

## RCA FORUM RESEARCH AND GUIDELINES STEERING GROUP

**MEETING NOTES: Thursday 28 February 2013 – NZTA, National Office  
4.00 pm to 6.30 pm**

**Present:**

|                |   |             |
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| Peter Bailey   | Porirua City Council,                             | in chair    |
| Bill Greenwood | NZTA (Network Optimisation National Office)       | remote link |
| Murray Hasler  | Gore District Council                             |             |
| Fergus Tate    | NZTA (Highway Network Operations National Office) |             |
| Glenn Bunting  | NZTA (Highway Network Operations National Office) | to 5:35     |
| Jim Paterson   | Western Bay of Plenty District Council            | remote link |
| Fiona Knight   | (National Stock Effluent WG)                      | to 5:40     |
| Peter Dodge    | Wellington City Council (NZUAG)                   | to 5:10     |
| Liz Anderson   | LGNZ (NZUAG)                                      | to 5:10     |
| Wayne Newman   | (Stormwater WG)                                   | Secretary   |

**Apologies:**

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| Kaye Clark   | NZTA (Highway Network Operations, Hamilton) |
| Fiona Vessey | Matamata-Piako District Council             |

| ITEM                            | DISCUSSION  | ACTION  |
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| Welcome and apologies           | <u>Noted</u> : Apologies and welcomed Glenn Bunting, Peter Dodge and Liz Anderson.  |   |
| 1. Notes of meeting of 29.11.12 | <p><u>Noted</u>: Actions completed or still open.</p> <p><u>Agreed</u>: All actions remaining open, except the literature review on mobility scooters, can be closed.</p> <p><u>Agreed</u>: Meeting notes are a true and accurate record.</p> | <b>1. WN to close all open actions except mobility scooter literature review.</b> |

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| <p>2. Sector representation and co-ordination</p> <ul style="list-style-type: none"> <li>(a) NZUAG</li> <li>(b) Glyphosate resistance</li> <li>(c) Austroads projects</li> <li>(d) National Road Classification project</li> <li>(e) Rail Crossings</li> <li>(f) High Productivity Motor Vehicles</li> <li>(g) Road Safety Audit Guides</li> <li>(h) Network Operating Framework</li> </ul> | <p><u>Received:</u> A report from Peter Dodge on changes to NZUAG.</p> <p><u>Noted:</u> (a) NZUAG will seek subscriptions from RCAF and RCAF members as local authorities. LGNZ will not be a member, but will encourage membership. LGNZ will control local authority membership of the NZUAG committee. NZUAG membership will cost \$2000 for full membership and \$500 for lesser associate membership. There will be a substantial premium payable for membership of the committee.</p> <p><u>Noted:</u> (b) 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> (c) The response to the call for sector representatives on the Austroads Safe Systems projects has been extremely good. The RCA Forum representatives are:</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>Agreed:</u> The sector representatives should be encouraged to report on the projects.</p> <p><u>Noted:</u> (d) LGNZ has sought input from council CEOs for 1-2 days per week, which is unlikely to provide this project with top resources.</p> <p><u>Noted:</u> (e) The release date for TCD Part 9 and ALCAM is now mid-March 2013. Steve Griffin of West Coast DC has replaced Paul Barker and Tan Hong has replaced Irene Tees on the group.</p> <p><u>Noted:</u> (f) The Lower Bound HPMV study reported to the last Forum and will probably give an update to the next Forum. Mark Allingham and Alan Wallace are the RCA Forum representatives</p> <p><u>Noted:</u> (g) The road safety audit guides review is progressing.</p> | <p><b>2. WN to seek reports from sector reps and liaise with FT for access to regular project reports.</b></p> |
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|   | <p><u>Noted:</u> (h) 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. Working group members are:</p> <ul style="list-style-type: none"> <li>• Auckland - Don Munro and Randhir Karma (AT), Paul Glucina and Ranjan Pant (NZTA)</li> <li>• Tauranga – Phil King (TCC)</li> <li>• Hamilton – Robyn Denton and Simon Crowther (HCC)</li> <li>• Wellington – Stephen Carruthers and Mike Seabourne (NZTA)</li> <li>• Christchurch – David Falconer and Stefan Thomas (CCC) and Ryan Cooney (NZTA).</li> </ul>   |  |
| <p>3. Working group’s activities</p> <ul style="list-style-type: none"> <li>(a) RIMS</li> <li>(b) Cycle signs and markings</li> <li>(c) NSEWG</li> <li>(d) SWG</li> </ul> | <p><u>Received:</u> reports on four working groups.</p> <p><u>Noted:</u> (a) The Body of Knowledge projects are separate from the Register of network standards and guidelines. They do 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. It is difficult to assess value for money or output against scope for these projects at the moment.</p> <p><u>Agreed:</u> The projects need to be independently reviewed to be sure of value for money.</p> <p><u>Noted:</u> (b) The national cycle signs and markings working group has met and will convene again on 22 March. The cost has come from the RGG budget to date.</p> <p><u>Noted:</u> (c) The national stock effluent working group is progressing with the review of the guidelines for disposal of stock truck effluent.</p> <p><u>Noted:</u> (d) The stormwater working group has completed its task.</p> | <p><b>3. PB to discuss with Exec Group before contacting RIMS Group.</b></p> |

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| 4. Register of network standards and guidelines   | <u>Noted:</u> The Ratification Group is due to meet on 8 March to consider new reference documents. These will not include the RIMS project documents.   |   |
| 5. Forum communications<br><br>(a) Regional meetings<br>(b) Forum meetings<br>(c) Website | <p><u>Received:</u> A report on the website.</p> <p><u>Noted:</u> (a) The presentation provided for the regional forum meetings was presented to one regional meeting in December and one in February, and will be presented to another in March.</p> <p><u>Noted:</u> (b) The notes to the Agenda for this meeting could be summarised to provide a report on RCAF activities at the moment.</p> <p><u>Noted:</u> (c) The layout of many parts of the website are dated and awkward.</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> | <b>4. PB to propose to Exec Group that WN undertakes work to improve website.</b> |
| 6. Forum research proposals   | <p><u>Received:</u> A report on the follow-up to nine proposals for research.</p> <p><u>Noted:</u> (f) A research topic proposal has been referred to NZTA on spray from HPMV effecting passing opportunities normally available in dry conditions and providing passing opportunities for wet conditions from spray-reducing resealing, rather than in building passing bays.</p>   |   |
| 7. NZTA activities  | <u>Received:</u> A report from the NZTA National Planning Unit on current activities.  |   |
| 8. Executive Group report   | <p><u>Agreed:</u> Report to the Executive will provide:</p> <ul style="list-style-type: none"> <li>• Budget and cashflow demands</li> <li>• Scoping review of RIMS</li> <li>• Website review proposal</li> <li>• NZUAG update</li> </ul>   | <b>5. PB to report; WN to provide details.</b>                                    |

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|                          | <ul style="list-style-type: none"> <li>Regional presentations update</li> <li>One Network Classification update.</li> </ul>   |   |
| 9. Road Efficiency Group | <u>Noted:</u> The email from Dave Adams to all local authority CEOs has been copied to all INGENIUM members by Ross Vincent.  |   |
| 10. General Business     | <u>Agreed:</u> Comments on the circulated draft rules of incorporation will be forwarded to Jim and Kaye.   | <b>6. WN to pass comments to JP and KC.</b> |
|                          |   | Meeting concluded at 6.25 p.m.              |
| Actions summary          | <p><b>121129-12: Wayne to review results from literature review on mobility scooters and report on possible working group.</b></p> <p><b>130228-1: WN to close all open actions except mobility scooter literature review.</b></p> <p><b>130228-2: WN to seek reports from sector reps and liaise with FT for access to regular project reports.</b></p> <p><b>130228-3: PB to discuss with Exec Group before contacting RIMS Group.</b></p> <p><b>130228-4: PB to propose to Exec Group that WN undertakes work to improve website</b></p> <p><b>130228-5: PB to report to Exec Group; WN to provide details.</b></p> <p><b>130228-6: WN to pass comments on draft Rules to JP and KC.</b></p> |   |