

RCA FORUM RESEARCH AND GUIDELINES STEERING GROUP

**MEETING NOTES: Thursday 25 July 2013 – NZTA, National Office
4.30 pm to 6.30 pm**

Present:

Peter Bailey	Porirua City Council,	in chair
Murray Hasler	Gore District Council	remote link
Fergus Tate	NZTA (Highway Network Operations National Office)	
Glenn Bunting	NZTA (Highway Network Operations National Office)	
Jim Paterson	Western Bay of Plenty District Council	remote link
Fiona Knight	(National Stock Effluent WG)	
Peter Dodge	Wellington City Council (NZUAG)	
John Schermbrucker	Auckland Transport	remote link
Wayne Newman	(National Cycling Signs and Markings WG)	Secretary

Apologies:

Fiona Vessey	Matamata-Piako District Council
Bill Greenwood	NZTA (Network Optimisation National Office)

ITEM	DISCUSSION	ACTION
Welcome and apologies	<u>Noted:</u> Apologies and welcomed John Schermbrucker. Peter advised the group that he is increasingly unable to give his time to the group and is keen for John to take over the role of convenor.	
1. Notes of meeting of 29.11.12	<u>Noted:</u> Actions completed or still open: 121129-12: Wayne to review results from literature review on mobility scooters and report on possible working group. (Open) 130228-1: WN to close all open actions except mobility scooter literature review. (Closed)	1. WN to present report from mobility scooter literature review to next meeting on 10 Oct.

	<p>130228-2: WN to seek reports from sector reps and liaise with FT for access to regular project reports. (Open)</p> <p>130228-3: PB to discuss concerns about RIMS projects with Exec Group before contacting RIMS Group. (Open – taken under 2(a))</p> <p>130228-4: PB to propose to Exec Group that WN undertakes work to improve website. (Closed – taken under 7(c))</p> <p>130228-5: PB to report to Exec Group on budget estimates; WN to provide details. (Closed)</p> <p>130228-6: WN to pass comments on draft Rules to JP and KC. (Closed)</p> <p><u>Agreed</u>: A report on the literature review on mobility scooters will be considered at the next meeting. The performance of nominated sector representatives needs to be monitored and supported. Reports from the representatives and the chairs of the relevant reference groups will be provided to future meetings.</p> <p><u>Agreed</u>: Meeting notes of 28 February 2013 are a true and accurate record.</p>	<p>2. WN to follow up with sector rep's and chairs of reference groups for reports.</p>
<p>2. Working group's activities</p> <p>(a) RIMS</p> <p>(b) Level Crossings</p> <p>(c) Cycle signs and markings</p>	<p><u>Received</u>: reports on proposals for projects to be steered by RIMS Group and funded by the RCA Forum, and on the two working groups.</p> <p><u>Noted</u>: (a) Theuns Henning was available on a remote link to answer technical questions on the proposed projects. The three business cases propose funding of \$86,200. It is not clear whether Body of Knowledge projects are delivering a useful toolkit for practitioners or actually being used. They are separate from the Register of network standards and guidelines and accessible only by password. It would be difficult to ratify the documents to go on the Register, however, without sector consultation and an identified project owner or expert for each. The documents released so far appear over-technical and complex. It is difficult to assess value for money or overlap with NZTA research for these projects at the moment.</p>	<p>3. WN to check with Dave Darwin and John Donbervand on potential overlap with NZTA research.</p> <p>4. WN to discuss with RIMS having BOK projects presented to regional fora.</p>

	<p><u>Agreed:</u> The projects need to be presented to practitioners and given a better profile. RIMS Group will be asked to communicate the information in BOK documents to regional meetings.</p> <p><u>Noted:</u> (b) TCD Manual Part 9 Level Crossings has been ratified and included on the Register of network standards and guidelines.</p> <p><u>Agreed:</u> Adrian Price (AT) and Steve Griffin (Buller DC) are ratified as RCA Forum representatives on the group.</p> <p><u>Noted:</u> (c) The National Cycling Signs and Markings working group is developing trials for new markings for cycling lanes.</p>	
<p>3. Sector representation</p> <p>(a) NZUAG (b) National Speed Management Plan (c) VDAM (d) Glyphosate resistance</p>	<p><u>Received:</u> A report from Peter Dodge on NZUAG activities.</p> <p><u>Noted:</u> (a) RCAF has not yet applied to become a member of NZUAG and committee members must be paid-up members to take their seat at a meeting of the NZUAG committee. As the next meeting of that committee is on 7 August, this is urgent. It is also increasingly urgent that councils are seen to be fully complying with the National Code, particularly in ensuring that their water services do not receive preferential treatment.</p> <p><u>Agreed:</u> Application for membership will be made immediately. Members will be reminded of need for implementation and compliance at next Forum.</p> <p><u>Noted:</u> (b) An invitation to provide a member of the working group on the National Speed Management Plan was sent to the RCAF Executive in June. TRAFINZ had chosen Robyn Denton to represent it. A potential sector representative for the RCAF would be Aaron Campion of Hastings District.</p> <p><u>Agreed:</u> Hastings and Aaron to be approached to put Aaron forward as nominee.</p>	<p>5. WN to process application for membership and for prompt payment of fee to NZUAG.</p> <p>6. PB to remind members during Forum briefs.</p> <p>7. WN to approach Jag Pannu and Aaron Campion, and pass nomination to Helen Climo if it is acceptable.</p> <p>8. WN to suggest to Glyphosate project steering group the idea of preparing some way of showing the pattern</p>

	<p>Noted: (b) The volunteers to be RCA Forum representatives on the VDAM project are:</p> <ul style="list-style-type: none"> • Jon Schwass (Napier CC) for the steering group; • Tom Dodd (Taranua DC) and • Jagdeep Singh (Waikato DC) for the working group <p><u>Agreed:</u> The sector representatives on this project are ratified.</p> <p>Noted: (c) The glyphosate resistance project is continuing, although it is now known that resistance is established. The project steering group will meet on 20 August.</p> <p><u>Agreed:</u> It would be useful to know whether there was a pattern to the establishment of resistant weed species, by region, district or network, for example.</p>	of resistant weed incidence.
4. One Network	<p><u>Received:</u> A report from Jim Paterson.</p> <p>Noted: The ONRC aims to provide a nationally consistent high-level framework that can be informed by the local context, so that the function of a road and LOS can be linked. A national road-show is visiting centres around the country during late July and through August.</p>	
5. Register of network standards and guidelines	<p><u>Noted:</u> All current parts of the TCD Manual, including Part 8 CoPTTM and Part 9 Level Crossings are out for consultation, as is version 3 of the Bridge Manual. The Register does not contain the three reference documents developed by the NSEWG and on the RCAF website.</p> <p><u>Agreed:</u> The NSEWG documents should be reviewed and provided to Bill Greenwood for inclusion or ratification as appropriate.</p>	9. 9. WN to liaise with FK and BG on which documents to place on Register or put to Ratification Group.
6. NZTA activities	<p><u>Received:</u> A report from the NZTA National Planning Unit on current activities.</p>	
7. Forum communications (a) Forum meetings	<p><u>Noted:</u> (a) A request for an opportunity to give a presentation on a specific commercial product at the next Forum has been received. This is not the role of the Forum and it would create an undesirable precedent for others wanting an opportunity to advertise</p>	10. WN to reply to D. Davies suggesting a

<p>(b) Regional meetings (c) Website</p>	<p>products and services. The appropriate forum for such presentations has been and remains the Ingenium Conference. A suitable presentation for a Forum meeting would be the presentation given by Aaron Campion on Speed Management recently.</p> <p><u>Noted:</u> (b) The “Utilities Code” and its imminent review is an obvious topic for regional meetings. So is a presentation on any one of the RIMS BOK guidelines. Minimum requirements for asset management plans might be a third topic. Upcoming regional meetings are in Waikato on 20 August and the Central Region on 11 September.</p> <p><u>Noted:</u> (c) The report on the website by Zyber Intranet was generally favourable, but drew particular attention to a lack of social media connections on the site. While these could appeal to junior staff and make the site more accessible to them, they can be potentially problematic to initiate and to manage.</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>trade display at the IPWEA conference. 11. PB, JP & JS to propose speed management for Forum topic; presentation by Aaron Campion. 12. WN to arrange presentations to regional meetings with NZUAG, RIMS and NZTA.</p>
<p>8. Executive Group report</p>	<p><u>Agreed:</u> Report to the Executive will cover:</p> <ul style="list-style-type: none"> • RIMS Group business cases • Working group reports • NZUAG update • One Network Classification update • Register update • NZTA Planning and Investment update • Website review report 	<p>13. WN to prepare; PB to report.</p>
<p>9. General Business</p>	<p>No items of General Business were raised.</p>	
<p>10. Next meeting</p>	<p><u>Agreed:</u> The date for the next meeting is 10 October 2013.</p>	
	<p>Meeting concluded at 6.30 p.m.</p>	

<p>Actions summary</p>	<p>121129-12: WN to review results from literature review on mobility scooters and report on possible working group. [130725-1: report to be presented to meeting on 10 October 2013.]</p> <p>130228-2: WN to seek reports from sector reps and liaise with FT for access to regular project reports. [130725-2: WN to follow up with chairs of groups with sector reps for reports.]</p> <p>130725-3: WN to check with Dave Darwin and John Donbervand on potential overlap with NZTA research of RIMS business case projects.</p> <p>130725-4: WN to discuss with RIMS having BOK guidelines presented to regional meetings.</p> <p>130725-5: WN to process application for RCAF membership of NZUAG and for payment of subscription and premium to NZUAG before the committee meeting.</p> <p>130725-6: PB to remind members during the Forum briefing of the need to implement and comply with the National Code of Practice for Utilities' Access to Transport Corridors.</p> <p>130725-7: WN to approach Jag Pannu and Aaron Champion re nominating Aaron as sector rep on NSMPWG, and pass nomination to Helen Climo if it is acceptable.</p> <p>130725-8: WN to suggest to Glyphosate project steering group the idea of preparing some way of showing the pattern of resistant weed incidence.</p> <p>130725-9: WN to liaise with FK and BG on which NSEWG documents to place on the Register or to put to the Ratification Group.</p> <p>130725-10: WN to reply to D. Davies suggesting a trade display at the IPWEA conference.</p> <p>130725-11: PB, JP & JS to propose speed management for a future Forum topic with presentation by Aaron Champion.</p> <p>130725-12: WN to arrange presentations to regional meetings with NZUAG, RIMS and NZTA.</p> <p>130725-13: WN to prepare report to Executive for PB to report.</p>	
------------------------	---	--