

## RCA FORUM RESEARCH AND GUIDELINES STEERING GROUP

**Draft Minutes: Thursday 11 August 2016 – NZ Transport Agency National Office – 1.00 pm**

<b>Present:</b>	Murray Hasler Fiona Vessey Warren Furner Fergus Tate Jamie Cox Stephen Griffin Graham Taylor Anthony Richards Wayne Newman	Gore District Council, Matamata-Piako District Council Ruapehu District Council (Exec. Group) NZTA (Highway Network Operations National Office) Wairoa District Council (SIG-LVR) Buller District Council (NZTA Level Crossings Group) NZ Transport Agency NZ Transport Agency (Active Modes Infrastructure Group)	Convenor       (2.30-3.00) (2.30-3.00) Secretary
<b>Apologies:</b>	Jim Paterson Michael Harrison Michael Voss Martin Taylor Glenn Bunting	Western Bay of Plenty District Council (Exec. Group) Dunedin City Council (Shared Footpaths Group) Waitaki District Council (Shared Footpaths Group) Whakatane District Council (REG) NZTA (Network Optimisation National Office)	

ITEM	DISCUSSION	ACTION
1. Notes of meeting of 12.05.16	<p><u>Noted:</u> Actions arising from meeting on 12 May and agreed:</p> <p style="padding-left: 40px;">Action 1 (160304-6) - the NZTA Level Crossings Group has not yet met, but is due to meet soon. The request from Coroner Elliott for a response from the RCA Forum to findings in the Ellis enquiry at Ashburton gives weight to the need for this group to become more active;</p> <p style="padding-left: 40px;">Actions 2 to 6 - taken under other agenda items;</p> <p style="padding-left: 40px;">Action 7 (160512-6) - the draft survey on any stock truck effluent issues will be available for members at the next Forum.</p> <p><u>Agreed:</u> Minutes of 12 May 2016 are true and accurate record.</p>	<p><b>1. WN to put survey form on Forum registration table.</b></p>

2. Working group reports	<p><u>Noted:</u> Reports from Active Modes Infrastructure, Low Volume Roads and Shared Footpaths groups and agreed:</p> <p>(a) AMIG will ensure early notice is given of any likely underspend of its budget in the current year;</p> <p>(b) SIG-LVR will need to co-fund external expert input into the development of the guidelines and this is likely to require additional funding; a business case for some NZTA funding might need to be made; LVR needs to be defined.</p> <p>(c) Shared Footpaths group will be a key stakeholder reference group for AMIG to discharge its function in relation to infrastructure for walking.</p>	
3. Topic Areas	<p><u>Agreed:</u> New technology is already being addressed by existing working groups and cannot realistically be separated from their activities. It is also a key activity of RIMS Group. Duplication should be avoided. New technology is also being used by young engineers on an almost daily basis, however, and there would be real merit in having these younger members present new ideas and new technical solutions to the Forum.</p>	<p><b>2. M Hasler to propose to Exec. – invitation for new technology or technical ideas to be presented.</b></p>
4. Reporting research	<p><u>Agreed:</u> Planning for Forum meetings needs to provide better certainty for presenters, so that, when working groups have something to report, they can plan for it. Avoiding having reports just for the sake of reporting would assist planning. The road dust issue should be on the agenda for November. SIG-LVR will introduce an expert on the dust issue for next Forum to follow up on LGNZ remit and RR590.</p>	<p><b>3. J Cox to propose to Exec. – invitation to road dust expert for next Forum</b></p>
5. Website	<p><u>Noted:</u> Positive statistics for website usage for the first half of 2016 compared to same period in 2015. Overall usage needs to be increased still.</p>	
6. Other business	<p>Request from Coroner Elliott for comment from RCA Forum on findings in Ellis level crossing death.</p> <p><u>Agreed:</u> There is a need both to reply to Coroner Elliott and to instruct the Level Crossings Working Group to address the issues raised.</p> <p>VDAM</p> <p>Graham Taylor spoke on the quality of the research supporting the VDAM general access mass limits increases. NZTA is willing to 100% fund bridge assessments.</p>	<p><b>4. S Griffin to draft response to Coroner Elliott on findings in Ellis death.</b></p>

7. Next meeting	<p><u>Noted:</u> The next Forum is on 11 November 2016 and the group will convene on 10 November.</p> <p><u>Agreed:</u> Venue to be NZTA National Office.</p>	<b>5. WN to arrange for meeting room to be booked.</b>
<b>Actions summary</b>	<p><b>160304-6 S Griffin to take the idea of an expanded role for the Level Crossing Group to the next meeting of that group.</b></p> <p><b>160811-1 WN to put stock truck effluent survey form on Forum registration table.</b></p> <p><b>160811-2 M Hasler to propose to Exec. – invitation for new technology or technical ideas to be presented to Forum meetings to encourage younger members.</b></p> <p><b>160811-3 J Cox to propose to Exec. – invitation to road dust expert to present to next Forum.</b></p> <p><b>160811-4 S Griffin to draft response to Coroner Elliott on findings in Ellis death.</b></p> <p><b>160811-5 WN to arrange for meeting room to be booked for 10 November.</b></p>	