

## Michelle van Straalen

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**From:** Michelle van Straalen  
**Sent:** Thursday, 23 July 2020 16:46  
**To:** [REDACTED]  
**Cc:** official information  
**Subject:** LGOIMA 20160 - Council's vision for central city streets.  
**Attachments:** Innovating Streets 2020 - Central City, Ward Street - May application form.PDF; Innovating Streets 2020 - Central City, Rostrevor Street - May application form.PDF

Kia ora

Further to your information request of 29 June 2020 in respect of Council's vision for central city streets, I am now able to provide Hamilton City Council's response.

**1. What is the cost of the project?** - \$1,302,000 is the total cost for both projects. Hamilton City Council's share is \$131,000, with the remaining costs being met by Waka Kotahi NZ Transport Agency through the Innovating Streets For People Pilot fund.

**2. How long is test?** - Exact timeframes for these projects cannot be provided at this present time. The support package offered by Waka Kotahi requires Councils to implement temporary improvements that test a prototype street design. Such testing enables communities to get a sense of what their streets could be like. By testing innovations in streets before committing to major investment, Hamilton City Council can have more assurance that we're getting the direction of change right. Therefore, we cannot provide a duration for the projects at this stage.

**3. If not successful what is the cost of removal and reinstatement?** – The costs of removal and reinstatement have been included in the overall costs for both projects.

**4. Please provide a link to the cost benefit analysis and the business plan?** - Copies of Council's applications for both projects are **attached**.

We trust this information is of assistance to you.

Please do not hesitate to contact us if you have any further queries.

Ngaa mihi

**Michelle van Straalen**

Official Information Advisor | Legal Services

DDI: 07 974 0589 | [Michelle.vanStraalen@hcc.govt.nz](mailto:Michelle.vanStraalen@hcc.govt.nz)



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**From:** official information  
**Sent:** Tuesday, 30 June 2020 4:26 PM  
**To:** [REDACTED]  
**Cc:** official information <[officialinformation@hcc.govt.nz](mailto:officialinformation@hcc.govt.nz)>  
**Subject:** LGOIMA 20160 - Council's vision for central city streets.

Kia ora

I write to acknowledge your information request of 29 June 2020 in respect of Hamilton City Council's vision for central city streets.

Please be advised that your request has been passed on to the relevant team within Council and you will be informed of the outcome.

The Local Government Official Information and Meetings Act 1987 requires that we advise you of our decision on whether the Council will provide the requested information or not "as soon as reasonably practicable", no later than 20 working days after the day we received your request. We will respond to you no later than 27 July 2020.

Kind regards,

**Michelle van Straalen**  
Official Information Advisor | Legal Services

DDI: 07 974 0589 | [Michelle.vanStraalen@hcc.govt.nz](mailto:Michelle.vanStraalen@hcc.govt.nz)



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**From:** Hamilton City Council <[do.not.reply@hcc.govt.nz](mailto:do.not.reply@hcc.govt.nz)>  
**Sent:** Monday, 29 June 2020 9:00 PM  
**To:** official information <[officialinformation@hcc.govt.nz](mailto:officialinformation@hcc.govt.nz)>  
**Subject:** HCC Website - Official Information Request ref: HCC-QF-200629-CI4R0-FKV

## HCC Website - Official Information Request

**Reference:** HCC-QF-200629-CI4R0-FKV  
**Attachment:** not attached

**Name:** [REDACTED]

Email address: [REDACTED]

Phone number: [REDACTED]

**Detailed Description of Request**

<https://ourhamilton.co.nz/on-the-move/innovating-fund-supports-councils-vision-for-central-city-streets/>

The concept of tactical urbanism where quick cheap and temporary physical changes are made to a street and then tested to inform a permanent solution is to be applied to two central city projects that will utilise approaches such as, biking and pedestrian improvements, shared zones, street furniture and ecological improvements, to reimagine these streets as places for people.

The projects are:

- Rostrevor St (Tristram St to Seddon Rd) between Hinemoa and Boyes Parks. The project will look at 'stitching' the two parks together to create better pedestrian and cycle links, and.
- Ward St (Anglesea St to Tristram St), a key street that connects the city's Western Rail Trail and West Town Belt to the central city and the river path, as well as educational, retail and transport facilities.

Please provide the following information:

- What is the cost of the project?
- How long is test?
- If not successful what is the cost of removal and reinstatement?
- Please provide a link to the cost benefit analysis and the business plan?

**Organisation:** not supplied

# innovating streets for people pilot fund application form

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**WAKA KOTAHI NZ TRANSPORT AGENCY**

***Hamilton City Council***

Round 1:

Applications open: 9am, Friday 3 April 2020

Applications close: 5pm, Friday 8 May 2020

Funding decision to be announced: Early June 2020

Round 2:

Applications open: 9am, Monday 8 June 2020

Applications close: 5pm, Friday 3 July 2020

Funding decision to be announced: Late July 2020

## 1. introduction

### **Great street design helps make our existing towns and cities great places to live, work and play.**

We have a vision of New Zealand being a place where towns and cities are constantly improving their streets so its easier and safer for people to walk, cycle and catch the bus. We want our suburb and town centres to be welcoming, vibrant places where people can connect with each other and feel relaxed. We also have a vision that we can make progress quickly, testing and piloting projects to help demonstrate their value to the community, building confidence in new street layouts and getting feedback in real time, rather than off paper plans.

In 2018, working with local government, Waka Kotahi NZ Transport Agency (Waka Kotahi) identified an opportunity to foster and develop nationwide capability for delivering tactical urban street projects. In response, we established the Innovating Streets for People Programme (Innovating Streets).

Innovating Streets delivers on the Government's wish to create liveable cities and thriving regions, and is a flagship programme of [Keeping Cities Moving](#), Waka Kotahi's national mode shift action plan.

Following an initial series of case studies and evaluation, the programme is now at a stage where it can be implemented at a larger scale, so we're inviting towns and cities that want to deliver transformational change to apply to the Innovating Streets for People pilot fund (the pilot fund) using this application form.

The pilot fund will provide a 90% funding assistance rate (FAR) as well as capability building support for successful applicants, including participation in a community of practice. Further details about the fund and information to help you complete this application form is available here [www.nzta.govt.nz/innovating-streets-funding](http://www.nzta.govt.nz/innovating-streets-funding).

There are two application rounds. The first opens on Friday 3 April and closes on Friday 8 May. We expect to announce successful applications for round one in early June. The second round opens on Monday 8 June and closes on Friday 3 July. We expect to announce successful applications for round two by the end of July.

To help you understand the overall process, we've developed this timeline:



## 2. What you need to know before you apply

### Who can apply and what are the minimum requirements?

The pilot fund is available to Road Controlling Authorities or Territorial Authorities (councils) that are approved to receive funding from the National Land Transport Fund and are an approved organisation in Transport Information Online (TIO).

The pilot fund is available for tactical urbanism projects that make temporary or semi-permanent physical changes to urban streets, in advance of future permanent upgrades.

The pilot fund has a financial assistance rate of 90%, and up to \$1 million is available for each project. This means councils need to be committed to the project and have allocated 10% of the total cost within their annual 2020/21 budget. The project needs to be delivered by 30 June 2021, although it may be in place for longer.

If you think you have a project that fits with the kaupapa of the pilot fund, but you have not been able to get commitment from within your council, we may be able to help. Please get in touch so we can work with you to understand your idea and to determine if it is an Innovating Streets project and to help you establish support. If this is your situation, contact us early at [innovatingstreets@nzta.govt.nz](mailto:innovatingstreets@nzta.govt.nz).

When you send in your application, please include a letter or email from the project sponsor (who has the financial delegation to approve).

To ensure we build capability in the sector, Waka Kotahi would like successful applicants to attend webinars and workshops about the design, communications and engagement, monitoring and evaluation of the project. These will also be an opportunity for Councils to share their own knowledge, experience and circumstances with each other.

Review this checklist to confirm your understanding. If you are not sure about any of the answers, please talk to us. If you can tick yes to every box, then please fill out this application form.

If successful, Waka Kotahi would like to share widely the development and outcomes of the projects so will seek to collect images, videos and website content and make it available to all.

#### Eligible entity and project – quick check list

Organisation lodging this application is an Approved Organisation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Applicant is committed to the project and has allocated 10% of the total cost within their annual budget	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Eligible entity and project – quick check list	
The applicant is seeking \$1 million or less in funding from Waka Kotahi for the project	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The project will be delivered by 30 July 2021 (although it may stay in place for longer)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The project is proposed as a tactical urbanism project	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The project site is or will be a low-risk location	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If successful, the council is happy to collaborate to create and share images, videos, website content and media content	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The project governance will include Waka Kotahi staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If successful, the council is happy to join capability building workshops	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Who will assess the projects and what is the criteria for assessment?

An expert advisory group of Waka Kotahi staff will review applications and recommend which projects to fund. If your project revitalises urban streets or immediately improves safety for people walking or cycling through temporary easy-to-deliver pilots that bring forward potential for permanent transformational change and can inspire others, then your project is likely to succeed.

The Waka Kotahi Senior Manager responsible for the Walking and Cycling Activity Class will make the final decision about which projects to fund, taking into account recommendations from the expert advisory panel and in consultation with appropriate Waka Kotahi Planning and Investment staff.

The criteria and weightings below will be used to review applications. Each application will be ranked according to how well the project meets these criteria. We also want successful projects to represent a variety of approaches, solutions to different barriers and come from varying contexts so we'll be reviewing the programme as a whole to make sure there is a good mix overall.

## What are the pilot fund criteria and weightings?

Criteria 1: Strategic fit with Innovating Streets and council plans	40%
<p>The project:</p> <ul style="list-style-type: none"> <li>• improves safety, transport choices and liveability of a place</li> <li>• is effective at: <ul style="list-style-type: none"> <li>○ reducing vehicle speed and/or</li> <li>○ creating more space for people on our streets and/or</li> <li>○ making walking and cycling more attractive</li> </ul> </li> <li>• aligns with an existing council plan/programme or strategy</li> <li>• includes a pathway to permanent change in the future</li> <li>• may provide a response to the Covid-19 situation by providing extra and safer spaces for walking and cycling during the lockdown or in recovery from the lockdown</li> </ul>	
Criteria 2: Ability to Deliver	40%
<ul style="list-style-type: none"> <li>• There is strong likelihood of delivery within the timeframe of the fund</li> <li>• Applicant can demonstrate how the project will be developed and delivered based on co-design with key stakeholders and community</li> <li>• The proposal contains a realistic and appropriately resourced team, milestones, and costs. Key risks and mitigation actions are identified</li> <li>• Project has clear process for monitoring and evaluation to demonstrate success of delivery</li> </ul>	
Criteria 3: Value for Money	20%
<ul style="list-style-type: none"> <li>• The amount requested is reasonable for the activities involved and expected benefits of the project.</li> <li>• The project can demonstrate opportunity to improve efficiency or de-risk future permanent upgrades, resulting in value for money</li> </ul>	

## How will funding be made available?

If successful, applicants will be asked to sign a funding agreement with Waka Kotahi. Once it is signed, councils will be supplied with a project invoicing code. As costs are incurred, councils will be able to send in monthly invoices to Waka Kohati's Accounts Payable. The funds will not be administered through Transport Information Online (TIO).

A template funding agreement will be made available here [www.nzta.govt.nz/innovating-streets-funding](http://www.nzta.govt.nz/innovating-streets-funding) by mid-April – if you will be applying and need to receive this and other updates about this fund please email us at [innovatingstreets@nzta.govt.nz](mailto:innovatingstreets@nzta.govt.nz). To keep the process simple, we hope that the council is happy to sign the template funding agreement as it is written. But once you have the template agreement, if there are clauses that your legal team is not comfortable with then please let us know by filling out the table in section seven of this form. We suggest you get your legal team to review the funding application as soon as possible and in parallel with your work on the application form itself.

### 3. Now that you are ready to apply

#### TO HELP YOU COMPLETE THIS APPLICATION FORM

Read the Innovating Streets for People pilot fund webpage [www.nzta.govt.nz/innovating-streets-funding](http://www.nzta.govt.nz/innovating-streets-funding) so you understand the Innovating Streets for People programme and.

Please also read the following supporting material for the Innovating Streets for People pilot fund available on the funding page:

- Brochure
- Frequently Asked Questions

If you would like assistance with completing this form, please attend one of our webinars that will be added to the funding page. You can also contact Kathryn King or Leah Murphy at [InnovatingStreets@nzta.govt.nz](mailto:InnovatingStreets@nzta.govt.nz) or call Leah Murphy on 0274 398 145 with any questions.

Lastly, sign up for our Innovating Streets newsletter so we can keep you informed of any updates relating to this fund by emailing [InnovatingStreets@nzta.govt.nz](mailto:InnovatingStreets@nzta.govt.nz) with a request to receive the newsletter.

#### ONCE YOU HAVE COMPLETED THIS FORM

Email a copy of the completed form to Waka Kotahi at [InnovatingStreets@nzta.govt.nz](mailto:InnovatingStreets@nzta.govt.nz). Attach a letter of support (or an email) from your project sponsor. Also attach any other supporting information you wish to provide.

If you do not receive an email confirmation of receipt of your application within two working days, please contact us.

Unfortunately, Waka Kotahi is not able to accept application forms received by post, fax or hand delivery.

#### WHEN IS THE APPLICATION DUE?

Completed applications must be received by email no later than **5pm on Friday 8 May 2020 for round 1 and by 5pm Friday 3 July for round 2.**

Tactical urbanism projects designed as part of a Covid-19 response package can be considered immediately, on a case by case basis. This involves projects that could be delivered in a short time frame to support social/physical distancing on footpaths and cycle lanes, and the temporary use of streets for physical activity. If you would like to discuss a specific Innovating Streets social/physical distancing project, email [innovatingstreets@nzta.govt.nz](mailto:innovatingstreets@nzta.govt.nz)

## 4. Applicant details

### Project contact details

Please enter answers in the right-hand column.

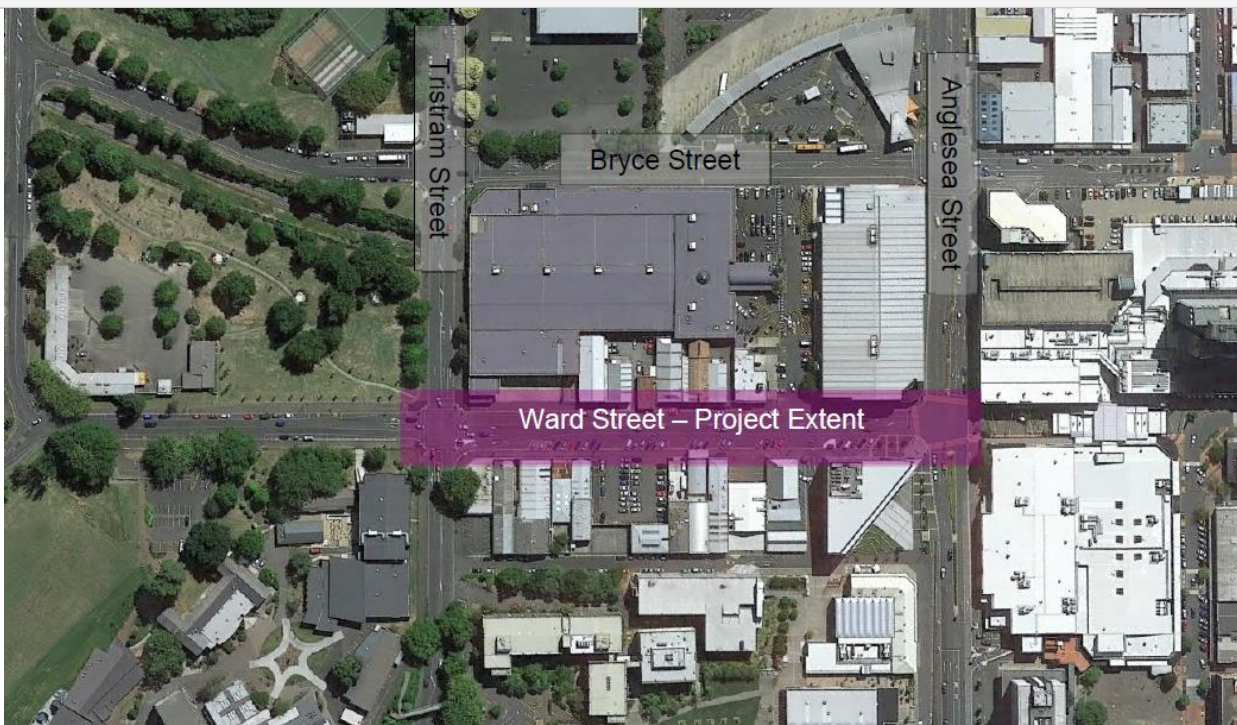
Project title and applicant key details	
<b>Organisation name</b> <i>The <b>Name</b> of the Council.</i>	Hamilton City Council
<b>Title</b> <i>A short title for your project, of no more than 10 words.</i>	Central City – Ward Street
<b>Key Project Contact</b>	Katherine Johns
Job title or role	Transport Strategy and Planning Leader
Contact phone number	021 224 2894
Contact email address	Katherine.johns@hcc.govt.nz

## 5. project summary

### 5.1. A strong project foundation

What is the current problem or opportunity you are seeking to address?

Please include a photo or image of the proposed project site and other information about the site, eg. speed environment.



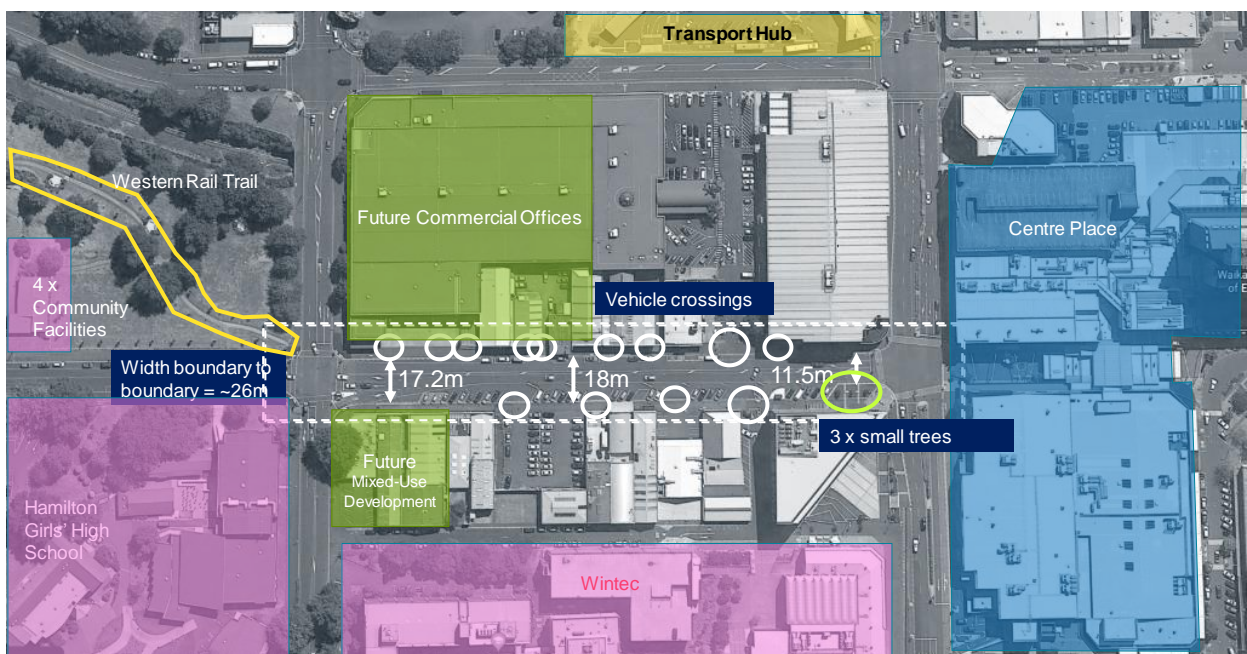
Ward Street connects the Western Rail Trail and West Town Belt to the central city and the river path. It also connects Wintec, Hamilton Girls' High School, Centre Place shopping mall and the Bus Interchange. It is a collector road and key pedestrian route. It is subject to future development at the Tristram Street intersection, the north side being converted to commercial offices and the southern being developed into mixed-use development. This will see a significantly increased number of people using the street.

Key problems include:

- Vehicle dominated design resulting in a space that does not feel inviting, pleasant, equitable or safe for pedestrians or cyclists
- Disproportionate amount of space is allocated to vehicles (67% including parking)
- 50kph zone with average speeds of 40-45km/h

## 5.1. A strong project foundation

- There are multiple vehicle crossings along the street
- Lack of identity or sense of place
- Low amenity and low-quality pedestrian environment with minimal space to stop and linger and no facilities such as bike racks, seating, shelter or wayfinding
- No mid-block crossing points for pedestrians
- There are no cycling facilities along the corridor creating a major disconnect with the network.
- Lack of ecological continuity between the West Town Belt and the River Path



Describe how you plan to respond to this opportunity and why it's important to test your response through a tactical urbanism approach?

Ward Street has a fantastic opportunity to become a place for people to connect and exchange as opposed to a vehicle dominated street. In creating a street that encourages people to walk and bike, play, sit outside and generally spend more time in realises many of Hamilton's strategic outcomes.

Initial ideas include:

- Increasing space for people through temporary widening of footpaths and
- Trialling new pedestrian crossing points

### 5.1. A strong project foundation

- Utilising parking spaces for places to stop, rest and connect and/or bike parking amongst other things
- Increasing the number and variety of facilities to encourage people to connect i.e tables, seating, shade, play street elements
- Activate the space by working with local artists, musicians and education providers
- Increase ecological opportunities through additional street trees and trial alternative storm water options
- Reducing vehicle speeds to 30km/h - trial different approaches to narrow the vehicle lanes using inexpensive and flexible physical tools alongside asphalt artwork to change the visual environment
- Pop up cycle lanes – trial a variety of cycle lane options. The road has a significant camber which may make it unsuitable for cycling, we can test whether Ward Street is the most appropriate street for those riding bikes.

### 5.2. Describe how you will know if you've been successful?

Include potential qualitative and quantitative measures of success and how you might collect that information

- Vehicles speeds before and after
- Mode shift – Count number of people walking and biking (Strava data, counts before during and after)
- Monitor/count how people are using the space; sitting, engaging at set times of day (Lunch, afterwork, weekends), number of people crossing at temporary crossing points
- Improving accessibility – monitor before and after the number of people using the street with mobility aids
- On street surveys – perceptions of safety, likelihood to stop and use the place as opposed to just moving through
- Monitor social media comments and discussion
- Level of interaction and number of ideas through online and on-street channels
- Reduction in number of carparks without serious objection/backlash.
- Final designs and construction well supported by the community

### 5.3. Project team and governance

Describe your project team and governance structure.

Include how a Waka Kotahi representative will be included in project planning

Council is wanting to embed collaboration across business units and co-creation with the community in to all aspects of the project. To this end, the project team will primarily be a collaboration between the Transportation and Community Groups.

One of the anticipated outcomes will be a closer relationship between these two groups, and that staff will develop a greater appreciation of engineering, community engagement, tactical urbanism, road safety and place-making.

We would be delighted to have Waka Kotahi involved in the project team and governance structure.

As an initial project for us we will use experts (Resilio) to project manage the detail, working closely with staff allowing us to build our capability quickly and with best practice leaders.

**Project Sponsor** – GM Infrastructure Operations

#### **Project team**

Consultants as project lead

Transport strategy and planning leader

Transport engineers – safety and transport systems

Transport data analyst

Community – Parks Planner

Community - Social development and recreation planner

Community – Disability advisor

Comm's and engagement – Advisor/City Events Manager

Comm's and engagement – Online specialist

Waka Kotahi NZTA – Tactical Urbanisation Specialist

Community representative – To represent voice of artists (Boon St art?)

#### 5.4. Communication and engagement

Describe the community that would be impacted by your project and how you plan to design your project with them.

Given the transformational re-imagining of Ward Street we will encourage all members of the community to participate in a co-design approach using both interactive on street feedback alongside online opportunities.

This will increase public support and ensure the final design and construction encourages the space to be used in the way we envision.

More targeted community engagement will take place with:

- Businesses/organisations in the street and vicinity
- Education providers and students
- People accessing the transport centre
- People working or shopping in the street
- People accessing or leaving the central city/West Town Belt via Ward Street

The project will be promoted through on street activation and information boards alongside social media and we will encourage online sharing through community groups and stakeholders.

We will use an online platform such as Social Pin-Point to gather feedback and encourage discussion and ideas and provide a physical on-street 'wall' for ideas and feedback.

Pop up engagement tents to discuss and gather feedback whilst people are in the environment. Provide aerial maps that people can draw their ideas on, have them at key locations; on site, libraries, council offices in the businesses.

Work with the education providers to encourage student participation as part of relevant course/study work.

## 5.5. Risks

Describe any risks you have identified and how you plan to mitigate them.

- Covid-19 lockdown – delivery timeframes will coincide with people moving out of lockdown to enable them to fully engage in the use of the space. The space is large enough for people to use and manage social distancing
- Phasing of current and future redevelopment - may impact timing of final construction. We will keep the community informed of how their feedback has/is being used and update timeframes for a final solution being delivered. We may extend the on-street materials to encourage on-going feedback into the design process as that will continue
- Backlash from the community – We will have strong storytelling and the ability to feedback in a variety of forums

## 5.6. Project Costs, other resources and milestones

Tactical urbanism projects can seem quick and easy, but the reality is they need careful planning and resourcing to ensure they are successful, particularly as they can challenge business as usual processes. In order for Waka Kotahi to assess your project, we need to understand how it will be resourced and delivered. Use the 'insert row' function if you wish to add more project costs.

	<b>Project cost description – typical project costs are shown here as examples. Please amend to suit your project.</b>	<b>Supplier if known</b>	<b>\$NZD (excluding GST)</b>
1	Project Management, Design, Place Making	Resilio Studio	\$50,000
2	Materials, construction, asphalt art/ Roadway art	TBC	\$470,000
3	Traffic Management (Materials included above)	Infrastructure Alliance (HCC)	\$25,000
4	Tweaking of design and build in response to consultation	Resilio Studio	\$22,000
5	Monitoring and evaluation	HCC + M R Cagney	\$15,000
6	Communications and community engagement	Hamilton City Council	\$70,000
7	Maintenance costs incurred before June 2021	Infrastructure Alliance (HCC)	\$20,000
	Total costs		\$672,000

	<b>Project cost description – typical project costs are shown here as examples. Please amend to suit your project.</b>	<b>Supplier if known</b>	<b>\$NZD (excluding GST)</b>
	Contingency 15%		\$100,800
	Total costs including contingency		\$772,800

**Other resources – such as internal and in-kind**

**Please list other resources that will be used to deliver the project such as the internal staff (estimate FTE), in-kind (volunteer time from community groups etc). Use the ‘insert row’ function if you wish to add more resources.**

	<b>Other resources</b>	<b>Position description</b>	<b>Brief description of how it will contribute to the project</b>	<b>Hours or proportion of FTE over time</b>
1	Internal Transport Group	Data Analyst	Collation of and analysis of data	40 hours
		Safety engineer	Ensure all proposals are not creating safety risks	40 hours
		Transport Systems Engineer	Traffic signal and technological support	20 hours

**Other resources – such as internal and in-kind**

**Please list other resources that will be used to deliver the project such as the internal staff (estimate FTE), in-kind (volunteer time from community groups etc). Use the 'insert row' function if you wish to add more resources.**

	Other resources	Position description	Brief description of how it will contribute to the project	Hours or proportion of FTE over time
		Transport Strategy and Planning leader	Ensure strategic alignment and outcome achievement	80 hours
2	Internal Community Group	Parks Planner	Urban design and placemaking	120 Hours
		Social development and recreation	Recreational and social uses	40 hours
		Disability advisor	Accessibility through design	40 Hours
3	Internal Comm's and Engagement group	Comms and engagement advisor	Design and delivery of promotional elements of the project	160 Hours
		Online specialist(s)	Social pinpoint and social media	60 Hours
4	Local artists - multiple		Street art and activation of the space	As available (Volunteers) – 120 Hours total?

**Other resources – such as internal and in-kind**

Please list other resources that will be used to deliver the project such as the internal staff (estimate FTE), in-kind (volunteer time from community groups etc). Use the 'insert row' function if you wish to add more resources.

	Other resources	Position description	Brief description of how it will contribute to the project	Hours or proportion of FTE over time
5	Smart Access – Tim Young		Accessibility in design	As Available – 20 hours?
6	NZTA		Tactical urbanism and project advice	40 Hours
7	Local Education Provider		Engage students in the design process	20 Hours
8	Total estimated hours of internal resources and in-kind contributions			800 Hours –approximately

### Major milestones of project

Please indicate a rough timeline of major milestones of the project. The milestones you provide here may be used to help inform the milestones in any Funding Agreement with us. Use the 'insert row' function if you wish to add more milestones.

	Major milestone Provide a high-level description of key project components or deliverables.	Completion date		
1	On-board consultants	July 2020		
2	Investigate site and options for testing	September 2020		
3	Consultation & Engagement plan developed and prepared for delivery	October 2020		
4	Design monitoring approach	October 2020		
5	Co-design workshops	November 2020		
6	First application of on-street changes	February 2021		
7	On-going collaboration and changes – analysing feedback	February to May 2020		
8	Full analysis and final monitoring report	June 2020		
9	Feed into detailed design process	Ongoing, final report July 2020		

## 6. Declaration

I declare on behalf of the Applicant:

### Please check

- ☒ that the statements in this project are true and the information provided is complete and correct. There have been no misleading statements or omission of any relevant facts
- ☒ that all named key personnel have agreed to be included in this project
- ☒ that a letter or email from the project sponsor (who has the financial delegation to approve) is attached
- ☒ that if successful, I consent to the public release, including publishing on the internet, of the name of the Applicant, the amount of funding sought, the amount of funding offered, contact details of the Applicant and a description of the activity/project, and undertake to cooperate with Waka Kotahi on communications relating to this project, which may be in the form of a media release, case study, web content, conference presentation or whitepaper, sharing via social media, or other form as agreed with Waka Kotahi
- ☒ that I understand Waka Kotahi's obligations under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this project, the provisions of this Act apply to all of the information provided in this project
- ☒ that all necessary internal approvals (CEO, Board etc.) and relevant budgets for the project to proceed, subject to successful application, will be in place by 1 July 2020
- ☐
- ☒ that I am authorised to make this project on behalf of the Applicant identified in Section 4 of this form.

## Signature

This declaration must be signed by a person with the legal and financial authority to commit your organisation to a transaction.

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Eeva-Liisa Wright

**General Manager Infrastructure**

**Operations**

**Hamilton City Council**

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Signature



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Date

7 May 2020

# innovating streets for people pilot fund application form

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Updated 30 April

***WAKA KOTAHI NZ TRANSPORT AGENCY***

***Hamilton City Council***

Round 1:

Applications open: 9am, Friday 3 April 2020

Applications close: 5pm, Friday 8 May 2020

Funding decision to be announced: Early June 2020

Round 2:

Applications open: 9am, Monday 8 June 2020

Applications close: 5pm, Friday 3 July 2020

Funding decision to be announced: Late July 2020

## 1. introduction

### **Great street design helps make our existing towns and cities great places to live, work and play.**

We have a vision of New Zealand being a place where towns and cities are constantly improving their streets so its easier and safer for people to walk, cycle and catch the bus. We want our suburb and town centres to be welcoming, vibrant places where people can connect with each other and feel relaxed. We also have a vision that we can make progress quickly, testing and piloting projects to help demonstrate their value to the community, building confidence in new street layouts and getting feedback in real time, rather than off paper plans.

In 2018, working with local government, Waka Kotahi NZ Transport Agency (Waka Kotahi) identified an opportunity to foster and develop nationwide capability for delivering tactical urban street projects. In response, we established the Innovating Streets for People Programme (Innovating Streets).

Innovating Streets delivers on the Government's wish to create liveable cities and thriving regions, and is a flagship programme of [Keeping Cities Moving](#), Waka Kotahi's national mode shift action plan.

Following an initial series of case studies and evaluation, the programme is now at a stage where it can be implemented at a larger scale, so we're inviting towns and cities that want to deliver transformational change to apply to the Innovating Streets for People pilot fund (the pilot fund) using this application form.

The pilot fund will provide a 90% funding assistance rate (FAR) as well as capability building support for successful applicants, including participation in a community of practice. Further details about the fund and information to help you complete this application form is available here [www.nzta.govt.nz/innovating-streets-funding](http://www.nzta.govt.nz/innovating-streets-funding).

There are two application rounds. The first opens on Friday 3 April and closes on Friday 8 May. We expect to announce successful applications for round one in early June. The second round opens on Monday 8 June and closes on Friday 3 July. We expect to announce successful applications for round two by the end of July.

To help you understand the overall process, we've developed this timeline:



## 2. What you need to know before you apply

### Who can apply and what are the minimum requirements?

The pilot fund is available to Road Controlling Authorities or Territorial Authorities (councils) that are approved to receive funding from the National Land Transport Fund and are an approved organisation in Transport Information Online (TIO).

The pilot fund is available for tactical urbanism projects that make temporary or semi-permanent physical changes to urban streets, in advance of future permanent upgrades.

The pilot fund has a financial assistance rate of 90%, and up to \$1 million is available for each project. This means councils need to be committed to the project and have allocated 10% of the total cost within their annual 2020/21 budget. The project needs to be delivered by 30 June 2021, although it may be in place for longer.

If you think you have a project that fits with the kaupapa of the pilot fund, but you have not been able to get commitment from within your council, we may be able to help. Please get in touch so we can work with you to understand your idea and to determine if it is an Innovating Streets project and to help you establish support. If this is your situation, contact us early at [innovatingstreets@nzta.govt.nz](mailto:innovatingstreets@nzta.govt.nz).

When you send in your application, please include a letter or email from the project sponsor (who has the financial delegation to approve).

To ensure we build capability in the sector, Waka Kotahi would like successful applicants to attend webinars and workshops about the design, communications and engagement, monitoring and evaluation of the project. These will also be an opportunity for Councils to share their own knowledge, experience and circumstances with each other.

Review this checklist to confirm your understanding. If you are not sure about any of the answers, please talk to us. If you can tick yes to every box, then please fill out this application form.

If successful, Waka Kotahi would like to share widely the development and outcomes of the projects so will seek to collect images, videos and website content and make it available to all.

#### Eligible entity and project – quick check list

Organisation lodging this application is an Approved Organisation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Applicant is committed to the project and has allocated 10% of the total cost within their annual budget	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Eligible entity and project – quick check list	
The applicant is seeking \$1 million or less in funding from Waka Kotahi for the project	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The project will be delivered by 30 June 2021 (although it may stay in place for longer)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The project is proposed as a tactical urbanism project	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The project site is or will be a low-risk location	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If successful, the council is happy to collaborate to create and share images, videos, website content and media content	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The project governance will include Waka Kotahi staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If successful, the council is happy to join capability building workshops	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Who will assess the projects and what is the criteria for assessment?

An expert advisory group of Waka Kotahi staff will review applications and recommend which projects to fund. If your project revitalises urban streets or immediately improves safety for people walking or cycling through temporary easy-to-deliver pilots that bring forward potential for permanent transformational change and can inspire others, then your project is likely to succeed.

The Waka Kotahi Senior Manager responsible for the Walking and Cycling Activity Class will make the final decision about which projects to fund, taking into account recommendations from the expert advisory panel and in consultation with appropriate Waka Kotahi Planning and Investment staff.

The criteria and weightings below will be used to review applications. Each application will be ranked according to how well the project meets these criteria. We also want successful projects to represent a variety of approaches, solutions to different barriers and come from varying contexts so we'll be reviewing the programme as a whole to make sure there is a good mix overall.

## What are the pilot fund criteria and weightings?

Criteria 1: Strategic fit with Innovating Streets and council plans	40%
<p>The project:</p> <ul style="list-style-type: none"> <li>• improves safety, transport choices and liveability of a place</li> <li>• is effective at:               <ul style="list-style-type: none"> <li>○ reducing vehicle speed and/or</li> <li>○ creating more space for people on our streets and/or</li> <li>○ making walking and cycling more attractive</li> </ul> </li> <li>• aligns with an existing council plan/programme or strategy</li> <li>• includes a pathway to permanent change in the future</li> <li>• may provide a response to the Covid-19 situation by providing extra and safer spaces for walking and cycling during the lockdown or in recovery from the lockdown</li> </ul>	
Criteria 2: Ability to Deliver	40%
<ul style="list-style-type: none"> <li>• There is strong likelihood of delivery within the timeframe of the fund</li> <li>• Applicant can demonstrate how the project will be developed and delivered based on co-design with key stakeholders and community</li> <li>• The proposal contains a realistic and appropriately resourced team, milestones, and costs. Key risks and mitigation actions are identified</li> <li>• Project has clear process for monitoring and evaluation to demonstrate success of delivery</li> </ul>	
Criteria 3: Value for Money	20%
<ul style="list-style-type: none"> <li>• The amount requested is reasonable for the activities involved and expected benefits of the project.</li> <li>• The project can demonstrate opportunity to improve efficiency or de-risk future permanent upgrades, resulting in value for money</li> </ul>	

## How will funding be made available?

If successful, applicants will be asked to sign a partnership agreement with Waka Kotahi. Once it is signed, councils will be supplied with a project invoicing code. As costs are incurred, councils will be able to send in monthly invoices to Waka Kotahi's Accounts Payable. Councils will not claim funds through Transport Information Online.

A template partnership agreement will be made available to successful applicants. To keep the process simple, we hope councils will be happy to sign the template partnership agreement as it is written. But once you have the template agreement, if there are clauses that your legal team is not comfortable with then there will be an opportunity to discuss and agree on changes to the agreement.

### 3. Now that you are ready to apply

#### TO HELP YOU COMPLETE THIS APPLICATION FORM

Read the Innovating Streets for People pilot fund webpage [www.nzta.govt.nz/innovating-streets-funding](http://www.nzta.govt.nz/innovating-streets-funding) so you understand the Innovating Streets for People programme and.

Please also read the following supporting material for the Innovating Streets for People pilot fund available on the funding page:

- Brochure
- Frequently Asked Questions

If you would like assistance with completing this form, please attend one of our webinars that will be added to the funding page. You can also contact Kathryn King or Leah Murphy at [InnovatingStreets@nzta.govt.nz](mailto:InnovatingStreets@nzta.govt.nz) or call Leah Murphy on 0274 398 145 with any questions.

Lastly, sign up for our Innovating Streets newsletter so we can keep you informed of any updates relating to this fund by emailing [InnovatingStreets@nzta.govt.nz](mailto:InnovatingStreets@nzta.govt.nz) with a request to receive the newsletter.

#### ONCE YOU HAVE COMPLETED THIS FORM

Email a copy of the completed form to Waka Kotahi at [InnovatingStreets@nzta.govt.nz](mailto:InnovatingStreets@nzta.govt.nz). Attach a letter of support (or an email) from your project sponsor. Also attach any other supporting information you wish to provide.

If you do not receive an email confirmation of receipt of your application within two working days, please contact us.

Unfortunately, Waka Kotahi is not able to accept application forms received by post, fax or hand delivery.

#### WHEN IS THE APPLICATION DUE?

Completed applications must be received by email no later than **5pm on Friday 8 May 2020 for round 1 and by 5pm Friday 3 July for round 2.**

Tactical urbanism projects designed as part of a Covid-19 response package can be considered immediately, on a case by case basis. This involves projects that could be delivered in a short time frame to support social/physical distancing on footpaths and cycle lanes, and the temporary use of streets for physical activity. If you would like to discuss a specific Innovating Streets social/physical distancing project, email [innovatingstreets@nzta.govt.nz](mailto:innovatingstreets@nzta.govt.nz)

## 4. Applicant details

### Project contact details

Please enter answers in the right-hand column.

Project title and applicant key details	
<b>Organisation name</b> <i>The <b>Name</b> of the Council.</i>	Hamilton City Council
<b>Title</b> <i>A short title for your project, of no more than 10 words.</i>	Central City – West Town Belt, Rostrevor Street
<b>Key Project Contact</b>	Jennifer Parlane
Job title or role	Parks Planner
Contact phone number	07 959 9024
Contact email address	jennifer.parlane@hcc.govt.nz

## 5. project summary

In order for Waka Kotahi to assess your project, we need to understand your vision and what you are trying to do and achieve.

Please limit each answer to 200 words.

### 5.1. A strong project foundation

What is the current problem or opportunity you are seeking to address?

How does the problem or opportunity align with your Council's strategies, plans or existing business cases?

Please include a photo or image of the proposed project site and other information about the site, eg. speed environment.

Rostrevor Street (figure 1) sites on the edge of the city centre at the heart of the West Town Belt. The West Town Belt is a 54 ha and 3km long open space which frames Hamilton's central city. It is one of the city's largest open spaces and home to community and sports organisations and our two major stadium. This makes for a critical open space in Hamilton city for both the local community and visitors alike.

The street runs between two parks (Hinemoa and Boyes Park) and average's 7,400 vehicles per day with a current speed limit of 50 km/h.

## 5.1. A strong project foundation



Figure 1: Rostrevor Street in the West Town Belt, central Hamilton

The key problems we aim to address include:

- Unwelcoming environment for all community members including cyclists, pedestrians, children and visitors
- A lack of street facilities and amenities that create a safe, pleasant, convenient and accessible space for all. The challenges of Covid-19 has amplified this as people seek open space for safe respite from indoors.
- Severance between parks and future path links, including blockages created by vehicles.
- No safe crossing to navigate from one park to the other
- High volume of traffic, wide carriage width, inconsistent vehicle speeds
- Dominance of moving and parked vehicles as it is utilised as all day free commuter parking
- Overall low amenity and sense of place

The current opportunities we see are:

- Alignment with the [West Town Belt Masterplan](#) (figures 2 and 3). This masterplan sets out the key strategic vision for all parks and streets which is to “create a dynamic, connected and treasured inner-city destination for everyone”

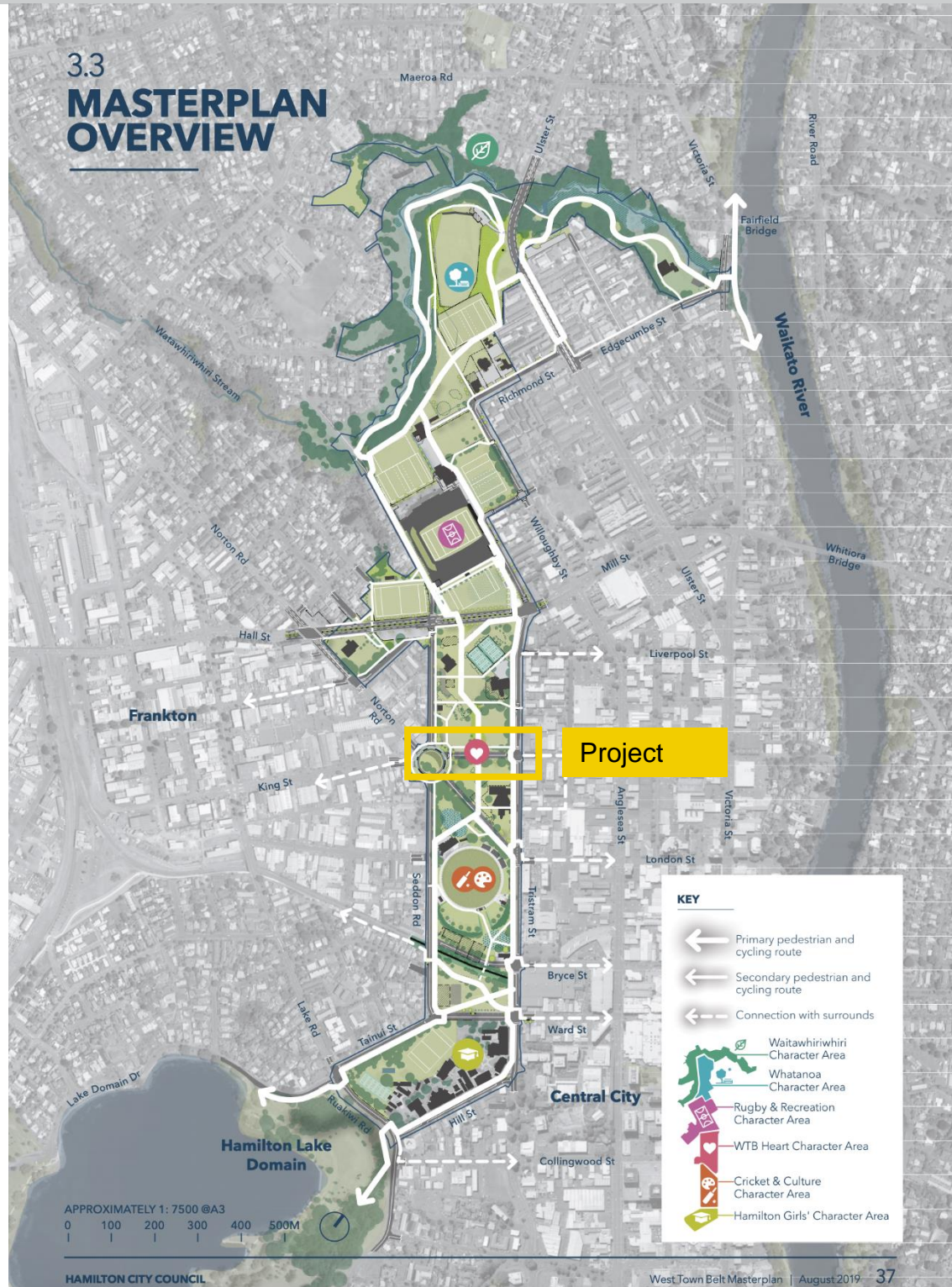
### 5.1. A strong project foundation

- Alignment with the [Frankton Neighbourhood Plan](#) which aims to strengthen the village's walking and cycling connections with the West Town Belt and City Centre.
- Act as a catalyst for change in the 'West Town Belt Heart Character' Area and link the two key projects planned for Hinemoa Park and Boyes Park

## 5.1. A strong project foundation

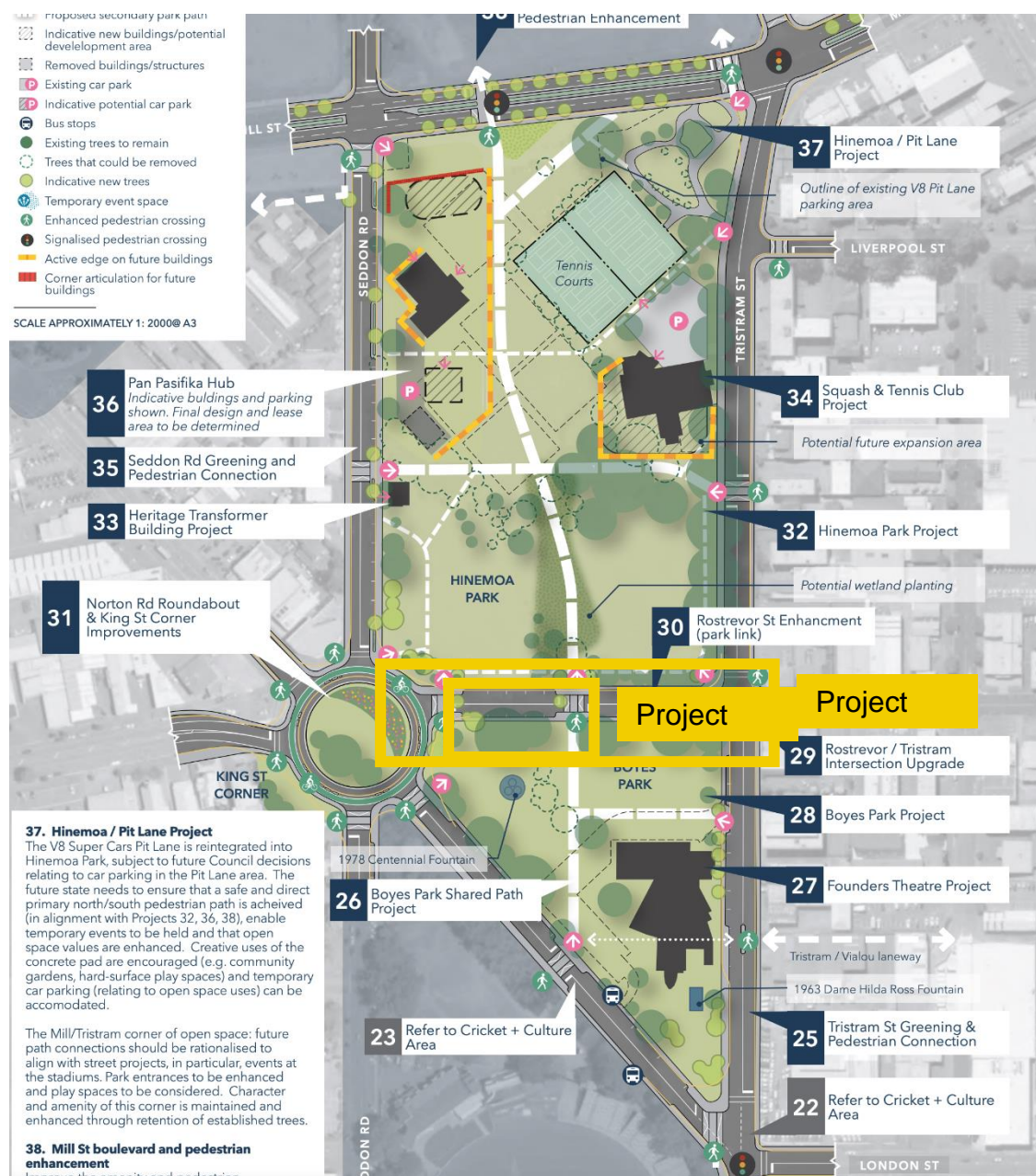
Figure 2: West Town Belt Masterplan

## 5.1. A strong project foundation



## 5.1. A strong project foundation

Figure 3: 'West Town Belt Heart' Character Area



## 5.1. A strong project foundation

Describe how you plan to respond to this opportunity and why it's important to test your response through a tactical urbanism approach?

This project presents an opportunity to utilise 'playful' tactical urbanism approaches to promote innovation through fun and creativity.

Our response would follow the '48 x 48 x48' concept to trial temporary and semi-permanent options, collaboration with the community and find a solution that will be supported by the community long term.

Our approach will include:

### 1) 48 hours – Opening

A 'pop up' demonstration event over a weekend (48 hours) to allow:

- Socialisation of the project and present what the street could look like in the future
- Creating a temporary open space "park" that connects the adjoining parks on either side of the street
- Test the impacts of the road closure on the network

### 2) 48 Days – Trial

Implement an interim design (or series of designs) that align with the outcomes of this project. Key features may include:

- a. Widening the pedestrian paths;

## 5.1. A strong project foundation

- b. Adding pedestrian crossing points and addressing roundabout connections;
- c. Adding cycle lanes;
- d. Possible one-laning for vehicles;
- e. Slowing vehicle speeds;
- f. Adding 'green' elements through vegetation;
- g. Adding 'Play along the Way' elements.

Over the 48-day period, we would follow the 'learn, adjust, improve' method to respond to feedback and update and adapt the designs.

### 3) 48 hours – Closing

A 'pop up' closing event over a weekend (48 hours). This provides an opportunity to thank , inform and update the community of next steps.

### 4) 48 Weeks or permanent solution

Following robust testing and monitoring (quantitative and qualitative), a decision to either move to the '48 week' phase or straight to the implementation of permanent design solution will take place.

We have no predetermined view of what the final future state will look like, making tactical urbanism the most suitable approach to reimagining Rostrevor Street; we can test temporary and/or semi-permanent interventions and obtain holistic, objective data to fully understand the impacts of alternative designs. Council recognises that temporary and semi-permanent testing is preferable to sudden and permanent change.

This tactical approach to urbanism also allows:

- Test specific features, especially ones that are of concern from decision makers.
- An opportunity to push innovation
- Progress the vision of the West Town Belt and other strategic imperatives
- A new approach for street design across council projects
- A new understanding of how we prioritise pedestrians and cyclists in our streets and alongside our park spaces.

## 5.2. Describe how you will know if you've been successful?

Include potential qualitative and quantitative measures of success and how you might collect that information

Success would look like:

- Increased pedestrian and cyclist numbers along the street and in the adjoining park spaces.
- Increased and regular activation by public events, informal play and recreation, and sports.
- Improved public safety perception.
- Reduction in vehicle numbers, carparking and speed.
- High amenity street with increased quantity and quality of vegetation.
- An engaged community and one that has a sense of ownership of over the space.
- increased confidence from decision-makers about reprioritising road space in low volume, low speed streets.

### Data Collection

A range of data will be collected on Rostrevor Street to provide a baseline and determine the impact of testing. An important consideration would be testing the surrounding network to understand the impacts on other streets.

We will measure the success through the following qualitative and quantitative measures:

#### Quantitative

Before, during and after data collection including:

- Stationary vehicle counts of parked cars;
- Vehicle movements through the street, time sequenced throughout the days of the week, and in which direction;
- Before and after pedestrian and cyclist counts;
- Reported crash data for the street, including the intersections at either end;
- Vehicle speeds (mid-block and end-to-end); and
- Network redistribution of vehicles moving to alternative streets.

#### Qualitative

- User Experience Assessments and intercept survey
- Public Life survey;
- Place Audits;

- Desire lines in adjoining park spaces; and
- Our Council City safe and Community wellbeing surveys to help build broader council data.

### 5.3. Project team and governance

Describe your project team and governance structure.

Include how a Waka Kotahi representative can be included in project planning

Council sees this project as an opportunity to embed collaboration across business units and co-creation with the community in all aspects of the project. While we have extensive experience and skill across our organisation, we appreciate the level of energy and resource required for tactical urbanism may not always be able to be delivered in-house. As such, we have budget to seek support from consultancies to support this work.

We would welcome a Waka Kotahi representative to be involved in the project team and governance structure. We would envision this role providing guidance about how to structure the project plan, allocate resource, identify risks and opportunities, educate staff, and generally help to build capacity across the project team.

**Project Sponsor and internal champion-** GM of Infrastructure Operations

**Project Owner** - Business and Planning Manager, Community

#### **Core Project Team**

- **Project, design and place-making lead:** HCC (Parks planner/Landscape architect) and Consultant (to be confirmed):
- **Community Champion:** Manager - Social development
- **Waka Kotahi lead:** Advisor and technical specialist
- **Communications and engagement lead:** HCC (Team Leader: Great River City)
- Communications advisor/Team leader
- **Technical and Data specialists:** HCC (Senior Network Engineer) and Consultant (to be confirmed)
- **Community Development lead:** HCC (Social development advisor)
- **Monitoring and evaluation lead:** HCC (Transport data analyst) and Consultant (to be confirmed)

## 5.4. Communication and engagement

Describe the community that would be impacted by your project and how you plan to design your project with them.

As a central city project in the middle of the West Town Belt there is a wide sector of community who may be impacted. Council would endeavour to involve and engage with the community in a meaningful way.

Given our existing relationships with large sectors of our diverse community, we are confident our community would relish the opportunity to be involved and may include:

- Mana whenua
- Groups interested in placemaking and street design, including Disability Action Group, Go Eco, Cycle Waikato and Living Streets Aotearoa;
- Educational Institutes including University of Waikato and Wintec;
- Key stakeholders located on or near the West Town Belt, including:
  - Community groups
  - Commercial-based groups
  - Schools
  - Neighbouring residents and/or businesses

We also recognise the need to meaningfully engage with the less-heard voices in our community and people who are critical of any change to the road network. This includes those who currently drive and park along Rostrevor Street who would be impacted by the tactical urbanism methods.

A robust and holistic communications and engagement strategy will ensure targeted and appropriate consultation, engagement and evaluation is undertaken throughout the project. We want our community to be part of solution, this may include:

- Setting up a core community liaison group to input into the purpose statement, vision statement, and project principles.
- Co-design workshops for both the 48-hour demonstration event and any 48-day temporary design trials.
- Obtaining input from the community at the 48-hour demonstration event.
- Innovation – Smart Cities Kiosk and Maker Space opportunities (3D model street designs).
- Opportunities for our community to support monitoring and evaluation, for example working with students at the University of Waikato's Geography department to help with Public Life surveys (we acknowledge the need for resourcing to make sure this happens).

## 5.5. Risks

Describe any risks you have identified and how you plan to mitigate them.

Risk	Mitigation
Community expectations are not met	<ul style="list-style-type: none"><li>• Clear communications about the process of tactical urbanism – that it's about testing, fail fast, test again, monitor throughout.</li><li>• Involve a diverse range of the community throughout the process, especially those adjoining the project site or who regularly use it.</li><li>• Give a platform to the less-heard voices in our community to ensure we meet more of the community's needs.</li><li>• Council has data from a range of different sources which indicate that people want to walk and cycle more, particularly through open space</li><li>• Leadership support to champion innovation and do things differently.</li></ul>
Management of road safety risks while undertaking project	Appropriate traffic management plans are developed and implemented.
Low community collaboration and engagement	<ul style="list-style-type: none"><li>• Ensure community is involved right at the beginning and all the way through.</li><li>• Ensuring that we have a diverse array of participants who want to be involved for various reasons so that if a few fall away, others maintain interest.</li></ul>

Project delays due to consent, contractor/supplier demand amidst COVID-19 situation

- Engage early and ensure we understand the timeframes they require. Start any consent requirements as soon as possible and keep good communications between all parties.

## 5.6. Project Costs, other resources and milestones

Tactical urbanism projects can seem quick and easy, but the reality is they need careful planning and resourcing to ensure they are successful, particularly as they can challenge business as usual processes. In order for Waka Kotahi to assess your project, we need to understand how it will be resourced and delivered. Use the 'insert row' function if you wish to add more project costs.

These are indicative outline costings. Given the early stages, the exact tactical methods are yet to be determined and we can only provide indicative costs at this stage

	<b>Project cost description – typical project costs are shown here as examples. Please amend to suit your project.</b>	<b>Supplier if known</b>	<b>\$NZD (excluding GST)</b>
1	Project Management, Design, Place Making	HCC + Resilio Studio	\$30,000
2	Materials, construction, asphalt art/ Roadway art	TBC	\$300,000
3	Traffic Management (Materials included above)	Infrastructure Alliance (HCC)	\$25,000
4	Tweaking of design and build in response to consultation	HCC + Resilio Studio	\$15,000
5	Monitoring and evaluation	HCC + TBC	\$15,000

	<b>Project cost description – typical project costs are shown here as examples. Please amend to suit your project.</b>	<b>Supplier if known</b>	<b>\$NZD (excluding GST)</b>
6	Communications and community engagement	Hamilton City Council	\$60,000
7	Maintenance costs incurred before June 2021	Infrastructure Alliance (HCC)	\$15,000
	Total costs		\$460,000
	Contingency 15%		\$70,000
	Total costs including contingency		\$530,000

**Other resources – such as internal and in-kind**

Please list other resources that will be used to deliver the project such as the internal staff (estimate FTE), in-kind (volunteer time from community groups etc). Use the 'insert row' function if you wish to add more resources.

	Other resources	Position description	Brief description of how it will contribute to the project	Hours or proportion of FTE over time
1	HCC Community Group	Community advisor	Support with community engagement	40 hours
		Disability Advisor	Support with community engagement and universal design	20 hours
		Play and recreation specialists	Support with community engagement and design	20 hours
2	HCC Transport	Data Analyst	Support with collation of and analysis of data	40 hours
		Safety Engineer	Manage traffic safety risks and mitigation	40 hours
		Transport Systems Engineer	Traffic signal and technological support	20 hours

**Other resources – such as internal and in-kind**

Please list other resources that will be used to deliver the project such as the internal staff (estimate FTE), in-kind (volunteer time from community groups etc). Use the 'insert row' function if you wish to add more resources.

	Other resources	Position description	Brief description of how it will contribute to the project	Hours or proportion of FTE over time
		Active and Sustainable Transport Engineer	Support with community engagement, project planning and design	40 hours
3	HCC Strategy and Communications	Event specialist	Support with set up and implementation of 48 hour events	80 ours
		Transformation Manager	Project planning support and programme champion	10 hours
		Programme manager – Analysis and research	Support with monitoring and evaluation	10 hours
		Te puaawaitanga o Kirikiriroa / Smart Hamilton Programme Manager	Support with smart technology and design process	10 hours

**Other resources – such as internal and in-kind**

Please list other resources that will be used to deliver the project such as the internal staff (estimate FTE), in-kind (volunteer time from community groups etc). Use the 'insert row' function if you wish to add more resources.

	Other resources	Position description	Brief description of how it will contribute to the project	Hours or proportion of FTE over time
4	Hamilton Men's Shed	Volunteer	Assist with building some of the temporary and/or semi-permanent structures	40hrs
5	University of Waikato	Volunteer	Assist with monitoring and data collection, in particular Public Life Survey	120hrs
6	Local artists - multiple		Street art and activation of the space	120 hours
7	Smart Access – Tim Young		Accessibility in design	20 hours
	Waka Kotahi Representative	Innovating Streets specialist	Tactical urbanism and project advice	80 Hours (or more if available)
	Total estimated hours of internal resources			580 hours

**Other resources – such as internal and in-kind**

Please list other resources that will be used to deliver the project such as the internal staff (estimate FTE), in-kind (volunteer time from community groups etc). Use the 'insert row' function if you wish to add more resources.

	Other resources	Position description	Brief description of how it will contribute to the project	Hours or proportion of FTE over time
	and in-kind contributions			

**Major milestones of project**

Please indicate a rough timeline of major milestones of the project. The milestones you provide here may be used to help inform the milestones in any Partnership Agreement with us. Use the 'insert row' function if you wish to add more milestones.

	Major milestone Provide a high-level description of key project components or deliverables.	Completion date		
1	On-board consultants	July 2020		
2	Investigate site and options for testing	September 2020		
3	Consultation & Engagement plan developed and prepared for delivery	October 2020		

### Major milestones of project

Please indicate a rough timeline of major milestones of the project. The milestones you provide here may be used to help inform the milestones in any Partnership Agreement with us. Use the 'insert row' function if you wish to add more milestones.

	<b>Major milestone</b> Provide a high-level description of key project components or deliverables.	<b>Completion date</b>		
4	Approve	January 2021		
4	Design monitoring approach	October 2020		
5	Co-design workshops	November 2020		
6	Implement 48 Hour event – opening (including monitor and evaluate)	February 2021		
5	First application of on-street changes - 48 week temporary design	February 2021		
6	On-going collaboration and changes – analysing feedback	February to April 2020		
8	Implement 48 Hour event – closing (including monitor and evaluate)	April 2021		
11	Full analysis and final monitoring report	June 2020		
12	Feed into detailed design process	Ongoing, final report July 2020		

## 6. Declaration

I declare on behalf of the Applicant:

### Please check

- ☒ that the statements in this project are true and the information provided is complete and correct. There have been no misleading statements or omission of any relevant facts
- ☒ that all named key personnel have agreed to be included in this project
- ☒ that a letter or email from the project sponsor (who has the financial delegation to approve) is attached
- ☒ that if successful, I consent to the public release, including publishing on the internet, of the name of the Applicant, the amount of funding sought, the amount of funding offered, contact details of the Applicant and a description of the activity/project, and undertake to cooperate with Waka Kotahi on communications relating to this project, which may be in the form of a media release, case study, web content, conference presentation or whitepaper, sharing via social media, or other form as agreed with Waka Kotahi
- ☒ that I understand Waka Kotahi's obligations under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this project, the provisions of this Act apply to all of the information provided in this project
- ☒ that all necessary internal approvals (CEO, Board etc.) and relevant budgets for the project to proceed, subject to successful application, will be in place by 1 July 2020 (round one) or 26 August 2020 (round two)
- ☒ that I am authorised to make this project on behalf of the Applicant identified in Section 4 of this form.

## Signature

This declaration must be signed by a person with the legal and financial authority to commit your organisation to a transaction.

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Eeva-Liisa Wright  
**General Manager Infrastructure  
Operations**  
**Hamilton City Council**  
Eeva-Liisa.Wright@hcc.govt.nz

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Signature



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Date: 7 May 2020