

MINUTES OF MEETING
5:00 pm Thursday 27 July 2017
Draughtman's Room, Wellington Museum,
Queen's Wharf, 3 Jervois Quay, Wellington

Attending

Murray Hasler	Central Otago District Council,	Convenor
Warren Furner	Ruapehu District Council (Exec. Group/SIG-LVR)	
Don Cameron	Ruapehu District Council (Exec. Group co-chair)	
Fiona Vessey	Matamata-Piako District Council	
Jamie Cox	Wairoa District Council (SIG-LVR)	
Bruce Conaghan	Christchurch City Council (Road-Rail Issues Group)	
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)
Fergus Tate	NZTA (Highway Network Operations National Office)
Brett North	Wellington City Council (NZUAG)

Agenda

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

Actions

Action 1: A copy of the Guidelines to be sent with a letter of thanks for their council's contribution to each Mayor for the participating councils on the SIG-LVR. (WN)

Action 2: An agreed process for developing and approving working group budgets is to be drafted and adopted before the next budget development round begins. (FV)

Action 3: \$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. (WN)

Action 4: When the Guidelines for Equitable Funding of Pavement Maintenance for Low Volume Roads are deposited, belated deposit of the earlier documents will be discussed with the Legal Deposit Office. (WN)

Action 5: Check with Jim Paterson on responsibilities for providing information to the Companies Office. (WN)

Action 6: Discuss with the forum convener and communications team making all members aware of the CILT awards for presentations or articles by transport or logistics industry young professionals under 35 and the requirement for some form of record of presentations for the judges, for potential nominations in 2018. (WN)

Action 7: The next meeting to be convened on 16 November 2017. (WN)

1. Notes of meeting of 10 November 2016

Noted: Actions arising from the meeting as follows:

Action 1: W. Furner to sound out potential members for working group on road-rail issues. Completed. A working group has been established;

Action 2: M. Hasler to report to Executive on need for the budget to match the increased non-working group activity (WN to draft report). Completed. The report does not appear to have been received and there has been a repeat of the issues with budgets encountered last year;

Action 3: WN to advise forum convenor of interest and contact details for NPTG and chair of TIRC. Completed. A reminder of the interests of Jonathan Young and the National Pavement Technical Group in receiving an invitation was given again after the March 2017 Forum, too;

Action 4: WN to advise NZUAG administrator of revised contact details. Completed. There has been no acknowledgement or change to the published records as yet.

Agreed: Minutes of 10 November 2016 are true and accurate record.

2. Working group reports

Noted: Reports from:

(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 legal review is being done, but the guidelines will be launched at the Forum on 28 July. There is no longer an extant ratification process for guidelines. 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.

(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. This group provides a cost-effective means to deliver nationally consistent technical solutions in a fast-evolving field.

(c) Shared Footpaths Group

The group has effectively been brought to an impasse by conflicting advocacy on footpath cycling. The cycling-based representation from the Agency has not assisted in balancing the discussion and an absence of sufficiently robust data and arguments has allowed the Agency's position to appear ill-considered and weak.

(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 DC suggests that current grant fees are ultra vires.

Action: A copy of the Guidelines to be sent with a letter of thanks for their council's contribution to each Mayor for the participating councils on the special interest group. (WN)

The Group recorded the appreciation and gratitude of the RCA Forum members to Jamie Cox for his commitment and determination in steering the development of national guidelines to a successful fruition.

3. Working Group budgets

Noted: The discrepancies in the budgets that had been approved:

(a) Low Volume Roads

SIG-LVR estimated its budget requirements for completing the *Guidelines* and making significant progress on the road dust issue this year as \$66,000. The budget for 2017/18 approved 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.

(b) 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.

(c) 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 April-June quarter.

(d) 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.

(e) Workgroup Research

Cresmere Consulting paid \$30,000 for research commissioned by the SFWG last year after it was discovered that the Research and Development budget had been reduced only after the work had been commissioned and commenced.

Action: An agreed process for developing and approving working group budgets is to be drafted and adopted before the next budget development round begins. (FV)

Action: \$10,000 to be transferred from the AMIG budget to the Shared Footpaths budget for 2017-18 to provide each group with a budget of \$20,000. (WN)

4. Research And Guidelines Steering Group

Noted: This group has had a substantial increase in activity over the past year in supporting the RCA Forum members. It coordinated five submissions or responses on behalf of the RCA Forum on major issues last year and has coordinated a RCA Forum contribution to a joint submission by LGNZ, with Trafinz and the Regional Council's TSIG, on the draft Setting of Speed Limits Rule this year. These submissions have been useful not only in identifying common member concerns, but in providing a template for individual member submissions.

The group is 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. The next step is for the working groups to generate posts about their own activities. It seems likely that, initially at least, generating social media posts on working group activities will be done through the R&G Group.

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 and is actively seeking to manage activity to remain within that budget. Expenditure in the April-June quarter was \$8,428.

5. Website

Noted: 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 shows a slight increase:

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:

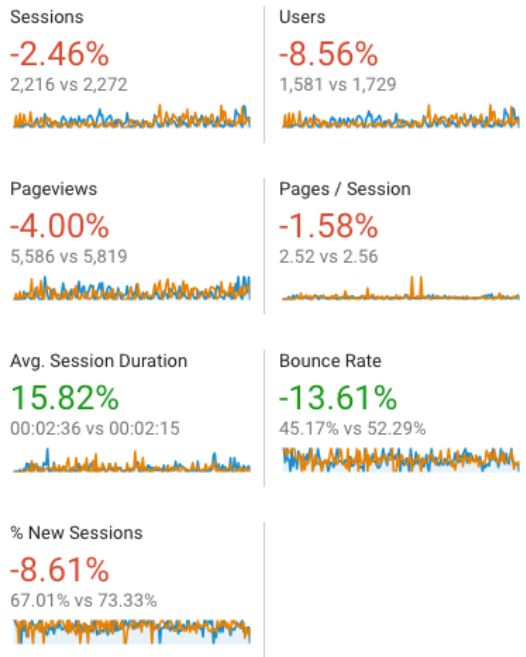
City	2015	2016	2017
Auckland	507	577	639
Wellington	183	301	300
Christchurch	121	197	209
Hamilton	38	33	74
New Plymouth	19	37	72
Palmerston North	32	48	61
Hastings	0	72	56

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

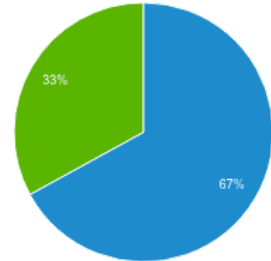
There has also been a significant increase in numbers of returning visitors over the past three years, from 26.6% in January-June 2015 to 33% in the first half of 2017, shown in the following pie graphs:

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

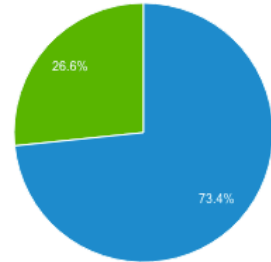


■ New Visitor ■ Returning Visitor

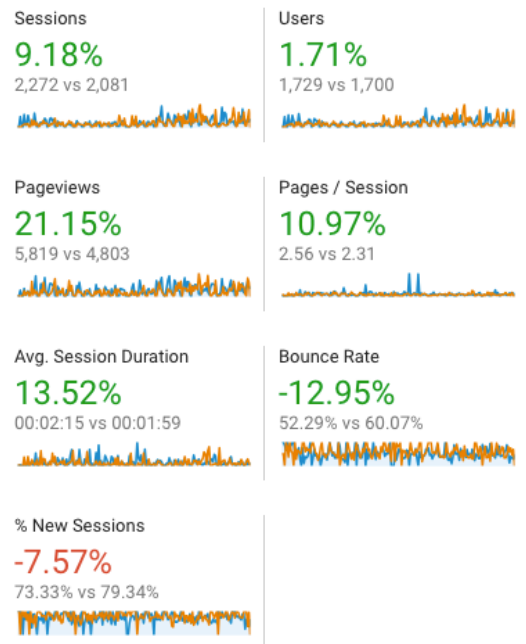
Jan 1, 2017 - Jun 30, 2017



Jan 1, 2016 - Jun 30, 2016

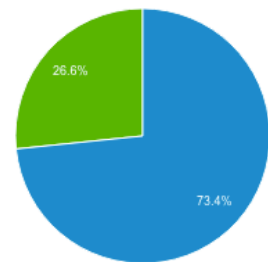


Website report: rcaforum.org.nz – 1st Half Year 2016 compared to 1st Half Year 2015

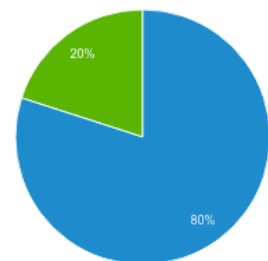


■ New Visitor ■ Returning Visitor

Jan 1, 2016 - Jun 30, 2016



Jan 1, 2015 - Jun 30, 2015



6. Other Business

Noted:

(a) 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. 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)

(b) NZ Companies Office records

The Companies Office Register of Incorporated Societies records the Officers/Trustees of the society as:

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

The last document registered is the Financial Statement for 2014.

(c) 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 needs to make all members aware of these awards for younger members for the coming year, and consider the practicalities of recording presentations.

Action: When the Guidelines for Equitable Funding of Pavement Maintenance for Low Volume Roads are deposited, belated deposit of the earlier documents will be discussed with the Legal Deposit Office. (WN)

Action: Check with Jim Paterson on responsibilities for providing information to the Companies Office. (WN)

Action: Discuss with the forum convener and communications team making all members aware of the CILT awards for presentations or articles by transport or logistics industry young professionals under 35 and the requirement for some form of record of presentations for the judges, for potential nominations in 2018. (WN)

7. Next meeting

Noted: The next Forum is on 17 November 2017.

Action: The next meeting to be convened on 16 November 2017. (WN)