

RCA FORUM RESEARCH AND GUIDELINES STEERING GROUP

**MEETING NOTES: Thursday 8 March 2012 – NZTA, National Office
5.15 pm to 6.30 pm**

Present:

Peter Bailey	Porirua City Council,	<u>convenor</u>
Bill Greenwood	NZTA (Network Optimisation National Office)	
Murray Hasler	Gore District Council	remote link
Fiona Vessey	Matamata-Piako District Council	remote link
James Hughes	NZTA (Highway Network Operations National Office)	
Wayne Newman	Cresmere Consulting (Stormwater WG)	Secretary

Apologies:

Fiona Knight	Cresmere Consulting (National Stock Effluent WG)
--------------	--

ITEM	DISCUSSION	ACTION
Welcome and apologies	<u>Noted:</u> Apologies and welcomed Fiona Vessey and Murray Hasler back. Kaye Clark is still a member of the Group.	Wayne-to note for next meeting
1. Notes of meeting of 24.11.11	<u>Noted:</u> Actions completed. <u>Agreed:</u> Meeting notes are a true and accurate record.	
2. Sector representation and co-ordination	<u>Noted:</u> (a) The Rail Crossings Working Group needs to be reconvened. Feedback on TCD Part 9 indicates some changes are needed to the website and Kiwirail and NZTA have co-funded a survey of over 600 public rail crossings that has identified significant issues. Michelle Lewis of Kapiti Coast DC has agreed to be a representative on the working group and a nominee is being sought from Auckland Transport. The group will also need to address a formula for sharing the cost of ALCAM, if it is retained, because NZTA cannot fund the \$50,000 per annum cost of the NZ share alone. There is also a need to review access agreements negotiated by Ontrack with several RCA members	Bill-paper for Peter on annual cost of ALCAM and proposal for RCA Forum contribution- is \$50,000 split 50:50 with Kiwirail; would NZTA contribute 50% of \$25,000

	<p>that are likely to be ultra vires. As NZTA is negotiating a national access agreement with Kiwirail, those involved need to be aware of the working group and associated issues. The group will meet on 29 March.</p> <p><u>Agreed:</u> Adrian Douglass, NZTA rail adviser, will be invited to join the group.</p> <p><u>Noted:</u> (b) The National Cycleways project gives greater impetus to a need for nationally consistent cycle lane signage. NZTA has consistent signage nationally, but many local cycleways emerged from community projects. Seven RCA members have indicated an interest in this project, so it can progress.</p> <p><u>Agreed:</u> Glenn Bunting will formally propose RCA Forum establish a working group to progress nationally consistent cycle lane signage to Peter.</p>	<p>Bill- to contact Adrian</p> <p>Bill- to coordinate</p>
3. Forum research proposals	<p><u>Noted:</u> (a) Road design for alternative modes of transport is an international issue and funding is available within the RGG research budget for a literature review.</p> <p><u>Agreed:</u> This project can be commenced in this calendar year. Begin to identify RCA members interested in being part of working group.</p> <p><u>Noted:</u> (e) Roothing NZ raised the issue of a review of aggregate specifications at the December 2010 Forum. The chipseal specifications have been circulated to members and notified on the web-site for inclusion in the Register. NZTA is in the early stages of looking at M/4 requirements for both low and high volume roads.</p> <p><u>Agreed:</u> Group will liaise with NZTA and Roothing NZ on this review.</p>	<p>Wayne- to start</p> <p>Wayne- to liaise</p>
4. Forum research presentations	<p><u>Noted:</u> A presentation was prepared for the regional asset/transport management liaison meetings and these presentations were successful. The next step is to extend these liaison meetings to INGENIUM. INGENIUM is keen to become involved in the cycle of regional meetings. This would offer meetings of more engineers more often, and a wider range of experience and specialisation. Topics identified for the next round of meetings were: rail crossings issues, cycle lane signage, High Risk</p>	

	<p>Intersection Guide, national road classification system, safe system guidelines, High Risk Motorcycle Routes Guides, Road Maintenance Task Force, Road Surfacing Roadshows and update of the Bridge Manual.</p> <p><u>Agreed:</u> The National Road Classification System, Road Maintenance Taskforce and Road Surfacing Roadshows can be left to later in the year. An update on rail crossings issues, cycle lane signage, the High Risk Intersection Guide, safe system guidelines, the High Risk Motorcycle Routes Guides and the review of the Bridge Manual will be prepared for the meetings in mid-April.</p>	<p>Bill and James- to prepare brief summaries for presentations because Wayne away to 6 April</p>
<p>5. Review of Group actions and direction</p>	<p><u>Noted:</u> The role of the Group has changed from being solely concerned with managing and co-ordinating input into research to include the role of promulgating the results of research and communicating guidelines to practitioners, and supporting the implementation of guidelines for best practice. This is reflected in the Group's strategy for implementing key performance area 3 to support the use of research and guidelines.</p> <p><u>Agreed:</u> The Group needs to anticipate needs and be proactive in beginning to develop guidelines. Clustering, shared services and common procurement are likely to become issues on which practitioners need guidance within a few months, so the Group will begin to address this now.</p>	<p>Fiona V- to begin pulling ideas together for brainstorming</p>
<p>6. Road Sector Maintenance Taskforce</p>	<p><u>Noted:</u> An update on this is on the agenda for the next Forum meeting. Although it is undeniable that the potential exists in many areas to achieve significant savings, especially where inexperienced or risk averse asset managers are faced with reports from consultants that recommend 'birthday resealing' of surfaces, the review process is likely to be highly political and speculation is not going to be productive. An apparent predetermination towards clustering at the expense of collaboration is a cause for concern, however.</p>	
<p>7. Performance measures for local authorities</p>	<p><u>Noted:</u> This project has identified a small number of nationally applicable performance measures for roads that will be considered for consultation with local authorities as the performance measures to be included in Long Term Plans.</p>	

<p>8. NZTA activities</p> <p>(a) Research Programme</p> <p>(b) Register of Network Standards and Guidelines</p> <p>(c) National Road Classification System project</p> <p>(d) New Guides</p>	<p><u>Noted:</u> (a) There was no LGNZ into the Research Programme in the last topic round. LGNZ is an essential member of the RCA Forum and cannot exit it with the Forum able to continue. It will be necessary, therefore, for the Forum to engage with LGNZ at the highest level after the appointment of a new CEO at LGNZ in April.</p> <p><u>Noted:</u> (b) There has been no meeting of the Ratification Group since November, but there has not been a significant number of new documents being presented for possible ratification.</p> <p><u>Noted:</u> (c) A report on the progress of the State Highways Classification System and the National Road Classification System is planned for the next Forum meeting.</p> <p><u>Noted:</u> (d) High Risk Intersection Guide is due for release next week. Consultation on the High Risk Motorcycle Routes Guide closed on 20 January and is being analysed.</p>	
<p>9. Working Groups</p>	<p><u>Noted:</u> (a) The NSEWG met on 21 November and agreed new ToR for its activities over the next three years.</p> <p><u>Noted:</u> (b) The Stormwater Group lost momentum with Wayne being fully committed to another project over summer, but has recently taken over the Planning Guidelines project from MfE and is continuing to develop guidelines for managing road run-off and stormwater.</p> <p><u>Noted:</u> (c) The RIMS Group has provided reports to the Executive Group, rather than to RGG. Draft reports are expected in March for guidelines on pavement strength testing, bridge data and asset management best practice. The Body of Knowledge will be reported to the Exec Group meeting on 9 March. This project is 91% over budget. RIMS Group does not include its overheads in its project costings. It will be necessary for RIMS Group to address its business model for its outputs, because the process established for the Register requires reference documents to be freely available and the ratification process involves a peer review of the consultation that has been done. This has implications for the Book of Knowledge projects.</p>	

10. Web-site and communications	<p><u>Noted:</u> The aged material has been taken down and the web-site tidied up. The Home Page and What's new area on it has been reviewed and a new 'News' section set up for better co-ordination between the web-site and the regular communications being sent to members.</p> <p><u>Agreed:</u> A link to documents currently out for consultation will be added.</p>	Wayne- to insert
11. Next meeting	<u>Agreed:</u> Next meeting will be confirmed in April.	
	Meeting concluded at 6.40 p.m.	