

MEETING

5:00 pm Thursday 16 November 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
 - e) Research and Guidelines Group
3. Communications – Social Media and Website
4. Draft Strategy for RCA Forum
5. Working Group Budgets for 2018-19
6. Other business

Apologies:

Jim Paterson
Michael Voss
Bruce Conaghan

Item 1: Actions arising from meeting on 27 July 2017

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)

Open: See report under Item 2(a).

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)

Open: See report under Item 3.

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)

Closed: Note report under Item 2(c).

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)

Closed: *A Practical Guide to Providing Facilities for Stock Effluent Disposal from Trucks* (2013) and *Guidelines for Stock Crossings* (2014) have been deposited.

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

Closed: IPWEA is contracted to perform this.

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)

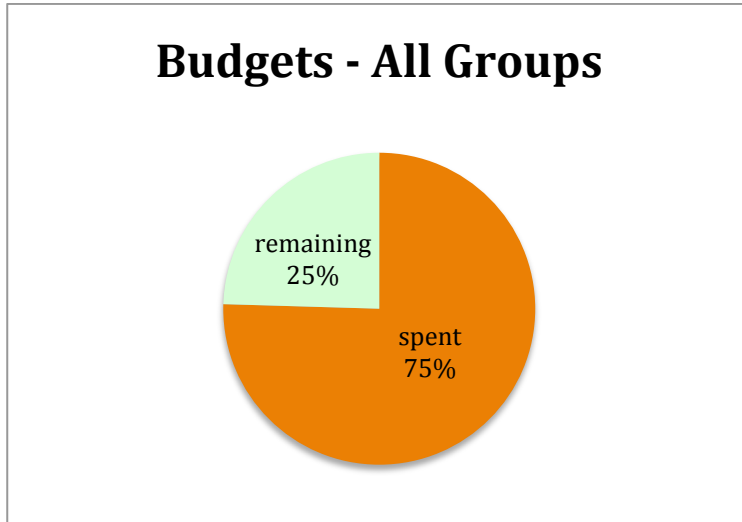
Open: Little progress has been made on this matter.

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

Closed.

Item 2: Working Group Reports

Summary:



Special Interest Group – Low Volume Roads

National guidelines:

- launched at the Forum on 28 July;
- legal review has confirmed the approach used is legal;
- review recommended changes to reflect wording of the Local Government (Rating) Act 2002 and Local Government Act 2002;
- recommended work will cost \$3,500 plus GST and disbursements
- could be funded from Workgroup Research and Development budget, which has \$5,000 available.

Active Modes Infrastructure Group

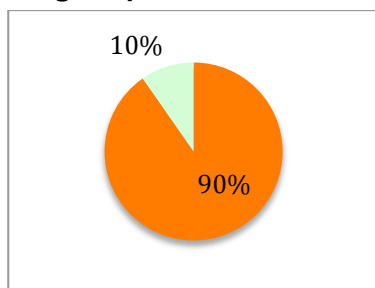
Will assume responsibility for considering pedestrian and walking infrastructure needs.

Shared Footpaths Group

This group has been closed. It could not progress its tasks any further. These have been transferred to AMIG.

(a) Special Interest Group – Low Volume Roads

Budget spent:



Qtrr	budget	spent	remaining	% spent
1st	16,000	19,254.50	(3,254.50)	120%
2nd	8,000	9,334.33	(1,334.33)	117%
3rd	4,000	312.00	3,688.00	8%
4th	4,000	-	4,000.00	0%
Total	32,000	28,900.83	3,099.17	90%

Activities:

National guidelines for equitable funding of pavement maintenance on low volume roads:

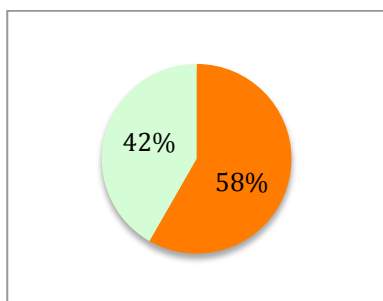
- launched at the Forum on 28 July;
- SOLGM challenged legality of approach used;
- Simpson Grierson asked to do review, as SOLGM's choice of reviewer;
- legal review has confirmed the approach used is legal;
- review recommended changes to reflect wording of the Local Government (Rating) Act 2002 and Local Government Act 2002;
- Simpson Grierson propose a 'guide' to using the guidelines;
- recommended work expected to cost \$3,500 + GST and disbursements (allow 5%);
- Workgroup Research and Development budget has \$5,000 available;

Dust:

- group is supporting the LGNZ-NZTA working group.

(b) Active Modes Infrastructure Group

Budget spent:



Qtrr	budget	spent	remaining	% spent
1st	1,500	1,340.98	159.02	89%
2nd	6,500	5,936.85	563.15	91%
3rd	6,000	4,379.06	1,620.94	73%
4th	6,000	-	6,000.00	0%
Total	20,000	11,656.89	8,343.11	58%

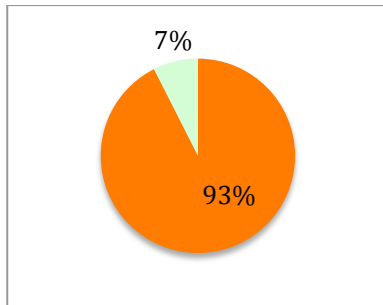
Activities:

- steering trials of cycle directional signals, joint pedestrian-cyclist crossings and cycle-lanes crossing T-intersections;
- reviewing research on separators and pavement levels of service for cycle and shared paths;
- agreed on signage and markings for entrances crossing separated cycle lanes, cycle lanes crossing traffic lanes and contraflow cycle lanes;
- investigating signs and design guidance for waste collection across separated cycle lanes.

The group will assume responsibility for walking issues and infrastructure needs.

(c) Shared Footpaths Group

Budget spent:



Qtr	budget	spent	remaining	% spent
1st	5,000	4,933.11	66.89	99%
2nd	10,000	12,327.72	(2,327.72)	123%
3rd	2,500	1,245.60	1,254.40	50%
4th	2,500	-	2,500.00	0%
Total	20,000	18,506.43	1,493.57	93%

This group has been closed. It could not progress its tasks any further. These have been transferred to AMIG. Too few RCA representatives joined this group. The advocacy group representatives came to believe that no notice was being taken of their input. Interaction with NZTA became increasingly difficult.

The group identified critical issues for RCAs, including providing infrastructure able to deliver safe mobility and universal accessibility.

Key outputs included:

- Submission to TIRC on petition to allow broader cycling on footpaths (2016)
- Gap analysis of New Zealand footpath regulations (2017)
- Research report: Valuing access to work (2017)
- Research report: The value of accessibility (2017)

Through this group the RCA Forum was invited to present to the International Walk21 Conference in Calgary (September 2017).

(d) Road-Rail Issues Group

This group has no separate budget for this year and is funded from the Research and Guidelines Group budget.

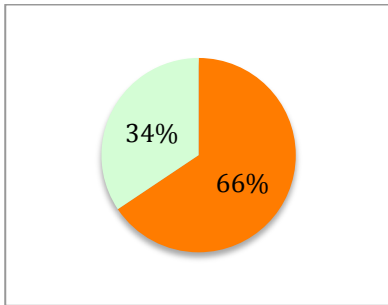
Telephone conferences were convened on 26 May and 29 September.

Activities:

- Increasing awareness within KiwiRail of the need for their works programme to be compatible with RCA planning periods
- Ensuring contacts are available for RCA managers on the website for local track managers
- Reminding KiwiRail of TCD requirements for signage at level crossings
- Identifying crossings that are now at risk from longer heavy vehicles 'bellying' on the tracks - currently believed to be 18 sites

(e) Research and Guidelines Steering Group

Budget spent:



Qtr	budget	spent	remaining	% spent
1st	9,500	9,308.31	191.69	98%
2nd	18,500	19,124.37	(624.37)	103%
3rd	10,000	3,062.47	6,937.53	31%
4th	10,000	-	10,000.00	0%
Total	48,000	31,495.16	16,504.84	66%

Activities:

- Focus has been on accessing relevant research material for the sector and the working groups and making it available;
- Support for the Communications Plan has included:
 - Regular meetings with the sub-committee;
 - Researching and providing 76 articles for social media posting over period: 1 Aug. – 31 Oct.
 - Monitoring, expanding and updating website
- Coordinating sector responses
 - RCA representative on project steering group on motorcycle levels of service was able to be provided to NZTA with only one week's notice

Recommendations:

- (a) Note the Working Group reports;
- (b) Approve use of funds from the Workgroup research and development budget to prepare a legal guide for use of the Guidelines for equitable funding of pavement maintenance of low volume roads in order to get these accepted and used by Council Finance Managers;
- (c) Approve the closure of the Shared Footpaths Group and transfer of its tasks to the Active Modes Infrastructure Group.

Item 3: Communications – Social Media and Website

The Communications sub-committee meets monthly to review communications.

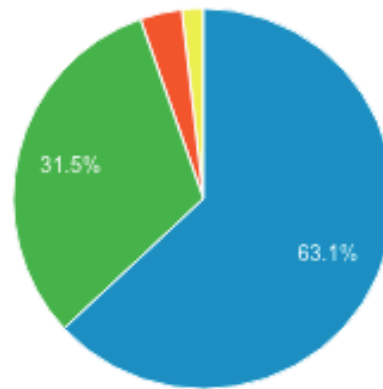
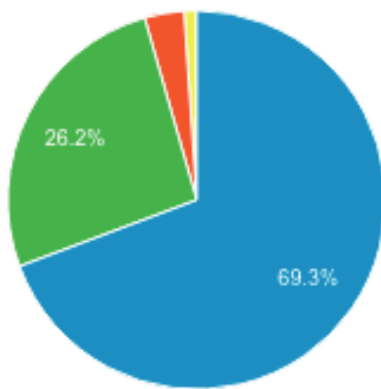
RCA Forum social media has steadily increased its followers:

- Linked-in 121 updates and 148 followers
- Twitter 175 tweets, 222 following (91 followers and 105 likes)
- Facebook 80 followers and 73 likes

The website has positive statistics, too:

Mar 31, 2017 - Jun 30, 2017

Jul 1, 2017 - Sep 30, 2017



- Organic Search
- Direct
- Referral
- Social

Increased by 34.92%
 Increased by 18.42%
 Increased by 91.67%

An increasing proportion of visitors to the site are coming to the site directly. The numbers being referred from other sites has increased, after declining steadily for some time. Visitors coming to the website from social media pages are still a very small proportion, but increasing rapidly.

The number of overall visitors has increased, but the target New Zealand visitors have increased in both absolute terms and in terms of the proportion of overall visitors:

1. New Zealand	
Jul 1, 2017 - Sep 30, 2017	1,046 (82.88%)
Mar 31, 2017 - Jun 30, 2017	892 (79.36%)
% Change	17.26%

Item 4: Draft Strategy for RCA Forum

Tom Simonson has overseen work on preparing a new strategy for the RCA Forum. This has been drafted and is out for input from the roading and transport sector as well as from all involved and interested stakeholders.

The strategy sets out:

- Purpose;
- Values;
- Strategic Priorities;
- Strategic Framework; and
- Measures

The strategy will be discussed at the Forum meeting. Written responses are to be made to strategic@lgnz.co.nz by close of business on 24 November.

The draft strategy identifies five priority areas:

- Engagement – effective collaboration, communications and networking;
- Knowledge – highly-valued information hub;
- Capability – support of sector capability development;
- Influence – lobbying and advocacy; and
- Innovation – effective research.

MoT and NZTA have both developed separate sector information hubs. RIMS Group has developed a Body of Knowledge that lies outside these. NZTA appears no longer to maintain the Register of standards and guidelines. REG presents itself as the primary body developing sector capability at present.

Measures to deliver the strategy include:

- Having three working groups active over the next five years;
- Publishing one peer-reviewed journal paper annually, rising to three by 2020;
- Increasing social media followers by 100 pa, rising to reach 500 by 2022;
- Increasing Forum meetings to four pa by 2021;
- Making three formal submissions pa, increasing to four pa from 2020.

Item 5: Working Group Budgets for 2018-19

Fiona Vessey has circulated a draft budget process:

Procedure for setting future budgets

1. Executive Officer (Wayne) requests draft budgets from Working Groups convenors for next financial year (1 April to 30 March) at the start of November.
 - Executive Officer to send out last year's budgets and request Working Group convenors to revise and return back to the Executive Officer by start of November.
 - This may require the Executive Officer to seek clarification from Convenors via email and telephone calls on the draft budget information provided to explain variations from previous years or proposals and business cases for new work or groups.
2. Working Groups Convenors submit draft budgets to the Executive Officer by the end of November.
3. Executive Officer prepares an agenda item on draft budgets for consideration by the Steering Group by December/January.
4. Steering Group considers draft budgets by December/January.
 - Can be done either at a scheduled meeting or by teleconference.
 - Convenors of the Working Groups to be available to discuss draft budgets if required.
5. Executive Officer formally writes to the Working Groups advising the outcome of the Steering Group consideration process within a week of the scheduled meeting or teleconference.
 - The letter also needs to advise the working group of the remaining process and timeframe (ie draft budgets to the Executive Committee and then to the RCA Forum AGM for final approval in March/April).
6. Steering Group approves Working Group draft budgets for submission to the Executive Committee for approval/endorsement by first meeting in the New Year (January/February).
7. Finance (Jim)/Research and Guidelines (Murray) submit the Working Group budgets approved by the Steering Group to the Executive Committee for endorsement/approval by (March).
8. Finance/Research and Guidelines present the finalised Working Group budgets to the RCA Forum at the AGM for final approval (March).
9. Executive Officer formally advises the Working Groups of budget approval within a week of the RCA Forum adoption.

Budget estimates for 2018-19

Special Interest Group - Low Volume Roads

Likely activities are expected to be continuing work with the national road dust working-group and active promotion of the guidelines for equitable funding of pavement maintenance on low volume roads.

Activity in support of the dust working-group has used \$1,145 per month on average this year and there is no indication that this level of activity is expected to increase. Active promotion of the Guidelines is not expected to involve significant external costs.

A budget of \$15,000 (\$12,500 for the dust activity and \$2,500 for promoting the Guidelines) should be sufficient.

Active Modes Infrastructure Group

After a lapse in activity for two months over April-May, this group has had a higher level of activity over the past five months, at an average of \$2,330 per month. This level of activity is expected to continue, especially as the group now begins to pick up tasks from the Shared Footpaths Group.

A budget requirement of \$25,000 is forecast for this group.

Shared Footpaths Group

There will be no budget requirement. This group is closed.

Road-Rail Issues Group

The activity of this group this year has been relatively modest, but has represented an average of \$1,895 per month. It is likely that the group will need to be more active next year. It is also likely that a further legal opinion might be needed on the fees being charged by KiwiRail.

A budget of \$20,000 is expected to be required for this group.

Research and Guidelines Steering Group

Activity by this group has cost on average \$5,250 per month this year (as one month saw no activity at all). After deducting activity by the Road-Rail Issues Group, average activity has been \$3,355 per month. Only one submission has been coordinated this year, however, compared to five during 2016-17.

A budget of \$40,000 is recommended for this group.

Set out in the standard budget table used by the RCA Forum, with provision for a more useful Workgroup research and development budget, these budget forecasts would appear as follows:

RCAF 2018/2019 Draft Budget		Forecast Annual Expenditure (by quarter)				Annual Totals
Group		Period 1	Period 2	Period 3	Period 4	
RIMS		-	-	-	-	-
Stock Effluent		-				-
Active Modes Infrastructure		6,250	6,250	6,250	6,250	25,000
Low Volume Roads		3,750	3,750	3,750	3,750	15,000
Shared Footpath		-	-	-	-	-
Level Crossings		5,000	5,000	5,000	5,000	20,000
Strategy	NZUAG	600				600
	Workgroup research and development	5,000	5,000	5,000	5,000	20,000
	Research and Guidelines Group	10,000	10,000	10,000	10,000	40,000

Recommendations:

- (a) Approve the draft procedure for setting future budgets;
- (b) Approve the proposed budgets for 2018-19.

Item 6: Other business