

## RCA FORUM RESEARCH AND GUIDELINES STEERING GROUP

**MEETING NOTES: Thursday 29 November 2012 – NZTA, National Office  
4.00 pm to 6.30 pm**

**Present:**

Peter Bailey	Porirua City Council,	in chair to 5.30
Bill Greenwood	NZTA (Network Optimisation National Office)	
Murray Hasler	Gore District Council	in chair from 5.30
Fiona Vessey	Matamata-Piako District Council	remote link (to 5.30)
Jim Paterson	Western Bay of Plenty District Council	remote link
Fiona Knight	Cresmere Consulting (National Stock Effluent WG)	
Wayne Newman	Cresmere Consulting (Stormwater WG)	Secretary

**Apologies:**

Kaye Clark	NZTA (Highway Network Operations, Hamilton)
Fergus Tate	NZTA (Highway Network Operations National Office)

ITEM	DISCUSSION	ACTION
Welcome and apologies	<u>Noted</u> : Apologies.	
1. Notes of meeting of 8.03.12	<p><u>Noted</u>: Actions completed. Actions related to establishing a cycle lane signage working group have been superseded by events. RIMS reporting to and attending meetings of RGG still needs to be discussed with RIMS.</p> <p><u>Agreed</u>: Meeting notes are a true and accurate record.</p>	<b>1. Peter to discuss RIMS attending RGG meetings with Gordon Hart</b>
2. Register of network standards and guidelines	<u>Received</u> : report on new reference documents currently out for comment.	

<p>3. Working group's activities</p> <p>(a) NSEWG  (b) SWG  (c) RIMS  (d) Cycle signs and markings</p>	<p><u>Received:</u> reports on four working groups.</p> <p><u>Noted:</u> Budgets for RIMS projects have a proportionate provision for administrative overheads included now. It is not clear if current forecasts for some RIMS projects are revised budget estimates, suggesting potential savings for the RCAF, or whether RIMS anticipates making a profit from the RCAF. The Body of Knowledge projects are now separate from the Register of network standards and guidelines and appear not to meet the requirements of the Register. It would be difficult to ratify the documents with no idea of what consultation has been undertaken and with no identified project owner or expert. The documents released so far appear over-technical and complex.</p> <p><u>Noted:</u> Cycle signs and markings group has met. The cost has come from the RGG budget to date.</p> <p><u>Agreed:</u> (a) Further discussions are needed with RIMS to ensure that guidance documents are fit for purpose; (b) A transfer of funds from the Workgroup research and development budget will be made to cover the costs of the Cycle signage working group in the RGG budget.</p>	<p><b>2. Peter to discuss with Gordon Hart the changes in forecast costs and income, and a mechanism for getting BoK documents into the ratification process for the Register.</b></p> <p><b>3. Wayne to prepare memo on cycle group costs to date in RGG budget.</b></p>
<p>4. Sector representation and co-ordination</p> <p>(a) Austroads projects  (b) Rail Crossings  (c) High Productivity Motor Vehicles  (d) Road Safety Audit Guides  (e) Network Operating Framework  (f) NZUAG  (g) Glyphosate resistance  (h) National Road Incident</p>	<p><u>Noted:</u> (a) The response to the call for sector representatives on the Austroads Safe Systems projects has been extremely good.</p> <p><u>Agreed:</u> The RCA Forum representatives are ratified as:</p> <ul style="list-style-type: none"> <li>• Gary Clark for ST1766</li> <li>• Andrew Allen for ST1768</li> <li>• Aaron Campion for ST1769</li> <li>• Gary Clark for ST1776</li> </ul> <p><u>Noted:</u> (b) The release date for TCD Part 9 and ALCAM is now 22 January 2013. There is interest in negotiating a national access agreement with Kiwirail. Steve Griffin of West Coast DC is keen to progress this and may replace Paul Barker on the group.</p> <p><u>Noted:</u> (c) The Lower Bound HPMV study reported to the last Forum.</p>	

<p>Management Steering Group</p>	<p><u>Agreed:</u> Mark Allingham and Alan Wallace are ratified as RCA Forum representatives.</p> <p><u>Noted:</u> (d) The road safety audit guides review is progressing.</p> <p><u>Noted:</u> (e) Local trials of the network operating framework software developed for Vicroads have been progressing in Auckland, Tauranga, Hamilton and Wellington. The working group believes it should report to TRAFINZ, rather than RCAF.</p> <p><u>Agreed:</u> Although the focus of this project is traffic operations, it remains a topic that is relevant to RCAF.</p> <p><u>Noted:</u> (f) The RCAF is funding NZUAG activities and therefore can expect the RCAF representative to report back. LGNZ is approaching all local authorities to establish feedback to Barry Williams and Peter Dodge.</p> <p><u>Agreed:</u> To discuss reporting with Ian Cox and Peter Dodge.</p> <p><u>Noted:</u> (g) The glyphosate resistance project is continuing. An update on this will be given to regional meetings to encourage uptake of herbicide rotation and effectiveness reporting.</p> <p><u>Noted:</u> (h) Road incident management normally falls across a range of local authority responsibilities and will be coordinated by hazard officers, rural fire officers or civil defence, rather than road asset managers. Many authorities have an emergency response manual, but the WBoP Manual could be used as a model for others.</p> <p><u>Agreed:</u> To advise LGNZ that sector representation for this project should come from other than the RCAF and note the availability of the WBoP Emergency Response Manual.</p>	<p><b>4. Bill to ensure RCAF receives reports on network operating framework project.</b></p> <p><b>5. Peter to discuss with Peter and Ian the NZUAG report to the Forum.</b></p> <p><b>6. Wayne to advise LGNZ that RCAF is not appropriate point of contact</b></p>
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<p>5. National Road Classification System project</p>	<p><u>Received:</u> A report on this project.</p> <p><u>Noted:</u> (a) The NRCS has been passed to REG for completion.</p>	
<p>6. Forum communications</p> <p>(a) Regional meetings (b) Forum meetings (c) Website</p>	<p><u>Received:</u> A draft report for the next round of regional liaison meetings and draft report to the Forum, and report on the use of the website.</p> <p><u>Noted:</u> (a) The next round of regional liaison meetings will begin in the first week of December, but extend through February into March. There will be an overlap with some INGENIUM regional meetings. There is no demand for additional regional meetings and some preference for trying to combine meetings if possible.</p> <p><u>Agreed:</u> An update on the range of recent Research and Guidelines activities should be prepared for the regional meetings.</p> <p><u>Noted:</u> (b) The notes to the Agenda for this meeting provide a comprehensive report on RCAF activities at the moment.</p> <p><u>Agreed:</u> The Notes to the Agenda for items 2 to 7 inclusive will be condensed and made available to members as a handout at the Forum meeting on 30 November.</p> <p><u>Noted:</u> (c) The improved visitor numbers overall, but the deterioration in visits from the target market of NZ and especially in use of the Register.</p> <p><u>Agreed:</u> The pages on the website need to be rationalised to ensure that it is an up to date and reliable resource for members.</p>	<p><b>7. Wayne to prepare presentation on RGG activities and provide to presenters for regional meetings.</b></p> <p><b>8. Wayne to prepare handout and provide to Forum convenor</b></p> <p><b>9. Wayne to review website and identify where changes are needed.</b></p>
<p>7. Forum research proposals</p>	<p><u>Received:</u> A report on nine proposals for research.</p> <p><u>Noted:</u> (a) Use of recycled materials as pavement material has been adequately researched and reported to be beneficial.</p>	

	<p><u>Agreed:</u> This project is not recommended for research. Existing research results will be presented to regional meetings.</p> <p><u>Noted:</u> (b) The proportion of road runoff contaminants sourced from adjacent properties is generally known from existing research.</p> <p><u>Agreed:</u> This project is not recommended for research. Existing research results will be presented to regional meetings.</p> <p><u>Noted:</u> (c) Standards and guidelines for mobility scooters have already been researched overseas and international literature is available on this topic.</p> <p><u>Agreed:</u> This project is not recommended for research. Existing research results will be reviewed to establish whether a working group should progress this topic.</p> <p><u>Noted:</u> (d) Seal life extension has been extensively researched both locally and internationally. A seal life of 25 years is already obtainable in NZ and 40 years with no maintenance is being obtained in harsher climatic conditions in the USA.</p> <p><u>Agreed:</u> This project is not recommended for research. Existing research results will be presented to regional meetings.</p> <p><u>Noted:</u> (e) NZTA has begun reviewing the calculation of the FAR, but it is unclear what, if any, data it is seeking for this review.</p> <p><u>Agreed:</u> This project is not recommended for research. An approach will be made to the governance group to remind it that the RCAF is available to coordinate data collection.</p> <p><u>Noted:</u> (f) Spray from HPMV completely nullifies passing opportunities normally available in dry conditions, but road surface causes significant differences in spray. It might be a more cost effective response to providing passing opportunities for wet conditions to invest in spray-reducing resealing, rather than in building passing bays.</p>	<p><b>10. Wayne to prepare brief presentation on recycled materials for regional meetings.</b></p> <p><b>11. Wayne to prepare brief presentation on sources of runoff contaminants for regional meetings.</b></p> <p><b>12. Wayne to review results from literature review on mobility scooters and report on possible working group.</b></p> <p><b>13. Wayne to prepare brief presentation on seal life for regional meetings.</b></p> <p><b>14. Wayne to draft letter to governance group of FAR review for Peter</b></p>
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	<p><u>Agreed:</u> This project is recommended for research.</p> <p><u>Noted:</u> (g) Level of service for road class is already being considered from within a number of initiatives and these will be reporting to upcoming Forum meetings.</p> <p><u>Agreed:</u> This project is not recommended for research.</p> <p><u>Noted:</u> (h) Pedestrian and cyclist safety and prioritisation research has been done and the results of that research are expected to inform the data used in developing the local Network Operating Framework tool.</p> <p><u>Agreed:</u> This project is not recommended for research.</p> <p><u>Noted:</u> (i) LED lighting and control systems is an area of very rapidly changing technology, where investment in poor quality materials can be both easy and costly. The research in this field has been done and very good locally designed and produced products are available. What is needed now is a specification for approved LED controls and suppliers. A model might be available from a list already prepared by AT.</p> <p><u>Agreed:</u> This project is not recommended for research. A review of available guidance material will be done and referred to a working group if appropriate.</p> <p><u>Noted:</u> A research request has been forwarded by Ian Cox from within NZTA to ask if the issue of stock effluent being spilled from trucks still exists.</p>	<p><b>15. Wayne to liaise with Bill, Peter and Murray and report.</b></p>
8. NZTA activities	<p><u>Received:</u> A report from the NZTA National Planning Unit on current activities.</p>	
9. Executive Group report	<p><u>Received:</u> A verbal report from the convenor.</p> <p><u>Noted:</u> A decision has been made to call for a roading manager to fill the part-time position of Executive Officer of the Forum.</p>	

	<p><u>Agreed</u>: A part-time executive officer would not address problems in communicating with members, and especially in communicating with staff beyond the road asset managers. Better contact needs to be made with research institutions. RCAF needs to investigate using social media to communicate with a wider audience.</p>	<p><b>16. Wayne to prepare report on possible new communications approaches.</b></p>
10. Road Efficiency Group	<p><u>Noted</u>: The report from the NZTA National Planning Unit covered this item.</p>	
11. Performance measures for local authorities	<p><u>Noted</u>: DIA, Infrastructure Efficiency Group, REG and Treasury infrastructure group all seem to be involved in this field. At local levels performance measurement is being driven in some regions by benchmarking clubs being driven by Constructing Excellence NZ and in other regions by internal drivers.</p> <p><u>Agreed</u>: A session on benchmarking and performance measures will be recommended for the next Forum to stimulate discussion and national consistency.</p>	<p><b>17. Peter to present benchmarking topic suggestion to Kaye for next Forum</b></p>
12. General Business	<p>Received: A report on RCAF branding and visibility within its sector.</p> <p>Noted: RCAF is a joint venture of NZTA and LGNZ, but suffers from a lower profile than INGENIUM, TRAFINZ or IPENZ, especially with local authority politicians and chief executives, but also amongst junior staff dealing with road issues.</p> <p>Agreed: The RCAF website needs to look up to date and professional and RCAF activities need to be communicated to LGNZ and INGENIUM, possibly through zone meetings as well as conference presentations.</p> <p>Received: A verbal report from Jim on damage to pavement surface caused by an overloaded transporter on SH1 travelling in mild temperatures recently.</p> <p>Noted: Members need to be aware of this risk in approving permits.</p>	<p><b>18. Peter to discuss with Kaye ways to increase RCAF profile</b></p>
	Meeting concluded at 6.35 p.m.	

Actions summary

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2. Peter to discuss with Gordon Hart the changes in forecast costs and income, and a mechanism for getting BoK documents into the ratification process for the Register.
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