

MINUTES OF MEETING
Thursday 16 November 2017
Draughtman's Room, Wellington Museum,
3 Jervois Quay, Wellington

Attending

Murray Hasler	Central Otago District Council,	Convenor
Fiona Vessey	Matamata-Piako District Council	
Brett North	Wellington City Council (NZUAG)	
Warren Furner	Ruapehu District Council (Exec. Group/SIG-LVR)	
Don Cameron	Ruapehu District Council (Exec. Group co-chair)	
Jamie Cox	Wairoa District Council (SIG-LVR)	
Wayne Newman	(Active Modes Infrastructure Group)	Secretary

Apologies:

Jim Paterson	Western Bay of Plenty District Council (Exec. Group)
Michael Voss	Waitaki District Council (Shared Footpaths Group)
Bruce Conaghan	Christchurch City Council (Road-Rail Issues Group)
Glenn Bunting	Network Manager, Safety and Environment, NZTA

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
 - 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

Actions

1. A report on the CILT, the awards, criteria and judging requirements is to be drafted for M. Hasler to present to the first Executive meeting of 2018. (WN)
2. Review the current Terms of Reference for AMIG to ensure that these encompass the tasks transferred to it. (WN)
3. Prepare a report on the research done for the Shared Footpaths Group and paid for by Cresmere Consulting Ltd, for the Executive at its next meeting. (WN)
4. Members will circulate comments within the group to support input at the meeting scheduled for 30 November to consider the draft strategy and feedback.
5. Revised procedure for setting future budgets will be circulated within the group for final comments before adoption. (WN)

M. Hasler opened the meeting. The apologies were accepted (W. Furner/F. Vessey).

Item 1: Actions arising from meeting on 27 July 2017

Action 1: A copy of the Guidelines was to be sent with a letter of thanks for their council's contribution to each Mayor for the participating councils on the SIG-LVR. When SOLGM informed its members that the Guidelines were illegal in the approach used, it was decided to defer sending any letter until a legal opinion had been obtained. Although that opinion found no illegality, it was sufficiently tentative in its support that a more positive contribution was sought. In the meantime, three months have been lost in more widely promulgating the Guidelines within the critical period for preparing the next planning round. The meeting agreed that this loss is a serious concern.

Action 2: An agreed process for developing and approving working group budgets was to be drafted and adopted before the next budget development round begins. A draft process had been circulated and was taken under item 3. This action was closed.

Action 3: \$10,000 was 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. This has been done. This action was closed.

Action 4: When the *Guidelines for Equitable Funding of Pavement Maintenance for Low Volume Roads* were deposited, belated deposit of the earlier documents published by the RCA Forum was to be discussed with the Legal Deposit Office. This has been done and the two more recently published, but not deposited guideline documents, *A Practical Guide to Providing Facilities for Stock Effluent Disposal from Trucks* (2013) and *Guidelines for Stock Crossings* (2014) have been deposited. This action was closed.

Action 5: Responsibilities for providing information to the Companies Office for the RCA Forum were to be checked with Jim Paterson. He has confirmed that IPWEA is contracted to perform this task. This action was closed.

Action 6: 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 was to be discussed with the forum convener and communications team. This has been done, but it was felt that this matter needs to be considered specifically by the Executive team if video recording of presentations is to be entertained.

New Action: A report on the CILT, the awards, criteria and judging requirements is to be drafted for M. Hasler to present to the first Executive meeting of 2018.

Action 7: The next meeting to be convened on 16 November 2017. This action was closed.

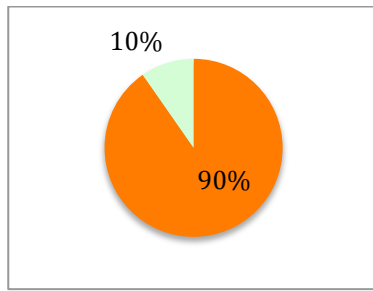
There were no further matters arising from the Minutes of 27 July 2017 and these were agreed to be a true and accurate record (M. Hasler/W. Furner).

Item 2: Working Group Reports

The working group reports were received. It was noted that the working groups taken as a whole had spent 75% of their budget in seven months, but this largely reflected the high expenditure by the Special Interest Group-Low Volume Roads in the first two quarters, which had been forecast.

(a) Special Interest Group – Low Volume Roads

Budget spent:



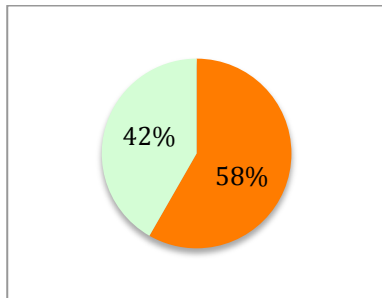
Qtrr	budget	spent	remaining	% spent
1st	16,000	19,254.50	(3,254.50)	120%
2nd	8,000	9,334.33	(1,334.33)	117%
3rd	4,000	312.00	3,688.00	8%
4th	4,000	-	4,000.00	0%
Total	32,000	28,900.83	3,099.17	90%

Activities:

The Guidelines for equitable funding of pavement maintenance on low volume roads were launched at the Forum on 28 July 2017, but SOLGM challenged the legality of the approach used. Simpson Grierson asked to do a review, as SOLGM's choice of reviewer, and confirmed the approach used is legal. The review recommended changes to reflect specific wording in the Local Government (Rating) Act 2002 and Local Government Act 2002 and an introduction or 'guide' to using the guidelines. This work is expected to cost \$3,500 + GST and disbursements. The remaining budget for this group does not provide for this expenditure.

(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%

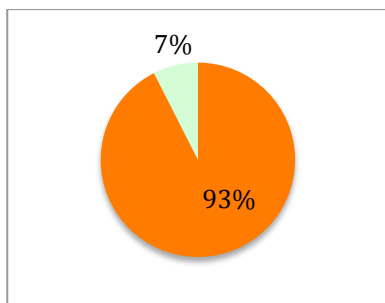
Activities:

The group is 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, investigating signs and design guidance for waste collection across separated cycle lanes. It has recently agreed on signage and markings for entrances crossing separated cycle lanes, cycle lanes crossing traffic lanes and contraflow 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 group identified critical issues for RCAs, including providing infrastructure able to deliver safe mobility and universal accessibility, and key outputs included:

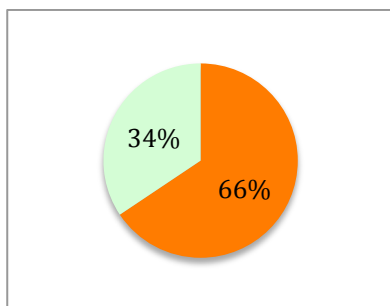
- Submission to TIRC on petition to allow broader cycling on footpaths (2016)
- Gap analysis of New Zealand footpath regulations (2017)
- Research report: Valuing access to work (2017)
- Research report: The value of accessibility (2017)

(d) Road-Rail Issues Group

This group has no separate budget for this year and is funded from the Research and Guidelines Group budget. The group has sought to increase awareness within KiwiRail of the need for their works programme to be compatible with RCA planning periods and to ensure contacts are available for RCA managers on the website for local track managers. It is working with KiwiRail to identify 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:

The focus has been on accessing relevant research material for the sector and the working groups and making it available, and supporting the Communications Plan. Support for the Communications Plan has included:

- Regular meetings with the sub-committee:
- Providing 76 articles for social media posting over 1 Aug. - 31 Oct.
- Monitoring, expanding and updating the website

The meeting agreed to:

- (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 (AMIG);
- (d) Review the current Terms of Reference for AMIG to ensure that these encompass the tasks transferred to it;
- (e) Approve the reimbursement of Cresmere Consulting Ltd for the cost of registration at the Walk21 Conference, where W. Newman was an invited speaker on behalf of the RCA Forum Shared Footpaths Group;
- (f) Request a full report on the research undertaken for the Shared Footpaths Group and paid for by Cresmere Consulting Ltd, to be presented to the Executive at its next meeting.

Item 3: Communications – Social Media and Website

The meeting noted that the 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

With the website the meeting noted that an increasing proportion of visitors to the site are coming to the site directly. The numbers being referred from other sites has also 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

The meeting noted the work being done 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 meeting recorded reservations about the draft strategy and noted that the aspirations being expressed did not clearly synchronise with the present role and budget of the incorporated society. Members will circulate comments within the group to support input at the meeting scheduled for 30 November to consider the draft strategy and feedback.

Item 5: Working Group Budgets for 2018-19

A draft budget process had been circulated and this was considered and amended.

The procedure for setting future budgets shall be:

1. Executive Officer requests draft budgets from Working Group's 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 December.
 - 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 last Friday of December.
 - Should include details of planned outputs.
4. Steering Group considers draft budgets by end of 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 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 by first meeting in the New Year (January/February).
7. Research and Guidelines Group convenor recommends the draft budgets approved by the Steering Group to the Executive Committee for approval.
8. Finance Convenor presents the final Working Group budgets to the AGM for final approval (March/April).
9. Executive Officer formally advises the Working Groups of budget approval within a week of the RCA Forum adoption.

Budget estimates for 2018-19

The meeting reviewed the budget estimates for 2018-19.

Special Interest Group - 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.

Active Modes Infrastructure Group

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.

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 represented an average of \$1,895 per month. It is likely that the group will be more active next year. It is also likely that a further legal opinion might be needed on the fees being charged by KiwiRail.

Research and Guidelines Steering Group

Activity by this group has cost on average, after deducting activity by the Road-Rail Issues Group, \$3,355 per month. Only one submission has been coordinated this year, however, compared to five during 2016-17.

Workgroup research and development

The budget within the current year is \$5,000. This is less than the amount that has been charged in the past for preparing a business case for funding research for the RIMS Body of Knowledge.

RIMS

No application for funding or any business case for a project has been received for 2018-19.

NZUAG

A strong case can be made for the RCA forum to engage more closely with NZUAG and encourage greater participation and membership. A trench in a pavement is agreed to reduce the life of the pavement by 30% and 60,000 trenches are being dug in NZ roads each year. The meeting supported full membership for the RCA Forum in NZUAG.

The meeting agreed to budget forecasts as follows, subject to the adopted process for setting the budgets:

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	23,000
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	2,000				2,000
	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

The meeting agreed to:

- (a) Approve the revised procedure for setting future budgets after the amended text has been circulated within the group for final comments;
- (b) Approve the proposed budgets for 2018-19 for recommendation to the Executive.

Item 6: Other business

The meeting noted that the former Ratification Group for the Register of standards and Guidelines had fallen into abeyance during the structural transformation of NZTA, but a new Ratification Group has been proposed.

It was agreed that M. Hasler would remain the RCA Forum representative on the newly re-established Ratification Group.

Meeting closed: 7.25 pm