**WORKSHOP RUNSHEET**

**Pre-workshop preparation responsibilities/tasks**

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| **Overall** | **Tasks** | **Responsibility** |
| Pre - meeting organisation | Organise and source invitees  Finalise date and venue  Send invitations  Confirm RSVPs  Send Agenda to attendees (with note about walking audit requirements e.g. bring walking shoes, hat, water etc)  Organise equipment (e.g. projector and screen, laptop, whiteboard)  Organise catering | Host |
| Meeting organisation | Identify potential audit routes and prepare maps for groups  Site visit to test audit routes – safety, length and issues  Finalise audit route maps – maps should show existing walking facilities and the audit route clearly marked with land uses and any key identifying features  Prepare audit field log sheet  Prepare runsheet (example provided below)  Organise blank attendance sheet and name tags  Prepare PowerPoint presentation | Host |
| Equipment | Laptop, projector and screen for PowerPoint presentation (put on network, or bring on a USB)  White board (or butchers paper) | Host |
| Workshop materials | Copies of agenda and runsheet for those running workshop Printouts of walking audit routes and field log sheet  Walking network plan printouts (enough for number of groups):   * Draft WNP (with future network planning included) – 2 copies per group (one for WNP feedback session and one for action/works session) * Draft WNP with crash history and topography overlay * Precinct area with existing pedestrian infrastructure   Equipment (butchers paper, pens, highlighters, post it notes, blue tac, sticky dots etc.)  Sunscreen, hand sanitizer, water  COVID register | Host |
| Workshop facilitation | Room set up – banquet style (suitable to sit around for future group work)  By XXXX | Host |
| Notetaking | By XXXX | Host |

| **Detailed run sheet item** | **Responsible Officer** | **Presentation** |
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| **Room set up (30 mins, project team arrive 8:00am)**   * Organise seating and tables * Set up PowerPoint / whiteboards * Handouts * Posters/post its/ Coloured pens/maps * Attendance list and name tags * Agenda copies * Set up welcome tea and coffee * Sunscreen, hand santizer, water * COVID register | Host | None |
| 1. **Welcome and introductions (10 mins, 8:30-8:40am)**  * Open meeting and welcome everyone * Introduce workshop and agenda for today * Request everyone to introduce themselves around the room – name and organisation and why interested. Project team to go first | Host | Agenda slide |
| 1. **On site walking audits (45 mins, 8:40am to 925am)**  * Safety briefing * Break up into groups and undertake two site audits\* (assume approx. 800m-1km route). * Walk facilitator to lead group, pointing out issues and opportunities along the way. Encourage attendees to make notes and take photos, and participate in discussion * Encourage attendees to wear hats, take water, wear sunscreen and wear high visibility vests. Stop in shade | Walking audit facilitators:  XXXX  XXXX | Audit maps and fieldwork forms |
| 1. **Morning tea (15 mins, 9:25-9:40am)** |  | Morning tea organised by Host |
| * **Project objectives and methodology (15 mins, 9:40-9:55am)** * Introduce project and its objectives, and summarise project completed to date * Instigate a short discussion with group on a walking vision for the precinct * Facilitator prompts – make notes on whiteboard based on discussion   + *Think about your experiences walking in the precinct now and how you would like this to change in the future*   + *What do you like about the presented DRAFT vision?*   + *Is there anything you would like to add to the DRAFT vision?*   + *Encourage participants to think about other users besides themselves such as people with mobility challenges, parents with prams, kids walking to school etc* * (Note if it is a large group, consider using interactive technology such as mentimeter) * Note <Organisation Name> will utilise this feedback to refine the presented DRAFT vision for the precinct | Host | Presentation and Group discussion |
| 1. **Ground truth draft WNP (90 mins, 9:55-11:25am)**  * Summarise proposed methodology and where we are at in the process * Present results of WNP process (10mins) * Break into groups and seek feedback/ground truth WNP outcomes, and consider potential works/issues/opportunities (structured group discussion) (65 min) * Group report backs (15mins)   Facilitator prompts - Mark up maps and add comments as group discussion.   * + *Confirm secondary destinations: should they all be included? Any missing?*   + *Identify the preferred walking routes – do they match those on the draft WNP?*   + *Are there routes between primary and secondary destinations that could be shorter? E.g. consider bridges over major barriers like rivers or rail lines or a potential shorter through a development area*   + *Identify the most important routes of the network*   + *Identify gaps in the network (including between secondary destinations, multiple routes surrounding / to / from schools, hospitals etc.)*   + *Is there any future planning or projects that may change the network that should be considered?* | Group facilitators:  XXXX  XXXX | WNP map printouts on each table (Size A1) plus post it notes and pens for comments |
| 1. **Prioritise routes (15 mins, 11:25-11:40am)**  * Lead discussion on potential priority routes and actions – list on butchers paper. * Facilitator prompt - Note these priority routes should consider what we wanted to achieve in the vision, key destinations that are a priority to improve walking to, easy to implement in the shorter term, high demands, or significant safety concerns. Could also include easy to implement actions such as a wayfinding plan for the area or tree planting program * Provide attendees with 3 GREEN dots to vote for highest priority locations and 1 RED dot to vote for “signature project/area” to focus on | Host | Discussion  Butchers paper and sticky dots |
| * **Route actions discussion (40 mins – 1140am to 1220pm)** * Present inspiring examples of walking actions/treatments using the Walkable Neighbourhood Design Options presentation (10mins) * Stay in groups to discuss outcomes of on-site audit and identify/map potential works/issues/opportunities for highest priority route locations (25mins) * If time, discuss remaining PPN routes for potential works/ issues/ opportunities (10mins)   Facilitator Prompts - Consider potential works/actions to improve conditions for walking.   * Allow each group member to describe their top two suggested actions and mark on map * Set expectations of stakeholders regarding works timing, feasibility, and likelihood of delivery. * Encourage group to brainstorm ideas to improve the walkability of the route– open discussion. Mark results on map. Questions to facilitate discussion:   + *‘Think Walking’: what does a comfortable, convenient, safe, and accessible walking environment look like?* – Use Walkable Neighbourhood Design Options presentation   + *Identify barriers/severance – What stands in the way of preferred walking routes?*   + *How to identify works, and how to agree initial priorities:*     - Footpath widths – do we need to widen?     - Have we got the accessibility right? Kerb ramps     - Do we have road crossings on desire lines?     - Is this route appropriate to lower speeds?     - What supporting infrastructure could be considered? eg street trees, seating, wayfinding     - Any activation opportunities?     - Any opportunities for lighter, quicker, cheaper improvements? * Once route completed, allow participants to make suggestions on rest of network for work | Group facilitators:  XXXX  XXXX | Presentation plus  Large route audit maps , with existing facilities (A1) plus post it notes and pens for comments |
| 1. **Next steps (10 mins, 12:20 to 12:30pm)**  * Detail steps in process from here to complete, including timing of next workshop (Actions prioritisation) * Thank everyone for attendance | Host | Presentation |