

## RCA FORUM RESEARCH AND GUIDELINES STEERING GROUP

**Draft Minutes: Thursday 4 March 2016 – Wellington Museum – 9.30 am**

<b>Present:</b>	Murray Hasler Fergus Tate Fiona Vessey Jamie Cox Stephen Griffin Brett North Michael Harrison Michael Voss Kaye Clark Wayne Newman	Gore District Council, NZTA (Highway Network Operations National Office) Matamata-Piako District Council Wairoa District Council (SIG-LVR) Buller District Council (NZTA Level Crossings Group) Wellington City Council (NZUAG) Dunedin City Council (Shared Footpaths WG) Waitaki District Council (Shared Footpaths WG) NZTA (Waikato Regional Office) (Exec. Group) (Active Modes Infrastructure WG)	Convenor (to 1.00)  (Item 12 via remote link)  (to 11.00) Secretary
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<b>Apologies:</b>	Jim Paterson Warren Furner Glenn Bunting	Western Bay of Plenty District Council (Exec. Group) Ruapehu District Council (Exec. Group) NZTA (Network Optimisation National Office)
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ITEM	DISCUSSION	ACTION
1. Notes of meeting of 26.11.15	<p><u>Noted:</u> Actions arising from meeting on 26 November and agreed:                      Actions 2, 3, 4, 5 and 9 are closed.                      Actions 1 and 7 may be closed.                      Actions 6 and 8 remain open.</p> <p><u>Agreed:</u> Minutes of 26 November are true and accurate record.</p>	

2. Creating standing broad-topic reference groups	<u>Agreed:</u> To identify a list of broad topics to present to the next Forum in order to select topic leaders able to respond quickly to requests and to represent the collective view.	<b>1. WN to prepare and circulate draft topic list.</b>
3. Active Modes Infrastructure Group	<u>Agreed:</u> The group's terms of reference provide for a broad-issue reference group, but its focus has been exclusively on cycling. The group's name and role should be defined to match this focus.	<b>2. WN to propose name change and more limited role to AMIG.</b>
4. Special Interest Group – Low Volume Roads	<u>Agreed:</u> The group's terms of reference need to be expanded to reflect additional topics being referred to the group, and a timeline for these new topics should be added to ensure the group is not trying to do too much.	<b>3. WN to review ToR and draft a timeline for new topics, and circulate to SIG-LVR.</b>
5. Shared Footpaths	<u>Agreed:</u> To endorse the draft Terms of Reference for a Shared Footpaths Working Group previously circulated, and to canvass members on costs and benefits that have been seen for allowing NZPost vehicles on to footpaths, and any conditions imposed.	<b>4. M Harrison and M Voss to seek comment from members. 5. WN to begin planning for first meeting.</b>
6. Road-rail interface	<u>Agreed:</u> The NZ Transport Agency has controlled this topic, but the change in funding for maintenance of level crossings and other infrastructure has changed the importance of this issue for local authorities. The Level Crossings working group meets annually and has a narrow focus on ALCAM and level crossing safety, whereas a broader scope is needed to address the increasing number of issues related to the road-rail interface. The group needs to agree to any broader role.	<b>6. S Griffin to take idea of expanded role to next Level Crossing Group meeting.</b>

7. NZUAG	<u>Agreed</u> : The RCA Forum will remain a full member of NZUAG and Brett North will be the Forum representative on the NZUAG board.	
8. Stock Effluent Issues	<u>Agreed</u> : The paper addressing the issue of stock effluent spilled from trucks being exempt from prosecution as improperly contained loads will be circulated to other interested parties for comment. No national radio advertising campaign will be funded this year. Unless the magnitude of the problem increases the RCA Forum action will be limited to advocating amendment of the definition of load.	
9. Roadside Vegetation Management Research	<u>Agreed</u> : Best practice advice on herbicide management arising from the glyphosate research project has been added to the website and the Forum will take an interest in the proposed new research, but will not contribute to it.	
10. Website	<u>Agreed</u> : The report on website usage showed generally positive statistics compared against the previous year, but local usage has reduced and there is potential to make the website an information hub for events and activities within the sector. Adding an open yaMma feature or calendar able to be updated by any user will be investigated.	<b>7. WN to discuss adding a yaMma page or calendar to website with SparksInteractive</b>
11. Sector Challenges for Forum attention	<u>Agreed</u> : Some sector challenges may be investigated further, including recognising regional differences in geology, topography and metrology in peer bands, reflecting the growth strategy for primary industry in roading investment, guidance on rules for drones over roads, and coastal retreat strategies in the face of sea-level rise, and to include these as appropriate on the list of broad topic areas.	<b>8. WN to include these sector challenges within list of broad topic areas</b>
12. Budgets	<u>Agreed</u> : To remove any provision for RIMS or Stock Effluent from the budget and recommend to the Executive: AMIG - \$30,000; SIG-LVR - \$38,000; Shared Footpaths - \$25,000; Road-Rail Interface - \$5,000; NZUAG - \$2,000; Workgroup research and development - \$15,000; Research and Guidelines Steering Group - \$48,000; for a total of \$163,000. Also, while a suggested increase in the fee for Forum meetings is not opposed, more detail on the increase and potential effects is needed.	<b>9. M Hasler to present budget requirements to Executive.</b>
13. Report to Executive	<u>Agreed</u> : A two-page summary report will be prepared for the Executive meeting.	<b>10. WN to draft report.</b>

14. Other business	<u>Agreed</u> : The RCA Forum will be represented by M Hasler on the NZTA H&O resilient infrastructure project.	<b>WN to add infrastructure resilience to topic list (Actions 1 and 8).</b>
15. Next meeting	<u>Agreed</u> : The next Forum is on 13 May 2016 and the group will convene on 12 May.	
<b>Actions summary</b>	<p><b>151126-6 WN to circulate paper on possible repeal of animal wastes exemption from definition of load to interested parties, including tourism sector.</b></p> <p><b>151126-8 WN to review level of duplication on sector groups.</b></p> <p><b>160304-1 WN to prepare and circulate draft topic list for broad-topic reference groups.</b></p> <p><b>160304-2 WN to propose name change and more limited role to AMIG.</b></p> <p><b>160304-3 WN to review SIG-LVR ToR a draft a timeline for new topics referred to group, and circulate to SIG-LVR.</b></p> <p><b>160304-4 M Harrison and M Voss to seek comment from members on costs and benefits that have been seen for allowing NZPost vehicles on to footpaths, and any conditions imposed.</b></p> <p><b>160304-5 WN to begin planning for first meeting of Shared Footpaths Working Group.</b></p> <p><b>160304-6 S Griffin to take the idea of an expanded role for the Level Crossing Group to the next meeting of the group.</b></p> <p><b>160304-7 WN to discuss adding a yaMma or similar open input page to the website with Sparksinteractive.</b></p> <p><b>160304-8 WN to include regional differences in peer bands, government growth strategy, new technology, responding to sea-level rise, and infrastructure resilience to Action 1.</b></p> <p><b>160304-9 M Hasler to present agreed budget requirements for working groups, strategy, research and development to Executive with recommendation the budget amounts sought be approved.</b></p> <p><b>160304-10 WN to draft summary report to the Executive for meeting on 23 March.</b></p>	