

MEETING
5:00 pm Thursday 27 July 2017

**Draughtman's Room, Wellington Museum,
Queen's Wharf
3 Jervois Quay, Wellington**

A G E N D A

1. Minutes of last meeting and actions arising
2. Working Group Reports
 - a) Low Volume Roads
 - b) Active Modes Infrastructure
 - c) Shared Footpaths
 - d) Road-Rail Issues
3. Working Group Budgets
4. Research and Guidelines Group Activities
5. Website
6. Other business

Apologies

Jim Paterson
Fergus Tate

RESEARCH AND GUIDELINES STEERING GROUP

Draft Minutes: Thursday 10 November 2016 –
NZ Transport Agency Regional Office – 1.00 pm

Present:

Murray Hasler	Central Otago DC, Convenor	
Warren Furner	Ruapehu District Council (Exec. Group/SIG-LVR)	
Fergus Tate	NZTA (Highway Network Operations National Office)	
Brett North	Wellington City Council (NZUAG)	
Wayne Newman	(Active Modes Infrastructure Group)	Secretary

Apologies:

Jim Paterson	Western Bay of Plenty District Council (Exec. Group)
Michael Harrison	Dunedin City Council (Shared Footpaths Group)
Michael Voss	Waitaki District Council (Shared Footpaths Group)
Martin Taylor	Whakatane District Council (REG)
Glenn Bunting	NZTA (Network Optimisation National Office)
Fiona Vessey	Matamata-Piako District Council
Jamie Cox	Wairoa District Council (SIG-LVR)
Stephen Griffin	Buller District Council (NZTA Level Crossings Group)

1. Notes of meeting of 11.08.16

Noted: Actions arising from meeting on 11 August and agreed:

- Action 1 (160304-6) – Close. The need for a road-rail interface group has become more urgent; W. Furner to take lead in getting a working group together early in new year.
- Action 2 (160811-1) – Close;
- Action 3 (160811-2) – Close; Noted possible CILT Award nomination.
- Action 4 (160811-3) – Close; Noted concerns expressed by NZTA at RCAF actions.
- Action 5 (160811-4) – Close;
- Action 6 (160811-1) – Close;

Agreed: Minutes of 11 August 2016 are true and accurate record.

ACTION

W Furner to sound out potential members for working group on road-rail issues.

2. Working group reports

Noted: Reports from Active Modes Infrastructure, Low Volume Roads and Shared Footpaths groups and agreed:

- (a) AMIG will give early notice of any further likely underspend of its budget in the current year; reported failures of urban design teams to apply agreed guidelines and standards are a concern and it may be necessary to communicate with CEs to encourage their application; the group will need to confirm its role and continued effectiveness in meeting its ToR.
- (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; greater awareness of the group, its work and the value of this work to members needs to be promulgated.
- (c) Shared Footpaths group is a very active stakeholder group; it will be key for AMIG to discharge its function in relation to infrastructure for walking; it provides a vital forum for hearing from pedestrian users of footpaths.
- (d) AMIG budget to be reduced to \$20,000 and Shared Footpaths Group budget to be increased to \$27,000 for the current year.

3. Submissions

Agreed: The current levels of activity for coordinating and presenting the issues of concern to members have significantly exceeded expectations, with implications for the RGSG budget, but the activity reflects an enhanced level of recognition of the RCAF and greater activity on behalf of members; separate funding for these activities will need to be negotiated; input into GPS should be through RTC rather than submission.

4. Communications

Agreed: The RCA Forum was now maintaining a high level of communication through its website, LinkedIn, Facebook and Twitter feeds; maintaining this level of activity has a cost that was not anticipated when the budgets were calculated, but reflects the direction that the Executive wants to move the RCAF.

5. Website

Noted: Positive statistics for website usage for 2016 compared to same period in 2015, with NZ-based visitor numbers up by almost 500, and numerous new features.

6. Budget

Agreed: There is ample evidence of the benefits to members from the increased level of activity and recognition of the RCAF; there is increasing success for the RCAF from increased involvement; delivering collective solutions and input will deliver cost savings for members over duplicated individual effort; the budget needs to recognise the increased activity and the shift of responsibility for the website entirely to the RGSG; there is a need to report the benefits from the increased activity.

ACTION

M Hasler to report to Exec. on need for the budget to match the increased non-working group activity (WN to draft report).

7. Other business

Agreed:

- (a) Level Crossings: action to form working group agreed under item 1;
- (b) National Pavements Technical Group: annual invite to present on activities to a forum to be recommended to the forum agenda sub-committee;
- (c) Transport and Industrial Relations Committee: invite to chairman to present on activities to a forum to be recommended to the forum agenda sub-committee;
- (d) NZUAG: to be informed primary contact is M Hasler and secondary contact is W Newman to ensure better reporting; B North to remain RCAF representative and to receive communications as a board member.

ACTION

WN to advise forum convenor of interest and contact details for NPTG and chair of TIRC.
WN to advise NZUAG admin of revised contact details.

8. Next meeting

Noted: The next Forum is on 17 March 2017 and that WN would be on leave for a meeting on day before; a meeting coordinated with the first Exec. meeting might work.

2. Working Group Reports

Summary

(a) Special Interest Group – Low Volume Roads

The group is in the final stage of delivering national guidelines on best practice for practitioners to plan investment to meet the future freight demand on low volume roads. A dust working group has been established as a sub-group to support the LGNZ response to the remit passed at the LGNZ Conference last July. The working group has a budget of \$32,000 for 2017/18. It has used \$19,255 of that budget in the 1st quarter.

(b) Active Modes Infrastructure Group

The group has become a forum for RCA walking and cycling managers to discuss problems, exchange ideas and canvass possible solutions. It met in Auckland on 6 July and will meet next in Christchurch on 17 October. It has a budget of \$30,000 for the year, but forecast a requirement of \$16,000 for 2017/18 and expenditure for the 1st quarter was \$1,341.

(c) Shared Footpaths Group

The group has effectively been brought to an impasse by conflicting advocacy on footpath cycling. The cycling-only representation from the Agency has not assisted in balancing the discussion. The group forecast a budget requirement of \$26,000 for 2017/18. It has a budget of \$10,000 for the year. It has expended \$4,933 of this budget in the 1st quarter.

(d) Road-Rail Issues Group

A new working group has been established. The most important issue for the group appears to be negotiating a new Deed of Grant template. A legal opinion obtained by Ruapehu suggests that current grant fees are ultra vires. The group forecast a budget requirement of \$12,000 for 2017/18. It has no budget for the year and will have to be included under the Research and Guidelines Steering Group budget.

Reports

(a) Special Interest Group – Low Volume Roads

Convenor: Jamie Cox, Wairoa District Council

The objective of this Working Group is to:

- respond to issues that particularly affect low volume roads with guidance as appropriate.

The Group is responsible for:

- developing national guidelines on best practice for practitioners to plan investment to meet the future freight demand on low volume roads; and
- developing national guidelines on best practice for practitioners to plan investment to mitigate the health, safety, social and economic costs of dust from unsealed low volume roads.

Guidelines for Equitable Funding of Pavement Maintenance

The group will deliver national guidelines on best practice for practitioners to plan investment to meet the future freight demand on low volume roads to the Forum meeting on 28 July.

The group met on 20 April to review progress, with representatives of the forestry, dairying and quarrying industries present, and an editorial committee met on 15 June to sign off the guidelines for consultation and again on 20 July to review submissions.

Consultation was undertaken from 19 June to 20 July. The Consultation Draft was circulated widely by all stakeholder groups. Submissions were received from AQA, NZFOA, Fed. Farmers, Waikato RATA and SoLGM. All except that from SoLGM were constructive and generally positive.

The submission from SoLGM has queried the legality of the approach taken within the guidelines and suggests that the process is too complex. Although the approach adopted appears to comply with the relevant parts of the Local Government (Rating) Act 2002, a legal opinion has been requested from Simpson Grierson. A legal review of the guidelines after the consultation period had already been intended.

The guidelines rely on the long-term pavement consumption by HCVs being estimated in terms of ESA per hectare of industrial land-use for the inputs and outputs of specific industries. RCAs can calculate rating charges for ratepayers corresponding to their proportionate share of pavement maintenance costs using the aggregated ESA by industry in their district allocated pro-rata to the land area in production for each ratepayer.

The method allows the area-based allocation to be further adjusted to account for:

- Distance travelled on roads by HCVs from land in different locations;
- Intensity of use of the land.

Alternatively, the method allows for allocations not associated with land area to be based on land value or capital value.

Two case studies have been completed, for Wairoa by Opus and for Waitaki by Advisian.

An article on the guidelines has been submitted for the Transport Digest. The guidelines have been issued an ISBN and the Legal Deposit process will need to be completed by 11 August.

Dust

SIG-LVR is also expected to develop national guidelines on best practice for practitioners to plan investment to mitigate the health, safety, social and economic costs of dust from unsealed low volume roads. A dust working group has been established as a sub-group to support the LGNZ response to the remit passed at the LGNZ Conference last July.

Terms of reference for this sub-group have been developed with LGNZ and were adopted at a meeting on 13 February. The sub-group met again on 20 April and

then on 6 July. It is scheduled to meet again on 4 August. It has begun work on defining the health effects of road dust and has reviewed the effectiveness of the guidelines circulated by the Transport Agency in August 2016 to establish whether the response was adequate.

A new Transport Agency draft work plan has been proposed and the sub-group has reviewed this. This has noted that nationally we don't have any annual PM₁₀ monitoring data to robustly estimate health effects from long-term exposure to road dust.

FNDC is commencing a 12-month monitoring campaign (for PM₁₀, traffic and weather). At least one if not two other 12-month monitoring campaigns are needed to provide spatial representation for other locations in New Zealand. As MfE is currently considering introducing an annual PM_{2.5} standard, it would be prudent to consider including PM_{2.5} monitoring to inform future proposals.

The current draft plan has no evaluation/feedback loop at present to ensure that the tools developed are both useable and used. The dust risk matrix developed by NZTA last year (General Circular 16/04) has been shown to be inappropriate (known high risk roads are categorised as low or medium risk for dust despite being visibly high risk areas).

(b) Active Modes Infrastructure Group

Convenors: Gerry Dance, Transport Agency, National Cycling Team
Wayne Newman for Research & Guidelines Steering Group

The objective of the Active Modes Infrastructure Group is to:

- Identify best practice and make this available to practitioners;
 - develop and promote sector agreement;
 - develop or steer development of guideline documents; and
 - promote consistent implementation of best practice....
-regarding network optimisation in the context of active modes.

The Active Modes Infrastructure Group is responsible for:

- (a) providing overall guidance and direction for the development and maintenance of active mode infrastructure design guidelines; and
- (b) overseeing nominated research, trials or demonstration projects with regard to facilities for active modes in New Zealand; and
- (c) providing sector feedback on priorities for changes to road user or traffic control device rules affecting active modes.

The group has steered the development of cycling network design guides and nationally consistent way-finding signage based on a modified Austroads format. It has signed off agreed national signage and markings for vehicle entrances crossing cycle paths and oversaw a review of the sections of the RUR that inhibit cycling. It is also oversaw a research project to assess the benefits and costs of a law change to allow footpath cycling (as proposed in a petition and recently recommended by the Select Committee).

The group has become a forum for RCA walking and cycling managers to discuss problems, exchange ideas and canvass possible solutions. It is also recognised as the national body that agrees on signage and markings to be used for

walking and cycling. There is no reason to expect this level of activity to change in the current year.

The group met on 12 April and considered advisory speed markings for shared paths and possible advisory speed limits, a new regulatory supplementary sign to Give Way 'To Cyclists', new KiwiRail Pedestrian and Cyclist Level Crossing Guidelines, bus stop design on separated cycle routes, the performance of available separators, a trial of signal cycling aspects and a trial of different crossing markings.

A meeting on 6 July considered use the cycle symbol in place of "cyclists" on "watch for traffic" signage, an incident/accident trend developing with new infrastructure where experienced cyclists get into difficulties, a shared path signal trial and public confusion over new sharrow markings. The meeting provided a site visit to new cycling infrastructure along the CBD waterfront and to the Future Streets project in Mangere.

The group will meet next in Christchurch on 17 October. The agenda for 17 October will include waste management - bins and collection beside cycle facilities.

(c) Shared Footpaths Group

Convenors: Michael Harrison, Independent chair

Michael Voss, Waitaki District Council

The objective of the Shared Footpaths Group is to:

- Identify best practice and make this available to practitioners;
- Develop or steer development of guideline documents; and
- Promote appropriate regulatory responses.

The group is responsible for:

- (a) reviewing current guidance and direction for the provision and use of shared footpaths; and
- (b) reviewing relevant national and international research with regard to shared footpaths
- (c) developing research parameters for trials or projects with regard to shared footpaths in New Zealand; and
- (d) providing sector feedback on priorities for changes to road user or traffic control device rules affecting shared paths to support nationally consistent practice in ensuring the safety and widest accessibility for all potential shared footpath users.

The group was established primarily in response to increasing numbers of, and incidents involving, mobility scooters. Although the group supported research on electric and low-powered personal mobility vehicles last year, and provided that project with the research already done for the Research and Guidelines Steering Group on mobility scooters that supported better regulation, new policy initiatives affecting public footpaths have shifted the focus of the group.

The group reviewed the conditions of exemption for NZ Post electric delivery vehicles on footpaths and has monitored media reports of their performance and health and safety issues. The group has issued an advisory note to Councils to consider their network, approve the Paxter with reasonable conditions, and to report back at 12 and 24 months.

The issue that has come to dominate the group is cycling on footpaths. All of the research assembled by the group to date indicates that the addition of cyclists riding on footpaths decreases the safety of footpaths for both cyclists and pedestrians, and creates a far greater relative hazard for those footpath users who are most vulnerable and who have the fewest alternative mobility choices. The data presented by MoT and the Agency appears to under-report these accidents, compared to hospital admissions data, but the two sets of data are so dissimilar that comparison is precluded.

NZTA has been represented on the group by a Regional Road Safety Advisor and two members of its National Cycling Team. The Cycling Team became a strong advocate of cycling on footpaths for children. Its representatives on the group have refused to accept research contrary to their position, but have not been able to present convincing research to support it. At the last meeting, on 11 April, they responded to a presentation of detailed research on pedestrian and cyclist accidents by presenting a Stuff poll showing support for cycling on footpaths, thereby effectively terminating the meeting.

The next meeting is scheduled for 17 August. It will be the first meeting after the NZTA restructure, which dissolved the National Cycling Team. The challenge will be to get the group to move past individual advocacy roles to identify what a good shared footpath looks like and what is needed to deliver it.

(d) Road-Rail Issues Group

Convenor: Bruce Conaghan, Christchurch City Council

Members requested that a RCA Forum Level Crossings Working Group be convened in response to increasing difficulties arising with level crossings and road-rail interaction. The Level Crossings Working Group convened by the Transport Agency has not met this need.

A new working group has been established. The group met on 3 March, 26 May and 21 July. The group has also begun work on identifying and circulating the contacts for local KiwiRail track manager and field asset engineers to improve communication between member authorities and KiwiRail. In particular, the group is looking at improving awareness of CAR requirements for access to the rail corridor by councils and of TMP requirements for KiwiRail staff working in the road. The TCD Manual Part 9 is due to be reviewed in 2017 and this group expects to be a key part of that review, too.

The most important issue for the group, however, appears to be KiwiRail's plan to negotiate a new Deed of Grant template for every level crossing with all local authorities. A legal opinion obtained by Ruapehu District Council suggests that grant fees being charged by KiwiRail in Deeds of Grant could be ultra vires.

Section 35 of the New Zealand Railways Corporations Act 1981 requires that:
(5) Any easement granted to a public body upon, over, or under any railway at a public level crossing shall be at a nominal rental.

Section 75 of the Railways Act 2005 also requires that:
(4) If a condition in a Deed or Agreement executed under sub-section (2) constitutes a charge, that charge must be reasonable.
(7) The rental (if any) from an easement granted to a public body on, over, or under a railway at a level crossing may be no more than nominal.

Some members are also encountering rapidly escalating annual service fees, with no transparency in the charges, and these, too, might be ultra vires. The working group intends to liaise closely with LGNZ on this matter, as KiwiRail has indicated that it will seek LGNZ agreement to the Deed template before going out to individual councils.

3. Working Group budgets

Low Volume Roads

SIG-LVR estimated its budget requirements for completing the *Guidelines on equitable funding of pavement maintenance of low volume roads* and making significant progress on the road dust issue this year as \$66,000.

The budget for 2017/18 reported to the last Forum is \$32,000. This has been apportioned with 50% in the first quarter and 25% in the second quarter. The group used \$19,255 of its budget in April-June.

Active Modes Infrastructure

AMIG has a budget of \$30,000 for 2017/18. It forecast a budget requirement of \$16,000 for the year. Expenditure for April-June was \$1,341.

Shared Footpaths

The group forecast a budget requirement of \$26,000 for 2017/18. It has a budget of \$10,000 for the year. It has expended \$4,933 of this budget in the 1st quarter.

Road-Rail Issues

The group forecast a budget requirement of \$12,000 for 2017/18. It has no budget for the year and will have to be included under the Research and Guidelines Steering Group budget.

Recommendation

It is proposed that \$10,000 be transferred from the AMIG budget to the Shared Footpaths budget for 2017-18 to provide each group with a budget of \$20,000.

4. Research And Guidelines Steering Group

The objective of the Research and Guidelines Steering Group is:

- . To ensure that research meets practitioner requirements and industry interests are represented in the development of accessible and applicable guidelines relating to ownership of roading assets.

The group is responsible for:

- . Reviewing user requirements;
- . Managing development of research and guidelines;
- . Supporting use of research and guidelines by practitioners; and
- . Supporting, supervising and steering sector responses to issues.

It also has responsibility for improving use of Forum meetings and databases by reviewing attendance at Forum meetings, use of the website and Register, promoting use of the Forum and website, and promoting regional liaison meetings.

The Research and Guidelines Steering Group has overseen a substantial increase in activity over the past year in supporting and steering sector responses to new issues.

Submissions

The group coordinated and drafted five submissions or responses on behalf of the RCA Forum on major issues last year. This activity is expected to continue. The group coordinated a RCA Forum contribution to a joint submission by LGNZ, the RCA Forum, Trafinz and the Regional Council's TSIG on the draft Setting of Speed Limits Rule.

Communications

The group has also supported the work to develop a RCA Forum Communications Plan that exploits social media. This has involved researching and identifying suitable news items for adding to the @RCAForum news feeds, coordinating items placed on the website and releases about them, and regular liaison with the communications team. 18 items from local and overseas industry media were researched and provided as potential posts during May and 11 more were supplied in June.

The next challenge is for the RCA Forum and the working groups to begin to generate posts about their own activities. At the moment communications from the organisation and these groups is still very much grounded in the last decade, with minimal use of social media to report on activities and achievements. It seems likely that, initially at least, generating social media posts about working group activities will be done through the R&G Group.

Budget

The group forecast a budget requirement of \$60,000 for 2017/18 based on the levels of activity last year and the significant budget over-run. It has a budget of \$48,000 again for this year. It has expended \$8,428 in the 1st quarter.

5. Website

Use of the website is increasing. Comparison of usage from within New Zealand over January through June for the last three years shows a 64.12% increase:

1 Jan. – 30 Jun. 2015 1073 sessions for NZ-based visitors
 1 Jan. – 30 Jun. 2016 1514 sessions for NZ-based visitors
 1 Jan. – 30 Jun. 2017 1761 sessions for NZ-based visitors

Comparison of the first and second quarters for this year also a slight increase for usage from within New Zealand:

1 Jan. – 31 Mar. 2017 871 sessions for NZ-based visitors
 1 Apr. – 30 Jun. 2017 890 sessions for NZ-based visitors

Broadly similar trends can be seen for visitor sessions from within New Zealand:

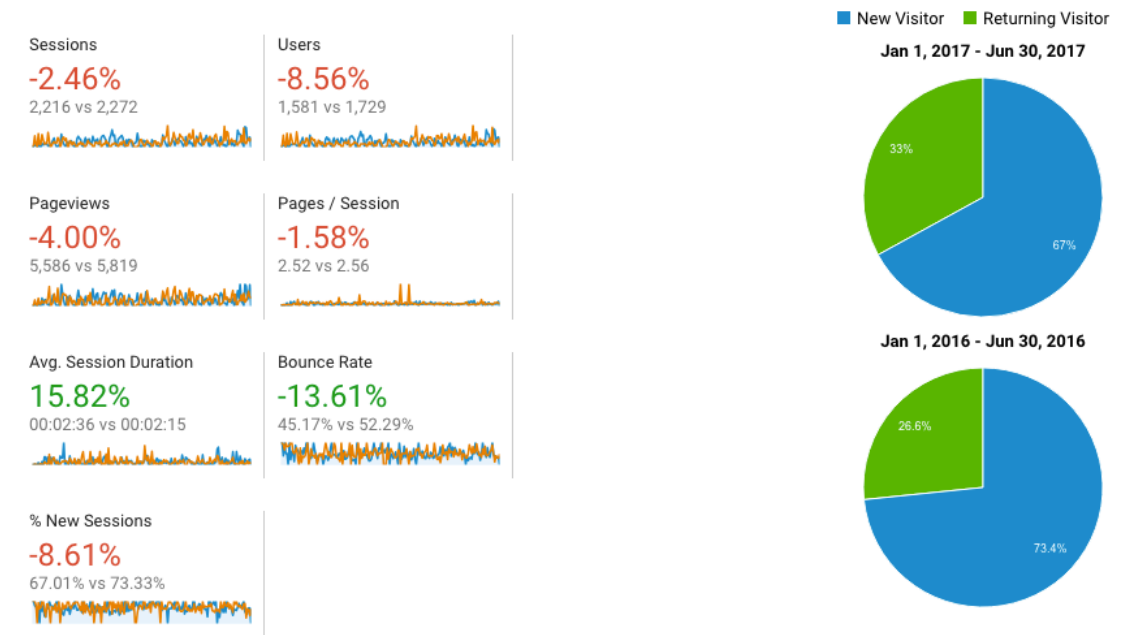
City	2015	2016	2017
Auckland	507	577	639
Wellington	183	301	300
Christchurch	121	197	209
Hamilton	38	33	74
New Plymouth	19	37	72
Palmerston North	32	48	61
Hastings	0	72	56

The top ten landing pages have remained broadly consistent:

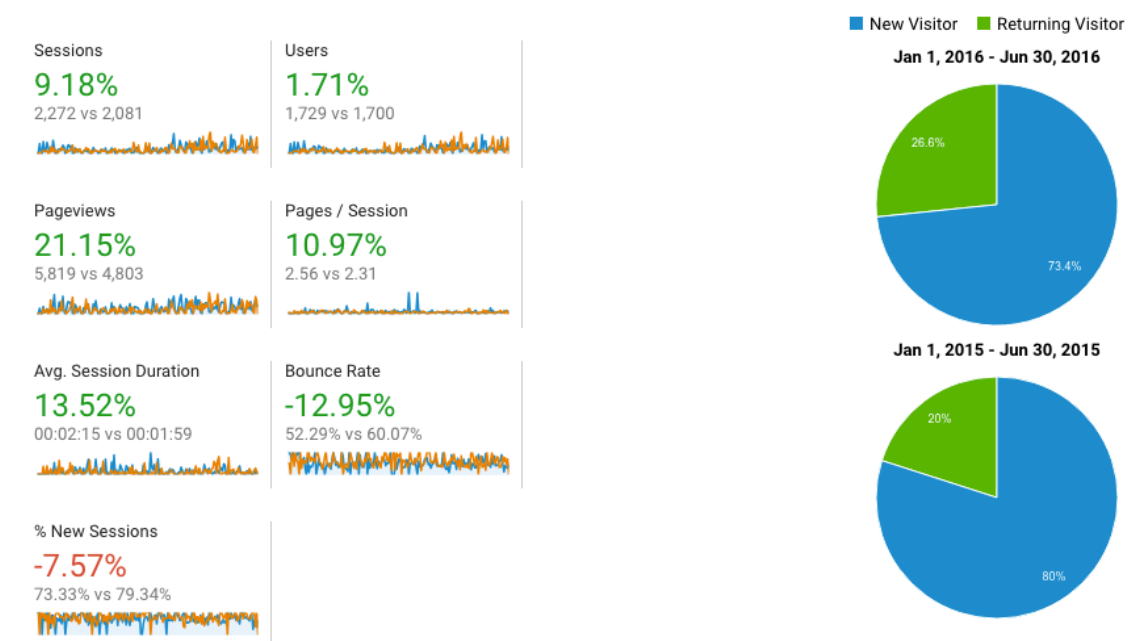
Landing page URL	1 Jan-31 Mar	1 Apr-30 Jun
/	498	411
/working-groups/low-volume-roads	57	187
/about-us	155	169
/about-us/members	133	162
/forum-meetings	225	153
/references-guidelines-research	131	125
/working-groups	101	125
/working-groups/stock-effluent/stock-truck-effluent-disposal-sites	70	107
/whats-new	84	89
/working-groups/stormwater/stormwater-treatment-case-studies	26	84

There has also been a significant increase in numbers of returning visitors over the past three years, shown in the pie graphs below:

Website report: rcaforum.org.nz – 1st Half Year 2017 compared to 1st Half Year 2016



Website report: rcaforum.org.nz – 1st Half Year 2016 compared to 1st Half Year 2015



6. Other Business

Legal Deposit

Under the National Library of New Zealand (Te Puna Matauranga o Aotearoa) Act 2003, National Library Requirement (Books and Periodicals) Act 2004 and National Library Requirement (Electronic Documents) Act 2006 all publishers in New Zealand are required to deposit their publications with the National Librarian. Legal Deposit applies to both print and electronic publications, internet documents and pdf documents.

Two copies of physical publications and one copy of electronic documents should be sent to the Legal Deposit office.

The RCA Forum has four published documents on its website for which Legal Deposit has not been observed:

- Industry Code of Practice for Minimisation of Stock Effluent Spillage from Trucks on Roads (2003)
- Stormwater Risk Assessment Guide for Road Engineers (2009)
- A Practical Guide to Providing Facilities for Stock Effluent Disposal from Trucks (2013)
- Guidelines for Stock Crossings (2014)

It is proposed that, at the time that the Guidelines for Equitable Funding of Pavement Maintenance for Low Volume Roads is deposited, belated deposit of the earlier documents is discussed with the Legal Deposit Office.

Update NZ Companies Office records

In order to obtain an ISBN for the Guidelines for Equitable Funding of Pavement Maintenance for Low Volume Roads the RCA Forum had to be recorded as the publisher. The address for communications was provided from the Companies Office register of Incorporated Societies.

The Register records the Officers/Trustees of the society as:

- Bryant, Debbie (Convenor)
- Clarke, Kaye (Chairperson)

The last document registered is the Financial Statement for 2014. It is unclear who has responsibility for keeping the Companies Office records current, but it appears to have fallen through the cracks.

CILT Awards

Nominations have opened for awards for the period 1 July 2016 to 30 June 2017 for presentations or articles by transport or logistics industry young professionals under 35. Presentations to the RCA Forum are specifically mentioned in the criteria for these awards, but it is expected that some form of record of the presentation will be available for the judges. The RCA Forum possibly needs to make all members aware of these awards for younger members for the coming year, but also consider the practicalities of recording presentations to the Forum meetings.