

RCA FORUM RESEARCH AND GUIDELINES STEERING GROUP

MEETING NOTES: Thursday 31 July 2014 – NZTA, National Office - 4.00 pm to 6.30 pm

Present:	Murray Hasler Fergus Tate Fiona Vessey Fiona Knight Wayne Newman Peter Dodge	Gore District Council, NZTA (Highway Network Operations National Office) Matamata-Piako District Council (National Stock Effluent WG) (National Cycling Signs and Markings WG) Wellington CC (NZUAG)	Convenor, remote link remote link remote link Secretary to 5:50
Apologies:	Jim Paterson	Western Bay of Plenty District Council	

ITEM	DISCUSSION	ACTION
Welcome and apologies	<u>Noted:</u> Apologies and retirement of Peter Bailey from the Group.	
1. Notes of meeting of 13.03.14	<p><u>Noted:</u> Actions from 13 Mar. meeting completed, closed or open.</p> <p><u>Agreed:</u> 140313-06 is completed. 140313-09 is completed. 140313-11 is completed.</p> <p><u>Agreed:</u> completion of Stock Crossings Guidelines will require coordination with work being done by Stuart Fraser on CoPTTM. Take-up of 2013 Sector Challenges into 2014/15 Research Programme should be followed up. As many of these sector challenges directly affected rural local roads, they might become the basis for a working group with a focus on such roads at some point in the future.</p> <p><u>Agreed:</u> Notes of 13 March 2014 are a true and accurate record.</p> <p style="text-align: right;">MH/PD</p>	<ol style="list-style-type: none"> 1. MH to sign draft letter to AT re rep on RGG. 2. WN to liaise with S Fraser re CoPTTM in SX Guidelines. 3. FT to check with P McAloon re sector challenges in Research Programme. 4. WN to bring list of sector challenges to LVR workshop.

<p>2. Working group activities</p> <p>(a) Level Crossings</p> <p>(b) Cycling Signs & Markings</p> <p>(c) Stock Effluent</p> <p>(d) Budgets</p>	<p><u>Noted:</u> activities of Level Crossings WG.</p> <p><u>Agreed:</u> scope of National Cycling Signs and Markings WG can be expanded to allow a wider focus on active modes infrastructure. The programme of work identified for the ToR of the new WG provides clear goals and measurable tasks for the WG. The size of the WG is large, but this reflects that it represents a forum for members who are active in this field to share research and experience. It would be useful to have this WG meet before the next Forum and report at it.</p> <p><u>Noted:</u> source of budget figures for WG is unclear. Correct figures have been provided.</p> <p><u>Agreed:</u> to close down National Stock Effluent WG and transfer responsibility for its remaining activities to RGG. The remaining SE budget can be transferred to research and development.</p> <p><u>Noted:</u> A new advertising campaign to encourage standing of stock will be run next May. Provision of \$10,000 for this will need to be made in the 2015/16 RGG budget.</p> <p style="text-align: right;">PD/FK</p>	<p>5. WN to arrange next AMISG meeting in Wellington on day before Forum.</p>
<p>3. RIMS Group Body of Knowledge Projects</p>	<p><u>Noted:</u> reports from RIMS indicate that it is no longer seeking funding from RCA Forum. Provision for \$36,000 for this has been made in the 2014/15 budget.</p> <p><u>Agreed:</u> decisions by members of RCA Forum (and its executive group) to work through other channels to provide guidelines for road asset managers means the goals, objectives and activities of the Forum and RGG need to be reviewed.</p> <p style="text-align: right;">FT/MH</p>	<p>6. MH to confirm that RIMS will not seek project funding from RCA Forum this year.</p> <p>7. WN to review Forum goals and objectives for next meeting.</p>
<p>4. Other activities</p> <p>(a) Stock Crossings</p> <p>(b) Funding LVR</p> <p>(c) CoPTTM</p>	<p><u>Noted:</u> comments on revised Stock Crossings Guidelines are still being reviewed.</p> <p><u>Noted:</u> the new WG looking at funding accelerated pavement consumption of LVR is likely to find, like the cycling markings WG has, that many other issues will appear to demand its attention.</p>	<p>8. MH to ask for nominee from next Forum meeting for CoPTTM governance</p>

<p>(d) Stormwater (e) NZUAG (f) Glyphosate (g) Mobility scooters (h) Forum communications</p>	<p><u>Noted:</u> the CoPTTM review has commenced and is proceeding. The CoPTTM governance group has been reconstituted, but needs more members, in particular a representative of a rural local RCA.</p> <p><u>Noted:</u> the flexibility built into CoPTTM to allow it to meet the individual circumstances of each situation is not being put into effect, because practitioners are unwilling to be found to have deviated from the stipulated general best practice within CoPTTM in the event of an accident. This suggests that a variety of examples for varying situations and circumstances will need to be incorporated into the document.</p> <p><u>Noted:</u> the Stormwater WG might need to be reconvened to steer a research project, in which case a budget will need to be considered.</p> <p><u>Noted:</u> there were 26 submissions on the NZUAG National Code. The largest was from Chorus. NZUAG has convened a sub-committee to review the submissions. It comprises Ian Cox (NZTA), Barry Williams (AT), Ross Malcolm (Vector) and Rachel Nottingham (Chorus). NZUAG will review the submissions in its meeting on 20 August. In the meantime, NZUAG has chosen not to take a position on what is being proposed by SCIRT and has written to the Minister about funding and enforcement, and received a reply that this is not a priority at the moment.</p> <p><u>Noted:</u> the activity of Chorus in approaching the CEO of local authorities with the object of securing a contract for a cheaper option, even while being fully aware that such special treatment is prohibited by the National Code.</p> <p><u>Agreed:</u> the RCA Forum needs to support its members as and where it can, and it needs to be confident that its representative on NZUAG is effectively representing the interests of members.</p> <p><u>Noted:</u> the results of the glyphosate resistance research indicate that great care will be needed in managing weed and vegetation control to avoid broad resistance or greater tolerance becoming established for the most commonly used herbicides.</p>	<p>group.</p> <p>9. MH to discuss concept of a pre-Forum workshop on mobility scooters (with overseas guest expert speakers) with KC.</p> <p>10. MH to contact CEO Napier CC about approach from Chorus and follow up with PD.</p>
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	<p><u>Noted:</u> mobility scooters are an increasing issue for re-instatement as well as for any rural or provincial centre with care facilities or a community hospital. It might be useful to hold a workshop on this issue with overseas experts as guest speakers, possibly a day before a Forum meeting.</p> <p style="text-align: right;">FV/FK</p>	
<p>5. General Business</p> <p>(a) Register of member's interests (b) Role of Cresmere Consulting (c) Terms of reference</p>	<p><u>Noted:</u> the structure of the Forum (an incorporated society with a committee that meets three times a year and no permanent executive) tends to hinder the society in being agile in the face of the challenges facing the sector. One solution might be to create a register of member's interests to identify those potentially interested in a topic quickly.</p> <p><u>Noted:</u> the last Executive meeting sought a contract for the services being provided by Cresmere Consulting to RGG and an offer of service has been provided.</p> <p><u>Agreed:</u> the level of activity of RGG needs to be better defined, with regular costs identified and budgets identified for activities.</p> <p><u>Agreed:</u> the terms of reference for RGG need to be reviewed.</p> <p style="text-align: right;">MH/FV</p>	<p>10. MH to present idea to next Forum of a register of member's interests and a formal proposal to next Exec. meeting for a survey.</p> <p>11. WN to review RGG activities and costs and allocate budgets for current activities.</p> <p>12. WN to review ToR for RGG and circulate by 31.08.14.</p>
<p>6. Report to Forum</p>	<p><u>Agreed:</u> Report to the Forum will cover:</p> <ul style="list-style-type: none"> • Working group activities including <ul style="list-style-type: none"> ○ LX WG work on generic access agreement ○ feedback on NSE WG advertising campaign ○ closing NSE WG ○ new LVR WG ○ change to NCSM WG • CoPTTM review • NZUAG and Code review • Glyphosate resistance • Possible workshop on mobility scooters • Possible register of member's interests <p style="text-align: right;">MH/FV</p>	<p>13. WN to prepare report for Forum meeting on 8.08.14.</p>

7. Next meeting	<p><u>Noted:</u> The schedule of meeting dates for rest of 2014 is:</p> <ul style="list-style-type: none"> • 9 October. <p><u>Agreed:</u> to meet on 9.10.14 one week before the Executive meets.</p>	MH/FK
	Meeting concluded at 7.20 p.m.	
Actions summary	<p>131010-11 MH and FT to meet with GB to discuss provision of sector reps and role of those nominated.</p> <p>140313-07 MH to review BG comments on draft Stock Crossings Guidelines.</p> <p>140313-10 WN to ensure mobility scooter research is available and kept up to date for members.</p> <p>140731-01 MH to sign draft letter to AT re representative on RGG.</p> <p>140731-02 WN to liaise with Stuart Fraser re CoPTTM in SX Guidelines.</p> <p>140731-03 FT to check with Patricia McAloon re sector challenges in Research Programme.</p> <p>140731-04 WN to bring list of sector challenges to LVR workshop on 7.08.14.</p> <p>140731-05 WN to arrange next AMISG meeting in Wellington on day before Forum on 28.11.14</p> <p>140731-06 MH to confirm that RIMS will not seek project funding from RCA Forum this year.</p> <p>140731-07 WN to review Forum goals and objectives for next meeting.</p> <p>140731-08 MH to ask for nominee from next Forum meeting for CoPTTM governance group.</p> <p>140731-09 MH to discuss concept of a 2015 pre-Forum workshop on mobility scooters (with overseas guest speakers) with Kaye Clark.</p> <p>140731-10 MH to present idea to next Forum of a register of member's interests and a formal proposal to next Exec. meeting for a survey of members.</p> <p>140731-11 WN to review RGG activities and costs and allocate budgets for current activities.</p> <p>140731-12 WN to review ToR for RGG and circulate by 31.08.14.</p> <p>140731-13 WN to prepare report for Forum meeting on 8.08.14 for MH.</p>	