evaluation is important and should be factored into the total cost of the project. Evaluation will help the NZTA and local authorities justify further expenditure on these types of projects, help improve the delivery of projects and increase the likelihood that implementation outcomes are achieved or surpassed.

Payment of coordinators

The NZTA is often asked about how much coordinators should be paid. Our advice to authorities applying for projects prior to recruiting someone is that the salary range be based on similar positions in the local authority. The salary range should be roughly equivalent to the scale used for road safety coordinators, project managers and planners within the authority. What scale is used will depend on how complex the project is anticipated to be and the planned responsibilities of the coordinator. The training requirements of coordinators also need to be factored into the cost of the application. Appendix 8 gives details on how to budget for a neighbourhood accessibility plan. It should be noted that this appendix is a guide only and the final decision on how much to allocate to the project lies with the local authority.

Road policing activity class

Provision is made in the NLTP to fund the NZ Police to carry out various transport related enforcement and education activities. (This can include police time spent working in neighbourhood accessibility plan project areas.) The police are responsible for accessing and managing this funding. Prior to applying for neighbourhood accessibility plan funding local authority staff need to know the extent of the police involvement in the project.

Activity classes and work categories for quantitative surveys, environmental and infrastructure implementation

Quantitative surveys such as traffic, pedestrian and cycle counts are fundable from the network and asset management work category, they can also be funded from the studies and strategies work category or from the community programmes work category.

There are several activity classes (each with specific work categories) in the NLTP that provide funding to carry out the environmental and infrastructure activities needed for a neighbourhood accessibility plan. The following table lists some of the activity classes and their work categories that can be used to access funding for environmental and infrastructure actions.

Environmental and infrastructure activities can either be directly linked to the neighbourhood accessibility plan project as implementation actions or can be independent activities in their own right that relate to the neighbourhood accessibility plan. Applications should note all links and relationships. Environmental and infrastructure activities that are likely to be carried out independently of neighbourhood accessibility planning, but that may take into account some of the needs determined in a neighbourhood accessibility plan, are shown in the table below with a star (*).

Activity Class	Work category	Work category name
2 Demand management and community programmes	421	Demand management
3 Walking and cycling facilities	451	Pedestrian facilities
	452	Cycle facilities
5 Public transport infrastructure	531	Passenger transport infrastructure
	533	Passenger Transport Road improvements

Activity Class	Work category	Work category name
8 Maintenance and operation of local roads	111	Sealed pavement maintenance*
	113	Routine drainage maintenance*
	114	Structures maintenance*
	121	Environmental maintenance*
	122	Traffic services maintenance
	123	Operational traffic management*
	124	Cycle path maintenance
	131	Level crossing warning devices
	151	Network and asset management
10 Renewal of local roads	211	Unsealed road metalling*
	212	Sealed road renewals*
	213	Drainage renewals*
	214	Sealed road pavement rehabilitation*
	215	Structures component rehabilitation
	222	Traffic services renewals
	231	Associated improvements
12 New and improved infrastructure for local roads 13 New and improved infrastructure for state highways	321	New traffic management facilities
	322	Replacement of bridges and other structures*
	323	New roads*
	324	Road reconstruction*
	341	Minor improvements

Packaging neighbourhood accessibility plan activities

As mentioned previously neighbourhood accessibility plans are fundamentally a package of activities. The benefits of creating packages are that the project can be assessed as whole, rather than assessing activities individually. This provides an overall project perspective which gives clarity to those reviewing funding applications and makes justifying funding for the individual activities that make up the overall project easier. Packaging a neighbourhood accessibility plan will also reduce the information and funding requirements for any infrastructure applications associated with the accessibility plan.

See the earlier section on packaging investigation with implementation (page 23-24) for more information on what to package.

Budgeting for the project

If you would like information on how to budget for a project refer to appendix 8.

Making an application to the NZ Transport Agency

Much of the information already provided in this document may be used to help fill in applications. In addition to following these guidelines, it is recommended that local authority staff discuss their proposed applications with the NZTA regional staff.

Applications for NLTP funding should be made via LTP online. There will be a person within your local authority especially appointed to input application information into LTP online, so if you intend to submit an application it is advisable to talk to this person well ahead of the application due date. (Draft applications close in November of the year prior.)

Applications for the investigation components of the project should be able to be entered into LTP online with the full amount of detail necessary, and hence when assessed they should be able to gain category 1 status (approval to progress with the project). Applications for implementation and evaluation will need to be entered into LTP online prior to the projects being fully scoped. These projects are likely to obtain category 2 status (likely to be approved, but waiting on more detail). They will remain with category 2 status until more detail is provided, which is likely to be toward the end of the investigation stage of the project. Review dates for category 2 projects occur at monthly intervals, so once detail is provided the project can potentially be progressed to category 1 status quite quickly.

It is recommended that all anticipated implementation projects are entered into the system, so that there is the provision in the system for implementation projects. This will require entering in rough information about the project and the projects cost. The NZTA staff understands that after the investigation stage projects may change and alter in cost.

Where to go for more information

More information on the NZTA's funding allocation process can be found in the NZTA's *Planning, programming and funding manual*, and any other associated guidelines.

Getting a project started

Appendices relevant to this section

Appendix 9

Neighbourhood accessibility plan position description.

Employing project coordinators

A position description for project coordinators is provided in appendix 9. Project coordinators need to be confident in working with people and managing large meetings. They also need to be able to collect and analyse data, write reports and project manage.

There are two distinct parts to neighbourhood accessibility plans: investigation and implementation, and both parts require different skills. Obtaining a suitably qualified person for the duration of the project may be difficult. Local authorities may consider using a person with consultation and information collection skills for the investigation, then someone with campaign development, education or advertising skills for the implementation part of the project. A road safety coordinator would easily manage the educational, enforcement and promotional aspects of implementation. However, due to time commitments, an additional coordinator is recommended.

Project set-up recommendations

A few lessons related to setting up a project have been learned through the trial projects. These are listed below.

Project selection

The size of the project area shouldn't be too small or too large. Small areas often do not warrant the extent of investigation recommended in a neighbourhood accessibility planning project. Large areas can have too many differing issues and different community groups to consult with, which can be difficult to manage and resource. For more information on choosing areas see page 15.

Obtaining buy-in and commitment

Management buy-in for the project is important to ensure the smooth progression of the action planning and implementation phases of the project. Each team the project is relevant to should have considered how they will resource the project in terms of time and staff.

A councillor (or councillors) can be a good project champion. This can happen earlier in the project, but can also work in later phases. Councillor support will help ensure actions are approved. Councillors can also help make the project more visible.

To help obtain both management and councillor buy-in, it may be beneficial to run a short workshop for senior management and councillors on the benefits and expected outcomes of neighbourhood accessibility planning. The NZTA, project stakeholders, operational staff and other councils experienced in neighbourhood accessibility planning projects may be useful to involve.

A clear statement of expectations should be worked through at the onset of the project, or an MOU established. In some cases, both may be beneficial: the former for internal parties and the latter for external parties.

Staffing and positioning

The same coordinator should not do both neighbourhood accessibility planning and school travel planning. Different staff should be employed for these roles. The reason for this is that school audiences, once their commitment is obtained, are relatively easy to work with and usually are enthusiastic about the project. Working with multiple community groups, and possibly unenthusiastic or cynical members of the general public, requires the investment of more time and effort to establish good working relationships. Because of this, progress is usually a lot more visible at an earlier stage with schools and it can be easy to allocate all the project time and resources to schools or other audiences that are easier to work with. This can impact on the degree to which outcomes are achieved.

While the project does not need to be run from an engineering team, it is very important that the staff member has a close working relationship with engineering teams. For more information see page 9-10.

If possible, it is recommended the staff member has a desk at the local authority offices. At a minimum, staff members who are contracted or employed by territorial authorities should spend a few days a week working at the local authority offices. This is important as the project process is very reliant on establishing good working relationships within the authority. Daily contact will help to improve teamwork and collaboration.

Creating a memorandum of understanding

A memorandum of understanding (MOU) helps formalise the working relationships between parties and seek to document a common understanding about how the project will be managed and resourced. Establishing an MOU usually takes several meetings with key stakeholders to draft the document and negotiate the contents of the document. The final product is a document signed by all parties. It is however, important to strike a good balance of formal documentation as you do not want documentation on working relationships spoiling good working relationships.

If you do decide to write an MOU it should include:

- who the parties are
- the principles of the MOU
- the purpose and background of the MOU
- the desired outcomes of the MOU
- the roles of the parties and a list of shared priorities
- the way in which the parties will work together collaboratively to action the project
- information about how problems will be resolved
- the timeframe over which the MOU applies
- what will happen if an MOU variation is required
- a list of contact staff for each party
- meeting and reporting requirements.

Information to record and pass on to the coordinator

In all local authorities, a lot of consultation and reporting goes on prior to approving work and allocating staff to the project. It will be helpful to the coordinator, when starting their role, if they have access to:

- a list of the stakeholders consulted during pre-consultation
- any documents that relate to commitments agreed
- any committee reports written
- an idea of which councillors are supportive of the project

- a rough idea of other council teams that are interested in the project
- a list of projects that have a relationship to the neighbourhood accessibility planning project
- any meeting minutes relevant to the initiation of the project.

Reporting

As part of a best practice neighbourhood accessibility planning project, it is recommended that several reports are completed. These include:

- an information collection report (the method and results of data and information collected)
- an action plan (typically in the form of a spreadsheet that specifies the objectives of the project, the actions required to achieve those objectives, who is responsible for the actions and when they scheduled for completion)
- a project evaluation (outlines what actions were completed and how successful the actions were in achieving the objectives set in the action plan).

These documents serve as a record of the project. The benefits of these reports are that they ensure there is an easily accessible record of the project, which can be utilised by project stakeholders and new staff working on the project and for evaluation purposes.

The documents above are requirements of a neighbourhood accessibility planning project, but they are not necessarily documents that need to be completed in order to obtain funding. For information on what reporting is required in relation to the NZTA's funding provisions, please see the NZTA's *Programme and funding manual*.

Naming or branding projects

The NZTA does not require that individual projects are branded as neighbourhood accessibility plans. However, it is requested that, in all communication not targeted at the project neighbourhood (eg conference presentations or higher-level communications with professional stakeholders), the project is referred to by its project name but also described as an NZTA-funded neighbourhood accessibility plan. For more information on project naming see page 11.

Resources

Resources have been developed to support the initiation and implementation of neighbourhood accessibility planning projects. The local authorities that were responsible for carrying out the trial projects have significantly contributed to the content of these guidelines. The guidelines are relatively detailed because the staff involved in managing the trial projects requested comprehensive guidelines. It is noted that the extent to which this level of detail is required will vary between local authorities and staff members.

In addition it should be noted that local authorities are not expected to follow the recommendations verbatim. In one local authority a tool, technique, template or way of doing things may have worked perfectly, whereas in another area this may not be the case. However, the NZTA expects that best practice will guide the way the project is developed and delivered.

The following resources directly support the delivery of neighbourhood accessibility plans.

Applications and starting projects

- Terms of reference template for the investigation stage of a neighbourhood accessibility plan (to be used for projects over \$250,000) - www.landtransport.govt.nz/road-user-safety/walking-and-cycling/neighbourhood-accessibility-planning-terms-of-reference.html.

- Terms of reference template for a neighbourhood accessibility plan prioritisation study (to be used in cases where a council may want to plan and prioritise a number of neighbourhood accessibility planning projects) – www.landtransport.govt.nz/road-user-safety/walking-and-cycling/neighbourhood-accessibility-planning-tor-prioritisation.html.

Implementing neighbourhood accessibility planning projects

Neighbourhood accessibility plans: Guidelines for coordinators (including template resources) - www.landtransport.govt.nz/road-user-safety/walking-and-cycling/neighbourhood-accessibility-planning.html.

Other related resources

There are other stand-alone resources that may help when implementing initiatives identified in a neighbourhood accessibility plan. Some of the key resources include:

- *Share the road: Guidance and examples on how to run campaigns related to speed, driveway safety, giving way and cycle courtesy*
www.landtransport.govt.nz/road-user-safety/walking-and-cycling/share-the-road/index.html.
- *School travel plan coordinator's guide*
www.landtransport.govt.nz/sustainable-transport/guidelines/school-travel-plan.pdf.
- *Workplace travel plan coordinator's guide*
www.landtransport.govt.nz/sustainable-transport/guidelines/workplace-travel-plan.pdf.
- *Cycle network and route planning guide*
www.landtransport.govt.nz/road-user-safety/walking-and-cycling/cycle-network/index.html.
- *Pedestrian design guide*
www.landtransport.govt.nz/road-user-safety/walking-and-cycling/pedestrian-planning-design-guide/index.html
- Walking school bus resource kits
www.landtransport.govt.nz/travel/school/walking-school-buses/resource-kits.html.
- Feet first walk to school every week
www.feetfirst.govt.nz.
- Bikewise
www.bikewise.co.nz.

Appendix 1 – Benefits of neighbourhood accessibility planning projects and outcomes of trial projects

Introduction

The objectives of neighbourhood accessibility planning projects vary from area to area, depending on the issues in the neighbourhood, the concerns and interests of the community and the focus of the council.

Benefits of using a neighbourhood accessibility plan approach

Neighbourhood accessibility planning process principles ensure that the process is sound enough to generate benefits. Listed below are a number of common benefits – as determined by the councils that participated in the trial project.

- Collaborative work with the community facilitates:
 - buy-in to the process
 - improved relationships between the community and council
 - increased councillor acceptance of the project and its actions
 - increased likelihood of up-take of education and promotional messages
 - increased likelihood that social marketing and education messages are sustained in the long term
 - more potential for community and business investment
 - more opportunities for interagency collaboration.
- Data collection and information gathering ensures:
 - data is readily available to justify projects to the public, councillors and stakeholders
 - data and consultation information collected can be used by other teams to support their complementary activities
 - data and information collected helps prioritise actions
 - projects can be easily monitored and evaluated
 - information can be used to help justify new projects.
- Projects targeted at neighbourhoods rather than specific audiences will:
 - increase the likelihood that the whole community will take responsibility for their actions (this is relevant because it is important to involve the 'at-risk group' as well as other community members who may be contributing to the risk, or represent those who are creating the risk)
 - ensure actions can be coordinated for the benefit of the whole neighbourhood rather than just one group within the neighbourhood
 - help councillors and council staff justify the project based on the needs and desires of the whole neighbourhood
 - increase the potential for community group participation and resource provision
 - increase collaboration between projects and initiatives that are occurring within the area
 - involve a wider range of stakeholders who can bring resources and funding to the project.

Outcomes of trial projects

South Dunedin, Dunedin City Council (initiated 2003/04)	
Stage of implementation (at February 2009)	Key outcomes/successes
Implementation completed (some engineering still to be completed). Evaluation completed.	<ul style="list-style-type: none"> • Drop kerbs and tactile paving. • Improved lighting. • School zone signs with flashing lights. • Creation of five mobility routes. • Intersection and crossing upgrades. • Cycle hazard removal. • Won the 2006 NZ Community Safety and Injury Prevention Award for 'outstanding community safety and/or injury prevention'. • Silhouette advertising campaign. • Share the footpath campaign. • Watch Out for Bikes campaign. • Project launch day. • Community investment in educational and promotional implementation. • Community buy-in. • Media interest. • Mayoral and councillor participation.
Papatoetoe, Manukau City Council (initiated 2003/04)	
Stage of implementation (at February 2009)	Key outcomes/successes
Implementation completed (some engineering still to be completed). Evaluation pending.	<ul style="list-style-type: none"> • More support than normal for engineering investment from council and community boards and development of an asset management plan for walkways in Papatoetoe, which has subsequently been adopted for other wards within Manukau city. • Inter-council teamwork integration. • School cycling and pedestrian one-day education event. • Look out - media campaign and speed enforcement. • Installation of pedestrian splitter islands at a number of locations throughout Papatoetoe. • Installation of signalised crossing to replace zebra crossing in Papatoetoe town centre. • Initiation of a school travel plan at Papatoetoe Intermediate.

Nelson City Centre, Nelson City Council (initiated 2003/04)

Stage of implementation (at February 2009)	Key outcomes/successes
Implementation completed. Evaluation complete.	<ul style="list-style-type: none"> • Increase in pedestrian numbers (22.5 percent). • A reduction in crime (ranging from 7 percent to 30 percent). • A significant reduction in crashes involving cyclists and pedestrians. (Before the project the three-year average was five annual crashes involving pedestrians and 11 involving cyclists. In the first year following the project there was one crash involving pedestrians and no cycle crashes.) • Lighting upgrade. • On-road and off-road cycle paths. • Installation of a covered cycle parking facility. • Three new speed tables to slow traffic. • Road closure and walkway creation. • Walk and cycleway signage. • Ongoing public educational campaign. • Education on the need to look for bikes when opening car doors and reversing cars. • Police and volunteer street wardens patrolling streets at night to reduce crime and improve public behaviour. • Enforcement of sandwich board rules, and general reduction of footpath clutter and illegal parking. • Cycle design course for all design engineers. • Level of service changes to allow improved asset management. • Works are thought to be 'future proofed' as the high level of public involvement throughout the project has reduced post implementation issues.

West End, Rotorua District Council (initiated 2003/04)

Stage of implementation (at March 2009)	Key outcomes/successes
Most implementation completed.	<ul style="list-style-type: none"> • Provision of shared cycling and walking facilities. (Share with Care.) • Advanced cycle boxes. • Bike racks. • A raft of minor safety improvements. • Exit from service lane made left hand turn only. • Improved drainage to stop flooding – regular maintenance organised. • Installation of bollards to stop cars cutting the corner at one intersection. • Removed a parking bay at one intersection to improve visibility. • Aesthetic environment of area improved through rubbish collection and graffiti removal. • Share with care campaign. • Road safety week events. • Guest speaker – Tawera Nikau – at college. • Pedestrian education undertaken in primary schools, including setting up of Kids on Feet initiative to relieve congestion outside school.

Rathgar Road and surrounds, Waitakere City Council (initiated 2004/05)

Stage of implementation (at February 2009)	Key outcomes/successes
<p>Action planning completed. Implementation initiated.</p>	<ul style="list-style-type: none"> • Kea crossings. • Improvements to visibility, safety and signage at pedestrian crossings. • Replacement and widening of a footpath on Rathgar Road. • Parking bays in Norval Ave and Pomaria Road. • Introduction of parking restrictions. • Completed feasibility study on a single bus terminal for three colleges to help reduce traffic congestion and hazards for pedestrians. • Community launch of action plan combining safer routes and school travel. • Share the Road campaign focusing on drivers giving cyclists space. • Mapping of safer cycle routes through a piloted curriculum resource for student cyclists. • Curriculum activities for senior geography students on solving local road safety issues: student won national award in the Massey University Environmental Planning project. • Cycling buddy programme established in Intermediate school. • Walking school bus route established in primary school. • Piloting of a new classroom activity for monitoring traffic speed outside a school in conjunction with ACC's speed trailer. • Preschool education package on road safety for children starting school. • Participation of two community board members on steering group and implementation working group. • Community safety issues from consultation providing evidence for prioritisation of infrastructure work within transport assets. • Links with other council teams and projects.

Greerton, Tauranga City Council (initiated 2004/05)

Stage of implementation (at February 2009)	Key outcomes/successes
Action planning completed. Most implementation near completion.	<ul style="list-style-type: none"> • Less congestion at the school gate. • Bridge over state highway for pedestrians. • Installation of pedestrian refuges • Bus shelters in appropriate places in Greerton. • Implementation of a cycle lane on Cameron Road from Chadwick Road to Barkes Corner. • Installation of bike racks in shopping centre and by library. • Improved bus service route for locals. • Installed a P5 parking restriction in school drop off zone. • Established pick up/drip off zone at Moreland Fox park for Greenpark school. • Planned pedestrian crossing on Kiteroa Street. • Established on-going mobility scooter club. Other clubs have also been set up in other areas of Tauranga. • Education campaign targeting mobility scooter users. • Two school travel plans. • Walking school bus ('Kids on Feet') with reward system operating in two schools. • Won the 2005 Road Safety Innovation Award for road safety education for their Kids on Feet school walking promotion initiative. • 'Kids can Ride' project initiated. • On-going Be Safe, Be Seen, Be Considerate education campaign. • Improved rubbish collection services to benefit pedestrians and cyclists. • Improved council-community relationship. • Relationship with police and their involvement in education initiatives. • Successful activities generated through this project have also been adopted/used in other communities.

Fairfield/Enderley/Chartwell, Hamilton City Council (initiated 2005/06)

Stage of implementation (at February 2009)	Key outcomes/successes
Action planning completed. Implementation largely complete.	<ul style="list-style-type: none"> • Regular graffiti control in alleyways. • Police night patrol of alleyways. • Road safety training in several Enderley schools. • Community event for pre-schoolers and caregivers. • Alleyway upgrade. • Installation of pedestrian refuges in several locations. • Public input into the upgrade of a suburban shopping location. • Public input into the design of three traffic calming schemes. • Establishment of a walking advocacy group and disability access reference group. • Increased response/communication rates from communities that previously have not participated in council consultation. • Secondary benefits of all project stakeholders being more engaged in other council projects both in the area and outside the project area.

Stage of implementation (at February 2009)	Key outcomes/successes
Action planning completed. Implementation underway.	<ul style="list-style-type: none">• Antidotal evidence of crash reductions.• Obtained agreement from the rugby club to convert some land into a walk/cycle path.• Improved intersections.• Relocation of a bus stop.• Changes to parking restrictions outside hospital.• Change in road markings for cycle lanes.• Established walking advocacy group.• Established walking school bus.• Facilitated creation of a mobility scooter/power chair association.• Improved council team integration.• Improved community confidence in the council.

Appendix 2 – The relationship of neighbourhood accessibility plan’s to government strategies

The outcomes of neighbourhood accessibility planning projects can contribute to many of the desired outcomes of various government strategies and protocols, as outlined below.

The *New Zealand transport strategy* and Government Policy Statement

(www.transport.govt.nz/new-zealand-transport-strategy-2/)

An NZTS was released in August 2008. The vision is that ‘People and freight in New Zealand have access to an affordable, integrated, safe, responsive and sustainable transport system.’ The vision is supported by five transport objectives. These are provided in the box below, along with descriptions of how neighbourhood accessibility planning contributes to the objectives.

NZTS objectives	Neighbourhood accessibility planning contribution
Assisting safety and personal security	Primary focus Safety and personal security issues are identified through analysis and consultation. These issues can then be addressed using environmental improvements, enforcement and educational actions. By using all types of implementation actions, actual and perceived safety can be improved.
Improving access and mobility	Primary focus The project will improve access and enable mobility for those groups whose access is restricted. Issues will be investigated through community audits and consultation. These will then be resolved using engineering and educational solutions. Increasing access and mobility will result in real travel choices, especially for those without access to a motor vehicle.
Protecting and promoting public health	Primary focus The project aims to reduce death and injury. Promoting active transport will also help to increase activity levels, thereby improving fitness and health. Reduced motor vehicle numbers will also result in reduced emissions (eg noise and exhaust – which can have a detrimental impact on health).
Ensuring environmental sustainability	Primary focus The project focuses on improving safety and access for pedestrians, cyclists and those using public transport. This will contribute long term to improved environments. A significant proportion of motor vehicle trips are over relatively short distances. Often these short trips involve ‘cold starts’, making them among the least environmentally efficient of motor vehicle trips. Encouraging a shift to emission-free modes of transport, like walking or cycling, for such trips will contribute to New Zealand meeting its climate change commitments under the Kyoto Protocol (<i>Getting there – on foot, by cycle: A strategy to advance walking and cycling in New Zealand transport (Getting there – on foot, by cycle)</i> , 2005).
Assisting economic development	Secondary benefit Environments that are made safer and more socially interactive are more liveable environments. Houses in areas that are made more liveable increase in value. People who walk and cycle often are more likely to shop ‘local’. Sustainable travel is cost-effective and often supports local economies and small businesses. In cities, it is often the most efficient means of transport.

The NZTS also sets out high level transport-specific targets within the context of the overarching targets already decided by the government in the areas of sustainability, energy and climate change. One of the targets in the NZTS is to increase walking and cycling to 30 percent of total trips in urban areas (the rate is currently about 18 percent) by 2040. This is a significant shift and neighbourhood accessibility planning will play a critical role by improving the physical and social infrastructure needed to move towards this target. The NZTS also guides the development of the Government Policy Statement (GPS).

The GPS expresses the government's desired outcomes and funding priorities from 2009/10 to 2014/15 and then more generally up to 2018/19. The GPS determines the NLTP allocations and guides Regional Land Transport Programmes (RLTP). The GPS immediate three-year target is to stabilise walking and cycling rates, and then to focus on growth of around one percent per year for walking and cycling.

The GPS supports the NZTS target by setting funding ranges for activity classes. In doing so the GPS supports the development of walking and cycling infrastructure, allocates resources to authorities to encourage people to change to other modes of travel and assists local government to develop and update their walking and cycling strategies and network maps.

As directed by the GPS the NZTA will evaluate and approve funding for programmes and strategies that facilitate:

- integrated planning as a central part of achieving good transport outcomes
- making walking and cycling safe, easy and attractive travel choices.

There are no GPS targets for accessibility at this stage although they may be developed in future.

Road safety to 2010

(www.landtransport.govt.nz/strategy-2010/docs/2010-strategy.pdf)

As outlined above, the Safer Routes Programme was an implementation initiative of the *Road safety to 2010* strategy. The *Road safety to 2010* states that 'together, pedestrians and cyclists account for around 14 percent of all road deaths and more than a third of deaths on our urban roads. We need to focus more on ensuring our road environments, particularly in urban areas, are safer for pedestrians and cyclists as well as for motor vehicles users' (page 28 of *Road safety to 2010*). The strategy recommends the implementation of such projects in neighbourhoods where pedestrians and cyclists are at high risk of injury.

Getting there - on foot, by cycle

(www.beehive.govt.nz/Documents/Files/Getting percent20there.pdf)

Getting there - on foot, by cycle is a key strategy overarching neighbourhood accessibility planning projects. Undertaking a neighbourhood accessibility plan project will support and contribute to the strategic goals of the strategy. Projects will:

- help to create community environments and transport systems that support walking and cycling
- contribute to more people choosing to walk and cycle, more often
- improve safety for pedestrians and cyclists.

New Zealand injury prevention strategy

(www.nzips.govt.nz/index.php)

The *New Zealand injury prevention strategy's* vision is 'A safe New Zealand, becoming injury free'. The strategy has ten objectives:

1. Raise awareness and commitment to injury prevention.
2. Strengthen injury prevention capacity and capability.
3. Design and develop safe environments, systems and products.
4. Maintain and enhance the legislative and policy framework supporting injury prevention.
5. Integrate injury prevention activity through collaboration and coordination.
6. Advance injury prevention knowledge and information.
7. Develop and implement effective injury prevention interventions.
8. Ensure appropriate resource levels for injury prevention.
9. Develop, implement and monitor national injury prevention strategies for priority areas.
10. Foster leadership in injury prevention.

The strategy employs a multi-agency approach to implementation planning and encourages relevant government agencies to recognise injury prevention outcomes. Neighbourhood accessibility planning projects have the ability to contribute to this vision and its objectives.

New Zealand disability strategy

(www.odi.govt.nz/publications/nzds)

The vision of the strategy is 'a fully inclusive society'. There are 15 government objectives for achieving a non-disabling society. The objectives neighbourhood accessibility planning outcomes contribute to are as follows:

- Objective 1: Encourage and educate for a non-disabling society.
- Objective 6: Foster an aware and responsive public service.
- Objective 8: Support quality living in the community for disabled people.
- Objective 9: Support lifestyle choices, recreation and culture for disabled people.
- Objective 10: Collect and use relevant information about disabled people and disability issues.

The projects will involve consulting with disability groups and members of the public. In doing this, the project will also contribute to the following objectives:

- Objective 2: Ensure rights for disabled people.
- Objective 5: Foster leadership by disabled people.
- Objective 11: Promote participation of disabled Māori.
- Objective 12: Promote participation of disabled Pacific peoples.
- Objective 13: Enable disabled children and youth to lead full and active lives.
- Objective 14: Promote participation of disabled women in order to improve their quality of life.

The strategy states that 'decisions that territorial authorities ... make also have a significant impact on the lives of disabled people' (page 10 of the *New Zealand disability strategy*), and because of this, the support and assistance from territorial authorities in delivering on the strategy is integral.

National energy efficiency and conservation strategy

(www.eeca.govt.nz/eeca-library/eeca-reports/neecs/report/national-energy-efficiency-and-conservation-strategy-01.pdf)

Walking and cycling do not consume fossil fuels and are two of the most energy-efficient forms of transport available. A focus on improving access for pedestrians and cyclists, and increasing the number of people walking and cycling, will contribute to four of the six goals of the *National energy efficiency and conservation strategy*. The goals the projects contribute to are as follows:

- Goal 1: Reduce CO₂ emissions.
- Goal 2: Reduce local environmental impacts.
- Goal 5: Improve economic resilience.
- Goal 6: Improve health and welfare.

National rail strategy to 2015

(www.transport.govt.nz/nrs-page-1-1544)

The *National rail strategy to 2015* (NRS) demonstrates the government's commitment to:

- retaining the existing rail network
- investigating the development of new rail lines
- maximising the use of rail transport.

The NRS is linked to the NZTS through the five objectives defined in the NZTS. The NRS lists these five objectives as part of its strategic direction to 2015 and expands on each of the objectives specifically in the context of rail.

1. Enhance rail's contribution to sustainable economic development.
2. Improve rail safety and personal security.
3. Maintain and develop access to rail passenger services.
4. Promote positive health outcomes through the enhanced use of rail.
5. Enhance rail's contribution to an energy-efficient and environmentally sustainable land transport system.

Getting set for an active nation: Report of the sport, fitness and leisure ministerial taskforce

(www.sparc.org.nz/filedownload?id=6fb0b19a-70bb-436a-a2b5-24cb9b02322f)

SPARC aims to create an active New Zealand. The vision originally tasked for SPARC was 'that all New Zealanders will have recognised and valued their fundamental right to an active lifestyle. The expression of being a New Zealander will include the positive experience of organised, or spontaneous, physical activity. This will lead to a healthier and more active nation, with social benefits for all, where individuals can realise their full potential.'

Neighbourhood accessibility planning outcomes will create improved environments for active transport users. Promoting the use of active modes will contribute to SPARC's vision, and the vision as defined by *Getting set for an action nation*.

For more information on SPARC projects see page 21.

Other strategies

There are many other strategies neighbourhood accessibility planning could contribute to. Many are group-specific, such as the *Māori health strategy* and *Positive ageing strategy*, and others are issue-specific, such as the *National alcohol strategy*. For more information on specific projects that have a relationship to neighbourhood accessibility planning see pages 18-21.

Ottawa charter for health promotion

(www.who.int/hpr/NPH/docs/ottawa_charter_hp.pdf)

Description: The Ottawa charter for health promotion was created in 1986 and it provides a framework that is endorsed by the World Health Organisation. The charter identifies the following prerequisites for health: peace, shelter, education, food, income, a stable ecosystem, sustainable resources, social justice and equity and identifies five key action strategies to promote health. The strategies are provided below along with selected text from the charter that is relevant to neighbourhood accessibility planning.

- Build healthy public policy – Policy makers, from all sectors, should be aware of the health consequences of their decisions and accept their responsibilities to promoting health. Joint action contributes to ensuring safer and healthier goods and services, healthier public services, and cleaner, more enjoyable environments.
- Create supportive environments – Health can't be separated from other societal goals. The inextricable links between people and their environment constitutes the basis for a socio-ecological approach to health. The protection of the natural and built environments and the conservation of natural resources must be addressed in any health promotion strategy.
- Strengthen community action – Health promotion works through concrete and effective community action in setting priorities, making decisions, planning strategies and implementing them to achieve better health. At the heart of this process is the empowerment of communities – their ownership and control of their own endeavors and destinies.
- Develop personal skills – Health promotion supports personal and social development through providing information, education for health, and enhancing life skills. By so doing, it increases the options available to people to exercise more control over their own health and over their environments, and to make choices conducive to health.
- Reorient health services – The role of the health sector must move increasingly in a health promotion direction, beyond its responsibility for providing clinical and curative services. This mandate should support the needs of individuals and communities for a healthier life, and open channels between the health sector and broader social, political, economic and physical environmental components.

International Healthy Cities Foundation

(www.healthycities.org)

Description: International Healthy Cities Foundation (IHCF), launched in 1986, attempts to address broad community issues and has been the major platform for addressing urban health in World Health Organisation's 'Health for All' policy. The IHCF is based on principles identified in the Ottawa charter for health promotion 1986:

- Health is a social rather than purely a health sector matter.
- Many factors influence our health, from individual characteristics, to health services, to social, economic and environmental factors.
- Health is the responsibility of all city services.
- Health is an outcome of collaboration between community members, planners and providers of public and private sector services.

Kyoto protocol

(www.mfe.govt.nz/issues/climate/international/kyoto-protocol.html)

Description: The Kyoto protocol is an international agreement to address global warming and delay climate change – it aims to reduce the total greenhouse gas emissions of developed countries (and countries with economies in transition) to five percent below the level they were in 1990.

Led by the United Nations, the Kyoto protocol sets targets for the greenhouse gas emissions of developed countries for the period 2008 to 2012 (the first commitment period). Different countries have different targets they have to achieve. New Zealand's target is to reduce its greenhouse gas emissions to the level they were in 1990, or take responsibility for excess emissions.

Crime prevention through environmental design

(www.justice.govt.nz/pubs/reports/2005/cpted-part-1/index.html)

Description: Sets out a list of key principles to consider in relation to the needs of a local setting.

- Surveillance – people are present and see what is going on.
- Access management – methods are used to attract people and vehicles to some places and restrict them from others.
- Territorial reinforcement – clear boundaries encourage community 'ownership' of the space.
- Quality environments – good quality, well maintained places attract people and support surveillance.

Living Streets Aotearoa

(www.livingstreets.org.nz)

Description: The aim of designing living streets is to create road environments that support and encourage a greater range of community and street activity that in turn enhances people's quality of life. The following is the list of some of the principles:

- All streets except for motorways are for living.
- A better balance for all road user types.
- Car drivers giving way to vulnerable road users.
- Vision zero for road fatalities, and growth in car kilometres travelled, and emissions.
- Success measured against quality of life.

New Zealand urban design protocol

(www.mfe.govt.nz/issues/urban/design-protocol/index.html)

Description: The urban design protocol is a set of principles to promote quality urban design. The urban design protocol identifies seven essential design qualities that create quality urban design: the seven Cs. They are:

- context
- character
- choice
- connections
- creativity
- custodianship
- collaboration.

Urban renewal/regeneration

There is no one website to especially refer to.

Description: Urban renewal principles are applied in older residential parts of cities to ensure the area meets modern standards, whilst at the same time retaining and enhancing the physical and social character of the area. The principles range from the site location of buildings, the design of the buildings, to improving landscape links to community destinations and improving streetscapes for all road users.

Injury prevention through environmental design

No current website reference.

Description: Injury prevention through environmental design is a project that is currently being proposed by ACC. This work will define a set of principles to consider, relevant to injury prevention, when making environmental changes.

Appendix 3 – Links to other NZ Transport Agency projects and resources

Walking and cycling resources

Cycle counting

(www.landtransport.govt.nz/sustainable-transport/cycle-counting-in-nz.html)

Description: Provides information on how to conduct cycle counts.

Relationship to neighbourhood accessibility planning: A resource to assist with information collection.

Cycle network and route planning guidelines

(www.landtransport.govt.nz/road-user-safety/walking-and-cycling/cycle-network/index.html)

Description: Provides information on how to plan and design for cycle networks and routes.

Relationship to neighbourhood accessibility planning: A complementary resource that will assist with planning and designing infrastructure for cycling.

Cycle skills training

(www.landtransport.govt.nz/road-user-safety/walking-and-cycling/cyclist-skills-training/index.html)

Description: Provides information on how to conduct cycle training.

Relationship to neighbourhood accessibility planning: A complementary resource that can be used if you conduct cycle training as an implementation action.

Pedestrian planning and design guide

(www.landtransport.govt.nz/road-user-safety/walking-and-cycling/pedestrian-planning-design-guide/index.html)

Description: Provides information on how to plan and design for pedestrian networks and routes.

Relationship to neighbourhood accessibility planning: A complementary resource that will assist with planning and designing infrastructure for walking.

Also included with this guide are the following complementary resources:

- Pedestrian crossing facility calculation tool.
- Non-motorised user project review procedures.
- Community street reviews.
- Guidelines for facilities for blind and vision-impaired pedestrians.

Share the Road toolkit

(www.landtransport.govt.nz/road-user-safety/walking-and-cycling/share-the-road/index.html)

Description: A resource that provides guidance and examples on how to run campaigns related to speed, driveway safety, giving way and cycle courtesy.

Relationship to neighbourhood accessibility planning: Share the Road campaigns are a likely implementation initiative.

Walking map toolbox for schools

(www.landtransport.govt.nz/travel/community/walk-in-community/docs/walking-map-school-web.pdf)

Description: A resource that can be used to develop maps of walking routes around schools.

Relationship to neighbourhood accessibility planning: A potential implementation initiative.

Walking map toolbox for communities

(www.landtransport.govt.nz/travel/community/walk-in-community/docs/walking-map-communities-web.pdf)

Description: A resource that can be used to develop maps of walking routes around communities.

Relationship to neighbourhood accessibility planning: A potential implementation initiative.

The NZTA communications, marketing, advertising and education activities and resources

Community road safety activities – operational policy

(www.crsp.net.nz)

Description: Community Road Safety activities are funded from the community programmes work category in the NLTP. The old Community Road Safety Programme (CRSP) website provides information on how to run various education and advertising initiatives. The resources that are relevant to neighbourhood accessibility planning include:

- advertising guides (information to help implement an effective advertising project)
- effective intersection safety programmes
- Community Action Alcohol Programme (there is also a longer version of this document)
- Speed – a community education resource (available through your local NZTA).

Relationship to neighbourhood accessibility planning: Education and advertising initiatives that could be undertaken as implementation actions.

Fatigue

Description: A fatigue programme aimed at non-commercial drivers, with an emphasis on shift workers and extended-hour workers, to educate employers and employees on strategies to understand the dangers of driving and working while fatigued.

Relationship to neighbourhood accessibility planning: Could be used as an implementation initiative if fatigued drivers are impacting on pedestrian and cycling injury rates.

National advertising programme

Description: A scheduled programme of national advertising on road safety and sustainability topics.

Relationship to neighbourhood accessibility planning: Educational and promotional implementation initiatives should be coordinated, where possible, with the national advertising programme.

Road safety calendar

Description: A calendar showing the timing of themed national advertising and enforcement

Relationship to neighbourhood accessibility planning: A resource that can be used to plan education, advertising and enforcement actions

Getting there – on foot, by cycle: Strategic implementation plan 2006–2009

(www.transport.govt.nz/assets/NewPDFs/GettingThereA4.pdf)

Objectives of the *Getting there – on foot, by cycle: Strategic implementation plan 2006–2009* (*Getting there – on foot, by cycle*):

- More people walk and cycle more often.
- Environments and systems support walking and cycling.
- Walking and cycling are safer.

Getting there – on foot, by cycle research monitoring and evaluation plan

Description: Coordinating national research and outlining a plan for monitoring progress towards the *Getting there* goals.

Relationship to neighbourhood accessibility planning: Provides research and evidence that can help to support local decision making.

Getting there – on foot, by cycle transport sector alignment review

Description: A review to align legal, regulatory, financial and national policies.

Relationship to neighbourhood accessibility planning: Provides a national framework that better supports walking and cycling.

Getting there – on foot, by cycle decision maker communications action plan

Description: Understanding and addressing any barriers to encouragement of walking and cycling.

Relationship to neighbourhood accessibility planning: Assists local decision makers to understand the benefits of walking and cycling. Also assists decision makers to develop strategies to overcome any barriers to implementation that may exist.

Getting there – on foot, by cycle information centre

Description: Provides easy to access information resources and advice to support effective work for walking and cycling.

Relationship to neighbourhood accessibility planning: A resource for coordinators to use to access information on walking and cycling.

Getting there – on foot, by cycle workforce development action plan

Description: A stocktake and gap analysis of current training and professional development opportunities, with a view to providing appropriate actions to meet any identified needs.

Relationship to neighbourhood accessibility planning: May help to address some of the coordinator's training requirements.

Walking and cycling model communities programme

Description: Will provide a vehicle to demonstrate good practice for walking and cycling at the local level by developing up to four model/demonstration communities for walking and cycling.

Relationship to neighbourhood accessibility planning: Possibly similar to a neighbourhood accessibility planning process, but on a larger scale. Significant investment over a three- to six-year cycle per community is likely to result in more infrastructure and innovation than normal neighbourhood accessibility planning projects are able to achieve.

Road controlling authority benchmarking programme

Description: The provision of assessment tools to determine a local authority standard of performance in walking and cycling.

Relationship to neighbourhood accessibility planning: May help to justify need for neighbourhood accessibility planning or add to any evaluation done on the project.

Strengthening user group networks programme

Description: Is designed to strengthen the capacity of pedestrian and cyclist user groups (advocacy groups).

Relationship to neighbourhood accessibility planning: Will increase local support for walking and cycling and may provide a group to work with.

Long-distance cycle network formative development project

Description: Investigation project into providing for long-distance cycling.

Relationship to neighbourhood accessibility planning: Improving bicycle access between local cycling networks.

Expansion of road user training and education

Description: Includes standardising New Zealand school cycle training, developing a national Share the Road social marketing programme, and investigating the need for a pedestrian training programme.

Relationship to neighbourhood accessibility planning:

- Cycle training: can be encouraged as a neighbourhood accessibility planning implementation initiative.
- National Share the Road campaign: will make the general community more aware of walking and cycling issues, and therefore may assist with getting community involvement in neighbourhood accessibility planning. The national campaigns and any locally developed Share the Road campaigns (implemented as neighbourhood accessibility planning implementation initiatives) will complement one another, and increase the likelihood of attitudinal and behavioural change.
- Pedestrian training: if a need is established and resources developed, it is likely that these will be able to be utilised by neighbourhood accessibility planning coordinators.

Travel behaviour change initiatives and resources

(www.landtransport.govt.nz/sustainable-transport/travel-behaviour-change/index.html)

Contact: The NZTA, Multimodal Planning and Delivery team or the Education team.

Travel behaviour change is a broad category of activity. Travel planning forms one activity within this category. Travel planning and its relationship with neighbourhood accessibility planning is described on pages 8 and 22-23.

There are many other types of travel behaviour change projects that could complement neighbourhood accessibility planning including:

- promotion of sustainable transport facilities through providing information campaigns on services and how to use services, and providing initial incentives (such as free tickets or discounts)
- information provision on the benefits of using sustainable modes
- cyclist skill training
- provision of maps.

Some of the main travel behaviour change activities the NZTA is currently involved in are described below.

BikeWise Month

(www.bikewise.co.nz)

Description: A promotional month that encourages people to cycle. The month includes a range of promotional activities such as Go By Bike day, BikeWise battle (an inter-organisational challenge) and a Mayoral Challenge.

Relationship to neighbourhood accessibility planning: A potential implementation initiative or an initiative to coordinate with.

Feet First - Walk to School Every Week

(www.feetfirst.govt.nz)

Description: A year long initiative that has three processes.

1. Integration into the curriculum.
2. Data gathering through incentives.
3. Localised regional events that encourage students, family and whānau to walk to and from school safely.

Relationship to neighbourhood accessibility planning: A potential implementation initiative or an initiative to coordinate with.

School travel plans

(www.landtransport.govt.nz/sustainable-transport/guidelines/school-travel-plan.html)

Description: A project that researches school travel issues and implements actions to increase the use of sustainable forms of transport.

Relationship to neighbourhood accessibility planning: A complementary initiative that can be integrated in with a neighbourhood accessibility plan or run as an implementation initiative.

Walking school buses

(www.landtransport.govt.nz/travel/school/walking-school-buses/coordinators-guide/index.html)

Description: One tool in the toolkit for walking to school activities that children can participate in to get to and from school in supervised groups.

Relationship to neighbourhood accessibility planning: A potential implementation initiative.

Also included with the guide are some complementary resources:

- The walking school bus brochure.
- 'It's cool to walk to school' posters.
- 'It's cool to walk to school' stickers.
- Walking school bus certificates.
- Walking school bus tickets.

Workplace travel plans

(www.landtransport.govt.nz/sustainable-transport/workplace-travel-plan/index.html)

Description: a project that researches workplace travel issues and implements actions to increase the use of sustainable forms of transport.

Relationship to neighbourhood accessibility planning: A complementary initiative that can be integrated in with a neighbourhood accessibility planning or run as an implementation initiative.

Also included with the guide are complementary resources:

- Project charter template.
- Overview of travel plan process.
- Communications guide.
- Workplace site and policy assessment.
- National workplace travel survey guide.
- Guide to possible actions.

Other relevant NZTA resources

Give way activity cards

(www.landtransport.govt.nz/publications/give-way-activity-cards.html)

Description: A set of 25 cards used to teach give way rules. Each card has an illustration on the front of the card and a question and the correct answer (in both English and Māori on the back, \$15 per set).

Relationship to neighbourhood accessibility planning: Could be used as part of an education action in the implementation phase.

Keeping mobile: How to use your mobility scooter or power chair safely

(www.landtransport.govt.nz/road-user-safety/keeping-mobile.html)

Description: A resource providing information on the safe use of mobility scooters and power chairs.

Relationship to neighbourhood accessibility planning: Mobility scooter and power chair education is a potential implementation initiative.

Promoting community focused sustainable transport projects

(www.landtransport.govt.nz/travel/community/promoting-community-sustain-projects.html)

Description: A resource to use to help brainstorm community led initiatives.

Relationship to neighbourhood accessibility planning: Can be used to help get communities involved in implementing project actions.

School traffic safety team manual

(www.landtransport.govt.nz/travel/community/promoting-community-sustain-projects.html)

Description: Training manual to assist school traffic safety teams maintain their outstanding safety record.

Relationship to neighbourhood accessibility planning: A resource to be aware of and to refer schools to if asked.

Traffic note 37: 40km/h variable speed limits in school zones – guidelines

(www.landtransport.govt.nz/roads/traffic-notes/traffic-note-37-rev1.pdf)

Description: Training manual to assist school traffic safety teams maintain their outstanding safety record.

Relationship to neighbourhood accessibility planning: A resource that schools may be interested in.

Factsheets – general audience

Factsheet 1	<i>Cycles: Safety rules and equipment</i>	www.landtransport.govt.nz/factsheets/01.html
Factsheet 24	<i>Fatigue</i>	www.landtransport.govt.nz/factsheets/24.html
Factsheet 33	<i>Speed: How to use speed limits safely</i>	www.landtransport.govt.nz/factsheets/33.html
Factsheet 52	<i>Flush medians</i>	www.landtransport.govt.nz/factsheets/52.html
Factsheet 22	<i>Bullbars</i>	www.landtransport.govt.nz/factsheets/22.html

Factsheets – school audience

Factsheet 26	<i>Kea crossings: School crossing points</i>	www.landtransport.govt.nz/factsheets/26.html
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Brochures – school audience

Published 1994 Reprinted 2000	<i>Starting out safely</i>	An A5, eight-page brochure containing road safety information for parents and guardians of pre-schoolers. Includes advice on walking near traffic, safety when travelling, playing safely, safety in the country and other useful road safety information.
Published 2006	<i>Being roadsmart for school</i>	An eight-page brochure containing information for parents and caregivers of primary and intermediate age children, on making better choices for their children about getting to school sustainably and teaching their children road safety skills. www.landtransport.govt.nz/road-user-safety/schools/being-roadsmart/index.html
Published 2001 Amended and reprinted 2006	<i>Safety and the school bus</i>	A brochure that gives safety tips and advice for parents of primary school children on how to catch the school bus. www.landtransport.govt.nz/road-user-safety/school-buses/safety-and-the-school-bus.html

The NZTA website – general audience

Safety information for pedestrians	www.landtransport.govt.nz/road-user-safety/walking-and-cycling/safety-ped.html
Safety information for cyclists	www.landtransport.govt.nz/road-user-safety/walking-and-cycling/safety-cyclists.html
Safety information for schools	www.ltsa.govt.nz/road-user-safety/walking-and-cycling/safety-schools.html
School bus safety – includes tips and ideas for improving safety in and around buses. The resource includes ideas that schools, parents, bus wardens, communities and councils can implement.	www.ltsa.govt.nz/road-user-safety/school-buses/index.html
New Zealand's road code for all road users.	www.landtransport.govt.nz/roadcode/index.html

Funding resource

Go to www.smartmovez.org.nz to access funding information.

Appendix 4 – Why are the walking, cycling and shared transport options important?

There are many benefits provided by walking, cycling and shared mode use. The following statements and statistics are provided to help you justify why walking, cycling and shared mode use are so beneficial.

- Cycling provides for local and longer distance trips.
- Walking, cycling and shared transport more efficiently utilise space.
- Walking, cycling and shared transport contribute to safer and more secure communities, as there are 'eyes' on the street.
- Walking, cycling and shared transport provide more social connections – people are able to engage with each other in the public realm, something that they can't do when they pass by in cars.
- Walking and cycling is beneficial for health and fitness:
 - access to sunlight (vitamin D)
 - improves respiratory function
 - reduces back pain
 - improves circulatory system (heart and blood pressure)
 - reduces stress
 - improves immune system function (resistance to illness)
 - raises metabolic rate (could lead to weight loss)
 - reduces risk of lifestyle diseases (osteoporosis, CHD, diabetes, some forms of cancer)
 - maintains movement function (healthy joints).
- Walking and cycling do not cause harmful environmental emissions.
- Walking and cycling can reduce:
 - Noise pollution – as they are far quieter forms of transport.
 - Deforestation – less rubber required for tyres.
 - Water pollution – no toxic run-off.
 - Energy consumption.
- Shared mode use limits harmful environmental emissions and reduces energy consumption.
- Walking, cycling and shared transport save families money – they are low cost forms of transport.
- Walking, cycling and shared transport friendly communities are good for business.
- Walking and cycling trails increase land value (commercial and residential) while heavily trafficked roads tend to decrease land values.
- Walking, cycling and shared transport are good for the economy – through reduced reliance on imported oil.
- The presence of pedestrians and cyclists calms traffic – leading to slower speeds and safer streets.
- Walking and cycling are popular recreation and leisure pursuits. Networks can be used for both fun and function.
- Complete streets (multimodal) can move more people more efficiently than multi-lane highways.
- Walking and cycling provides mobility opportunities for the 30 percent of the population that can't drive (older, younger and functionally impaired people).
- Walking or cycling are usually the fastest way to move around cities over short distances.
- Well developed public transport is usually the fastest way to move around cities over long distances.
- Walking and cycling allows people to appreciate the urban realm better than driving around.
- Tourists are usually pedestrians. Most of the great destinations of the world are walk-friendly.

- Cycle parking is cheaper than vehicle parking.
- Walking and cycling networks reduce the demand for new roads.

Statistics

- There are about 750,000 transport cyclists in New Zealand (Ministry of Transport).
- There are about 1.3 million recreational cyclists in New Zealand (Sport & Recreation New Zealand (SPARC)).
- Walking is the most popular leisure activity for New Zealanders.
- There are two walking trip legs for every car trip leg. (There will always be at least twice as many walking trips, due to the fact that cars typically do not get people all the way to their destinations.)
- According to the 2006 Census, eight percent of New Zealand households do not own a car.
- Forty-six percent of all trips are less than 2 kilometres – a distance easily achievable by foot or cycle.
- Walking accounts for 16 percent of trip legs.⁷
- New Zealanders spend 12 percent of their travel time walking, five percent on a bus or train and one percent by bicycle.
- Over 20 percent of New Zealanders are under the legal driving age.
- Walking accounts for 18 percent of total travel time for 5–24 year olds.
- Of on-road distance travelled to school, 27 percent is on foot and another 27 percent is by public transport.
- Public transport (travel by bus or train) accounts for 11 percent of total travel time for 5–14 year olds.
- Not all adults drive:
 - 36 percent of Māori females do not drive
 - 47 percent of Pacific females do not drive
 - seven percent of all women aged 30–49 have never driven
 - nearly 20 percent of women aged 65+ have never driven
 - four percent of men aged 65+ have never driven.
- Those over the age of 75 spend 20 percent of their travel time walking.
- Walking and cycling by children aged 5–14 has decreased from an average of two hours and 10 minutes per week in 1989/90, to just under one hour and 20 minutes per week in 2003/06. Time spent in the car has increased in almost all age groups.
- The number of primary school students being driven to school increased sharply between 1989/90 and 1997/98, but has increased only slightly since then.

For more statistics, visit the Ministry of Transport website: www.transport.govt.nz/research-2/.

⁷ A 'trip leg' refers to a single leg of a journey, between any two stops. For example, driving to a friend's place with a stop at the shop on the way counts as two trip legs. Similarly, walking to the bus stop, catching a bus to town and walking from the bus stop to work is three trip legs.

Appendix 5 – Healthy Eating – Healthy Action project managers

(As at 17 Nov 2008.)

DHB	Person	Email	Phone	Address
Auckland	Kate Sladden	kates@adhb.govt.nz	09 630 9943 extension: 26714	Auckland DHB First floor, Building 10, Gate 1 Greenlane Clinical Centre 214 Green Lane West Epsom Auckland
Bay of Plenty	Grant Pollard	grant.pollard@bopdhb.govt.nz	07 579 8553 021 246 7954 fax: 07 578 0941	Bay of Plenty DHB Private Bag 12024 Tauranga 3143
Canterbury	Project Manager - vacant			Canterbury DHB Planning and Funding Office Level 3, H Block The Princess Margaret Hospital Cashmere Road Cashmere PO Box 1600 Christchurch
	Theresa Thompson	Theresa.thompson@cdhb.govt.nz	03 354 4154	Hospital Cashmere Road PO Box 1600 Christchurch
Capital and Coast	Jamie Collier	Jamie.Collier@ccdhb.org.nz	04 803 1111 027 443 5908	Capital & Coast DHB Planning and Funding Office Level 1 Lotteries Commission Building 54-56 Cambridge Terrace Private Bag 7902 Wellington
Counties Manukau	Trace Barron	barront@middlemore.co.nz	09 262 9559	Counties Manukau DHB Private Bag 94052 South Auckland Mail Centre
Hawkes Bay	Andre LeGeyt	Andre.LeGeyt@hawkesbaydhb.govt.nz	06 878 8109 extension: 4605	Hawkes Bay DHB Private Bag 9014 Hastings
Hutt Valley	Nichollette Pomana	nichollette.pomana@huttvalleydhb.org.nz	04 570 9921 027 453 4897	Hutt Valley DHB Planning and Funding Office Pilmun House High Street Private Bag 31907 Lower Hutt

DHB	Person	Email	Phone	Address
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MidCentral	Bronwyn Ferry	bronwyn.ferry@midcentral.co.nz	06 350 8988	MidCentral DHB Heretaunga Street PO Box 2056 Palmerston North
Nelson Marlborough	Helen Steenbergen	helen.steenbergen@nmhs.govt.nz	03 546 1289 021 672 044	Nelson Marlborough DHB Private Bag 18 Braemar Campus Waimea Road Nelson
Northland	Tania Papalii	Tania.papalii@northlanddhb.org.nz	09 470 0000 extension: 3310 021 562 905	Northland DHB Maunu Road PO Box 742 Whangarei
Otago	Ruth Zeinert	ruth.zeinert@otagodhb.govt.nz	03 474 7939	Otago DHB Private Bag 1921 Dunedin
South Canterbury	Syd Horgan	shorgan@timhosp.co.nz	03 684 1442	South Canterbury DHB Planning and Funding Office Private Bag 911 High Street Timaru
	Melissa Ward	mdowman@timhosp.co.nz	03 684 1385	
Southland	Paula Hedges	Paula.Hedges@sdhb.govt.nz	03 214 7284 extension: 8643 027 241 5035	Southland DHB PO Box 828 Old Nurses' Home Southland Hospital Kew Road Invercargill
Tairāwhiti	Sharon Pihema	Sharon.Pihema@tdh.org.nz	06 869 0500 extension: 8726	Te Puna Waiora, Tairāwhiti DHB 421 Ormond Road Private Bag 7001 Gisborne
Taranaki	Becky Jenkins	Becky.Jenkins@tdhb.org.nz	06 753 7777 extension: 8814	Taranaki DHB Private Bag 2016 New Plymouth 4620
Waitemata	Leanne Catchpole	Leanne.Catchpole@waitematadhb.govt.nz pieter.rodenburg@waitematadhb.govt.nz	09 486 8920	Waitemata DHB Level 1, 15 Shea Terrace Private Bag 93-503 Takapuna North Shore City 0740
Wairarapa	Sue McAuley	sue.mcauley@wairarapa.dhb.org.nz	06 946 9800 extension: 5852	Wairarapa DHB PO Box 96 Blair Street Masterton 5840

DHB	Person	Email	Phone	Address
Waikato	Janet Harvey	hanveyj@waikatodhb.govt.nz	07 839 8899 extension: 7095	Waikato DHB Hockin Building Waikato Hospital Campus Selwyn Street PO Box 934 Hamilton
Whanganui	Anne Kauika	Anne.Kauika@wdhb.org.nz	06 348 3150	Whanganui DHB 100 Heads Road Private Bag 3003 Wanganui
West Coast	Kim Sinclair	kim.sinclair@westcoastdhb.org.nz	03 768 0499 extension: 2800	Grey Hospital High Street PO Box 387 Greymouth

Appendix 6 – Terms of reference template – neighbourhood accessibility planning prioritisation study

This template is available at www.landtransport.govt.nz/road-user-safety/walking-and-cycling/neighbourhood-accessibility-planning.html.

The main purpose of the [name of city] neighbourhood accessibility plan prioritisation study is to provide a forward programme for [name of city] for the next [number] years.

The prioritisation study will assist [name of council] in developing a forward plan and prioritisation for neighbourhood accessibility plans throughout the city (reference relevant regional or local strategies as justification for the work).

This study will provide a data-based and strategically aligned way of pragmatically prioritising neighbourhoods for neighbourhood accessibility planning. This will assist with maintaining community relationships as well as justifying to council, the NZTA and other stakeholders the order of priority for each neighbourhood.

Scope and issues to be addressed

The overall objectives of [name of city] neighbourhood accessibility plans are to:

- improve connectivity and mobility in our neighbourhoods
- improve the link of walking and cycling with public transport
- improve safety for pedestrians and cyclists
- contribute to the health and vibrancy of our neighbourhoods
- contribute to increasing the number of pedestrians, cyclists and sustainable transport users in the project areas
- contribute to a reduction in environmental emissions by reducing the number of short-distance car trips
- contribute to an improved transport environment, which may assist economic development in relevant neighbourhoods.

The projects will investigate and try to find transport-related solutions to the following issues:

- road safety
- personal security
- low numbers of walkers, cyclists and sustainable transport users
- poor connectivity to destinations and public transport
- inactivity and obesity
- access for the mobility disadvantaged
- the overall liveability of the area
- any other issues that impact on walking, cycling and sustainable transport use in neighbourhood areas.

The study has two main components:

1. The investigation of data to support how projects should be prioritised.
2. Discussions with other council teams and external agencies on their work programmes in relation to the neighbourhood accessibility plan prioritisation schedule.

The two components of the study's investigation will be reconciled and a final list of prioritised projects will be published and planned for implementation.

Methodology

The NZTA's *Neighbourhood accessibility plans: Information for local authorities when planning or starting projects* have been utilised in planning this study.

The overall methodology will involve:

- developing a model, utilising variables that impact on walking, cycling, and access to and from sustainable modes of transport, to determine the priority order of the neighbourhoods where projects should be implemented
- collecting relevant data for each of the following neighbourhoods (specify the names of each neighbourhood)
- undertaking a comparative analysis between neighbourhood areas and developing a draft prioritisation schedule
- determining the planned internal and external projects that are relevant to neighbourhood accessibility plans, when they are timed, what their objectives are and in which areas they will be implemented
- reconciling the draft prioritisation schedule with any significant projects that it would be advantageous to align with neighbourhood accessibility plans
- consulting internally and externally on the proposed prioritisation schedule and gaining stakeholder commitment to align their work plans with the prioritisation schedule.

Data investigation

The following data will be used to undertake an analysis of variables that contribute to, or have a relationship with, sustainable access:

- population
- employment
- household income
- deprivation index rating
- school decile
- school and university rolls
- car ownership per person
- passenger transport usage
- social cost of crashes (utilising the crash analysis system)
- traffic volume
- rate of crashes comparative to population or traffic volume
- walking and cycling counts
- crime statistics.

External and internal project coordination

External agencies and internal teams will be asked to assist with the study by outlining their planned or anticipated work programmes.

The following is an indicative list of the external agencies that will be consulted with:

- [name of city] Regional Council
- New Zealand Police
- ACC
- Safe Kids
- Housing NZ
- Ministry of Education
- [name of city] District Health Board
- regional public health
- sports trusts.

The teams associated with the following internal plans and projects will also need to be consulted with:

- planned developments or road changes
- road safety action plans
- planned engineering works
- planned maintenance schedules
- planned transport studies
- passenger transport service upgrades
- cycleway and walkway projects
- other planned walking and cycling capital projects
- investigations of lower-speed zones
- CPTED initiatives
- school travel plan and workplace travel plan projects
- council-run SPARC and Active Community initiatives
- planned parks and recreation projects
- planned community projects.

These teams and agencies will also be asked if the location or structure of neighbourhood accessibility planning projects will influence the degree to which they would be willing to, or are able to, participate and contribute resources to particular neighbourhood accessibility plans.

As well as the work outlined above, the following considerations will be factored into the final version of the prioritisation schedule:

- The amount of likely community interest.
- The 'workload' of communities involved in projects currently underway.
- The level of commitment of schools in the neighbourhood areas.
- Any location-specific characteristics, such as the presence of passenger transport interchanges, stations and stops.

Consultation

Inherent in this work will be the engagement of internal and external stakeholders. [Provide specific comments about stakeholders who will be engaged with if this is relevant]

Once the draft study is completed, it will be reported to the councils' [name of committee or group] in order to confirm the proposed forward neighbourhood accessibility programme. A working party approach, involving key stakeholders, will be adopted in the development of this programme.

Timeframe

The work will be undertaken over a [number]-month period. Conditional on the timing of funding approval, the work will be completed by [date].

Deliverables/outputs

The main output of the neighbourhood accessibility plan prioritisation study is a list of prioritised projects within [name of city] that has been agreed to by all stakeholders.

Cost estimate

The cost for this work is [\$XXX]. [Name of council] are requesting [\$XXX] from the NZTA.

Appendix 7 – Terms of reference template – neighbourhood accessibility planning investigation stage

This template is available at www.landtransport.govt.nz/road-user-safety/walking-and-cycling/neighbourhood-accessibility-planning.html

Purpose statement

The main purpose of the neighbourhood accessibility plan project is to develop a course of action that will improve safe access for pedestrians, cyclists and shared mode users in the study area.

Information collection will include quantitative data and qualitative information collected from stakeholders and community members. This will form baseline information for evaluation and will also help to inform the scope of the action plan.

The aim of engaging community members and stakeholders in the process is to facilitate community ownership of issues within geographical areas.

Scope and issues to be addressed

The project scope will extend to investigating and determining solutions to those issues that impact on the decisions people make in choosing walking and cycling as a form of sustainable transport and/or as a way to access other forms of transport.

The overall objectives of the whole project (investigation and implementation) are to:

- improve connectivity and mobility in the area
- improve safety for pedestrians, cyclists and shared mode users
- contribute to the health and vibrancy of the community
- contribute to increasing the number of pedestrians, cyclists and shared mode users in the project area
- contribute to a reduction in environmental emissions by reducing the number of short-distance car trips
- contribute to an improved transport environment that may assist economic development in the area.

The project aims, with community involvement, to provide solutions to address issues such as (pick and choose issues as appropriate to the study area):

- actual and perceived risk of injury or death to pedestrians and/or cyclists caused by conflict with motorised vehicles
- actual and perceived risk of injury or death to pedestrians and/or cyclists caused by personal assault
- actual and perceived risk of loss of personal property caused by theft
- walking and cycling access to key destinations, including access for those with mobility disadvantages
- community inactivity and obesity
- the desirability or liveability of the area in terms of getting around on foot or by cycle
- [any other issues, as determined by the community, that impact on the desirability of walking and cycling in the project area].

Methodology

The NZTA guidelines on undertaking neighbourhood accessibility planning projects will be utilised throughout the course of this project.

Project set-up

Several working groups will support the neighbourhood accessibility planning project. These groups will help to provide project direction and project resources, while various members will be involved in project tasks.

Three main groups will support the project (subtract or add as appropriate to your area):

1. An inter-departmental council working group.
2. A cross-agency road safety action planning committee.
3. A community working group.

Community stakeholders will be determined through key contacts and community consultation. Appropriate and interested stakeholders will be invited to join the relevant project working group.

The inter-departmental council working group will facilitate coordination and information sharing between related projects. The group will also be involved in the planning of implementation initiatives and how they may be coordinated. Relevant projects that will need to be coordinated will include (add and subtract to the following list as appropriate):

- school travel planning
- workplace travel planning
- walking school bus programme
- carbon emission reduction initiatives
- community education initiatives
- road safety campaigns
- town centre upgrades
- planned kerb and channel upgrades
- park revitalisation schemes
- CPTED design initiatives
- [any other relevant projects].

Information collection

To form an accurate picture of the issues prevalent in the neighbourhood area, the following information will be collected:

- Community profile information relevant to community events, consultation requirements, etc.
- Key audience demographic statistics.
- Information on key origins and destinations that local residents access or would like to access on foot, by bicycle or by using shared transport.
- Crash statistics.
- Supplementary information from the public on non-reported injury frequencies.
- Crime statistics or information.
- Number or representation of pedestrians and cyclists using the area.
- Passenger transport usage.
- Traffic volumes [only include if traffic volume is an issue in the project area].

- Traffic speeds [only include if speed is an issue in the project area].
- Behavioural observations of walkers and cyclists.
- Results from mobility user surveys.
- Information from professional assessments.
- Community perceptions and ratings from community walking and cycling audits.
- Community perceptions and opinions on access and safety in the transport environment.

If necessary, additional information may be collected throughout the course of the project. This will depend on the issues identified in the community and the needs of other community stakeholders.

The methods used and results of the information collection will be recorded in a neighbourhood accessibility plan report.

Community engagement

One of the principles of the neighbourhood accessibility planning process is that it involves actively engaging with community stakeholders and community members. Active involvement has several benefits. It helps to:

- bring about an increased awareness of sustainable transport issues in the community and the factors impacting on sustainable transport use
- bring about an improved community understanding of council operation and budget constraints
- secure external stakeholder and community 'buy-in' to the process
- increase the potential for additional time and monetary investment in the implementation of the action plan
- facilitate community ownership of the issues. (Following project completion they may be interested enough to independently run projects that continue to support the project objectives.)

Community engagement is essential to the long-term success of the project and involves a substantial investment in time and effort to ensure success.

The neighbourhood area where this project is planned has a history of [outline any considerations relevant to consultation - for example, past experiences of engaging with the community, any relevant community characteristics that might impact on consultation].

Community members will be engaged through the community focus group, public meetings, additional focus groups, data collection exercises and other forums that are appropriate to the audience.

Action planning

Action planning will involve presenting the investigated issues to community groups and getting their input to possible solutions. A balanced range of interventions will be considered, including roading and environmental infrastructural improvements, education, enforcement, policy provision and promotion.

Consultation will be undertaken to confirm if the action plan interventions are relevant to the pedestrian and cycling issues in the neighbourhood.

Once this information is obtained, the council and professional stakeholders will review and revise the interventions. This process of consulting with the community and reviewing the plan will continue until there is a reasonable level of community 'buy-in' for the proposed actions.

The final version of an action plan will consist of a list of actions that are agreed, specific, realistic and timetabled. Each action will have a comment as to how it will be evaluated, what it will cost and who will be responsible for carrying it out.

At this stage councillors, if they have not been involved previously, will be approached to confirm their commitment. Depending on timeframes, council committee approval processes and the NZTA application processes will also be initiated.

Timeframe

[Please put in your own timeframe.]

Deliverables/outputs

The main output of the investigation stage of a neighbourhood accessibility plan will be a neighbourhood accessibility information collection report and action plan. The key components of this report will be:

- baseline information collection methodology and results (sufficiently detailed to allow replication of work)
- a record of agreed implementation outcomes
- a list of evidence-based SMART (specific, measurable, agreed, realistic and timetabled) solutions that form a project action plan.

Cost estimate

[Please put in your own cost estimate (for all the community-focused activity work required to be done up to and including the action planning phase).]

[The cost estimate will vary depending on the scope and size of the project area and any consultation considerations.]

Appendix 8 – Budgeting for a neighbourhood accessibility plan

This appendix only outlines how to budget for a project, rather than how to apply for project funding and how to work out what percentage of the project is funded by the council and what percentage can be funded by the NZTA. For more information on applying for projects see the NZTA's *Planning, programming and funding manual*.

The cost of projects

All neighbourhood accessibility planning projects are designed to address specific local issues, therefore they are all unique. This means the costs for different projects can vary.

Investigation costs between most projects will be similar. But may increase or decrease depending on:

- anticipated consultation issues
- the geographical size or population of the area
- the complexity of the project.

Implementation costs between projects are unlikely to be similar. The quantity and cost of implementation actions required will be influenced by:

- what the project aims to achieve
- the severity of the issues within the project area
- the size and population of the area
- how the council prioritises its spending.

Development of a project budget

Budgeting for a whole neighbourhood accessibility plan involves determining detailed investigation costs (usually the first year of costs) and estimating implementation and evaluation costs. For more information on why it is necessary to submit estimated costs refer to the making an application section on page 31 of this document. The main things you will need to know in order to create a budget are as follows:

- if there will be any special or complex consultation issues.
- if there are any existing planned projects, within in the project area, that are listed in relevant strategies.
- the extent of likely buy-in for implementation (in particular infrastructural implementation) by council and community.
- salaries of project team members.
- what the likely project expenses will be.

For costing infrastructure actions obviously your council engineer(s) will be your best point of call, as they will be able to give you approximate costs, or unit costs for various activities. If your council has a professional services unit they may also be able to help out with other aspects of the budget.

As a final check it is suggested that you compare the amount that will be spent on investigation (including consultation), project management and evaluation activities with the amount that is likely to be spent on implementation activities. Ideally the percentage of the budget spent on implementation is maximised, to warrant expenditure on investigation and evaluation. Neighbourhood accessibility planning packages provide an excellent opportunity to lower project management costs (including planning the project, consulting, seeking approval and funding, and evaluation) by using the one project as the management mechanism for many activities.

Budget example

An example budget has been provided below to help you start thinking about what you might need to budget for. The example is not a template. The budget you create should be customised to suit your project. The salary information provided is indicative and in no way reflects the NZTA's view of how much people should be or are paid. Salaries vary for many factors including, location of the job, responsibilities of the role, and experience of the employee. The individual implementation activities we have listed are fictitious and unit costs have not been provided. Therefore the costs should not be used as a guide to cost your own budgets.

Year 1: Investigation and issue resolution implementation					
Category	Item	Time spent on project (% of working hours)	Annual salary (\$)	Cost of item per year including overheads (\$)	Funding source (WC = NLTP work category)
Staff time ⁸	Project coordinator	50	65,000	65,000	WC Community programmes
	Team leader	5	95,000	9,500	WC Community programmes
	Road safety coordinator	5	65,000	6,500	WC Community programmes
	Media/publications staff	5	60,000	6,000	WC Community programmes
	GIS staff	2	50,000	2,000	WC Community programmes
	Engineer	15	65,000	19,500	WC Community programmes
	Senior engineer/team leader	3	95,000	5,700	WC Community programmes
Project expenses	Publication costs (eg surveys, pamphlets)	N/A	N/A	3,000	WC Community programmes
	Consultation costs (eg venue hire, catering, survey distribution)	N/A	N/A	6,000	WC Community programmes
	Media/marketing	N/A	N/A	2,000	WC Community programmes
	Outsourced pedestrian and cycle counts of area	N/A	N/A	10,000	WC Community programmes
	Other data collection costs	N/A	N/A	3,000	WC Community programmes
Issue resolution implementation	Minor improvements	N/A	N/A	150,000	WC Minor improvements
Total cost for years work:				\$288,200	

⁸ Funding assistance for administration does not need to be budgeted for. The NZTA will fund 1.8 - 2.25 percent of the staff time costs for the administration budget, see section F14 of the NZTA's *Planning, programming and funding manual* for more information.

Year 2: Implementation ⁹					
Category	Item	Time spent on project (% of working hours)	Annual salary (\$)	Cost of item per year including overheads (\$)	Funding source (WC = NLTP work category)
Staff time on project coordination and management ¹⁰	Project coordinator	20	65,000	26,000	WC Community programmes
	Team leader	5	95,000	9,500	WC Community programmes
	Media/publications staff	2	60,000	2,400	WC Community programmes
	GIS	1	50,000	1,000	WC Community programmes
	Engineer	2	65,000	2,600	WC Community programmes
	Senior engineer/team leader	1	95,000	1,900	WC Community programmes
General project expenses ¹¹	Publication costs (eg surveys, pamphlets)	N/A	N/A	500	WC Community programmes
	Consultation costs (eg venue hire, catering, survey distribution)	N/A	N/A	500	WC Community programmes
Implementation actions	School travel plans	N/A	N/A	120,000	WC Community programmes
	Workplace travel plans	N/A	N/A	120,000	WC Community programmes
	Safety awareness	N/A	N/A	35,000	WC Community programmes
	Community led activities	N/A	N/A	20,000	WC Community programmes
	Upgrading to shared pedestrian and cycling path	N/A	N/A	600,000	WC Cycle facilities
	Improved lighting for pedestrians	N/A	N/A	600,000	WC Pedestrian facilities
	On road cycle paths (no road widening)	N/A	N/A	80,000	WC Cycle facilities
	Cycle over bridge	N/A	N/A	36,000	WC Cycle facilities
	Off road cycle ways	N/A	N/A	100,000	WC Cycle facilities
	Cycle way fencing	N/A	N/A	8,000	WC Cycle facilities
	High occupancy lane - reallocation of existing road space	N/A	N/A	110,000	WC New traffic management facilities
	Bus bays	N/A	N/A	80,000	WC Passenger transport road improvements
	Bus stop facilities upgrade and new stops	N/A	N/A	100,000	WC Public transport infrastructure
	Kerb and channel improvements	N/A	N/A	120,000	WC Associated improvements
Total cost for years work:				\$2,173,400	

⁹ All implementation and evaluation activities and costs are estimated at this stage of the project until more details are known.

¹⁰ This time is separate from the time spent on individual project actions. Time spent on individual actions should be costed and included in the overall cost of each implementation action.

¹¹ Expenses relevant to each action should be determined and included in the overall cost of each implementation action.

Year 3: Implementation					
Category	Item	Time spent on project (% of working hours)	Annual salary (\$)	Cost of item per year including overheads (\$)	Funding source (WC = NLTP work category)
Staff time on project coordination and management	Project coordinator	20	65,000	26,000	WC Community programmes
	Team leader	5	95,000	9,500	WC Community programmes
	Media/publications staff	2	60,000	2,400	WC Community programmes
	GIS	1	50,000	1,000	WC Community programmes
	Engineer	2	65,000	2,600	WC Community programmes
	Senior engineer/team leader	1	95,000	1,900	WC Community programmes
General project expenses	Publication costs (eg surveys, pamphlets)	N/A	N/A	500	WC Community programmes
	Consultation costs (eg venue hire, catering, survey distribution)	N/A	N/A	500	WC Community programmes
Implementation actions	School travel plans	N/A	N/A	120,000	WC Community programmes
	Workplace travel plans	N/A	N/A	120,000	WC Community programmes
	Walking and cycle route mapping	N/A	N/A	25,000	WC Community programmes
	Promotional campaigns	N/A	N/A	45,000	WC Community programmes
	Street improvements to encourage walking (planting, seating, fencing)	N/A	N/A	80,000	Council and Housing New Zealand funded initiative
	Walkway directional signage	N/A	N/A	25,000	WC Pedestrian facilities
	Bus priority measures at intersections	N/A	N/A	200,000	WC Passenger transport road improvements
	Real time information for bus arrival times	N/A	N/A	200,000	WC Public transport infrastructure
	Zebra crossings	N/A	N/A	35,000	WC Pedestrian facilities
	Cycle parking	N/A	N/A	6,000	WC Cycle facilities
Total cost for years work:				\$900,400	

Year 4: Evaluation					
Category	Item	Time spent on project (% of working hours)	Annual salary (\$)	Cost of item per year including overheads (\$)	Funding source (WC = NLTP work category)
Staff time	Project coordinator	20	65,000	26,000	WC Community programmes
	Team leader	2	95,000	3,800	WC Community programmes
	Road Safety coordinator	1	65,000	1,300	WC Community programmes
	Media/Publications staff	2	60,000	2,400	WC Community programmes
	GIS staff	1	50,000	1,000	WC Community programmes
	Engineer	5	65,000	6,500	WC Community programmes
Project expenses	Publication costs (eg surveys, pamphlets)	N/A	N/A	2,000	WC Community programmes
	Consultation costs (eg venue hire, catering, survey distribution)	N/A	N/A	3,000	WC Community programmes
	Outsourced pedestrian and cycle counts of area	N/A	N/A	10,000	WC Community programmes
	Other data collection costs	N/A	N/A	2,000	WC Community programmes
Total cost for years work:				\$58,000	
				Total cost for project:	\$3,420,000

The following points should be noted:

- Where improvements are less than \$250,000 they may be completed from the minor improvements work category instead of the specific improvements work category.
- Where data collection costs are included as part of the neighbourhood accessibility planning (WC Community programmes), these should be specifically related to the projects area only. Where wider network data/statistics are required or undertaken these costs should be assigned to WC Network and asset management.
- Engineering resources can be included as a cost of the neighbourhood accessibility planning (WC Community programmes) during preliminary investigation (up to when the project feasibility report is completed, when an engineering solution has been identified as a requirement, costs should be assigned to the relevant improvements work category).

Appendix 9 – Neighbourhood accessibility plan position description

Neighbourhood accessibility plan project manager/coordinator

Position context

The focus of neighbourhood accessibility planning is on improving safety and access for those walking, cycling or using shared transport.

The government's overall vision for transport, as outlined in the NZTS, is that 'People and freight in New Zealand have access to an affordable, integrated, safe, responsive and sustainable transport system'. The strategy outlines five key objectives:

1. Assisting safety and personal security.
2. Improving access and mobility.
3. Protecting and promoting public health.
4. Ensuring environmental sustainability.
5. Assisting economic development.

The development of walking and cycling is integral to achieving the five key objectives of the NZTS.

Each neighbourhood accessibility plan project will differ slightly in its implementation, depending on the community it is active in. However, the common features are that each project will be data-based and will rely strongly on community consultation and participation. A structured, phased model for projects has been developed, consisting of establishment of a 'community of interest', detailed data collection, planning of action using a combination of engineering, environmental education, promotion, enforcement and policy strategies, implementation and evaluation.

Purpose of position

The coordinator will have the role of facilitating the development and implementation of a neighbourhood accessibility plan project. This will involve facilitating stakeholder and community interest and involvement, coordinating and ensuring council input, coordinating data collection, consultation, implementation and evaluation, and carrying out educational and promotional campaigns. The project may also involve reporting to council committees and project managing some engineering design.

Scope of position

- Involve and obtain support from community stakeholders.
- Identify and establish appropriate working/steering groups.
- Undertake and coordinate required data collection activities.
- Facilitate and coordinate community meetings, interviews and surveys.
- Facilitate involvement of council staff.
- Write reports.
- Undertake appropriate consultation, reporting and funding application requirements pertaining to the project on behalf of the council.

- Coordinate implementation activities relating to the project.
- Develop and carry out recommended education and promotion actions.
- Undertake and coordinate evaluation activities.
- Undertake ongoing communication with stakeholders and the wider community regarding progress of the project.

Key accountabilities

- Ensure the effective establishment of a high-quality project.
- Successfully establish recommended education and promotion actions.
- Ensure relevant internal and external relationships are maintained and buy-in for the project is achieved.
- Achieve effective communication with diverse audiences.
- Ensure sound project management activities.

Competencies for project manager/coordinator

The ideal candidate should possess:

- knowledge and/or experience of transport issues
- knowledge and/or experience of the local government or roading sectors
- knowledge of community development principles and community project management
- understanding of and commitment to the Treaty of Waitangi
- the ability to facilitate large meetings and undertake community consultation
- excellent time management skills
- excellent people and communication skills
- analytical skills
- the ability to work in both a team and an individual situation
- high motivation
- project management skills, including financial planning, programming, identification and consideration of risks
- computer skills, especially a familiarity with Word and Excel.

Individual attributes

The ideal candidate should possess:

- confidence and tenacity
- the ability to plan and cope with a changing workload
- the ability to complete tasks and deliver on commitments
- practical and logical thought processes
- strong interpersonal skills, with the ability to communicate with a diverse range of people
- and interest in cycling and walking for transport and/or recreation
- the desire to improve environmental conditions for cyclists, pedestrians and sustainable transport users.

People from the following backgrounds would be likely to have the skills to carry out the tasks required as a neighbourhood accessibility plan project manager/coordinator:

- project management
- transport planning
- social marketing

- community development
- social science
- road safety
- injury prevention
- health promotion.