



MEETING NOTES OF THE ROAD CONTROLLING AUTHORITIES' FORUM

**HELD AT THE BRENTWOOD HOTEL WELLINGTON
 9.00am Friday 1 December 2006**

File CO3 - 0007

Joint Chairs: Rick van Barneveld and Mayor Graeme Weld

Apologies: Mayor Bob Harvey, Mayor Jenny Brash, Mayor David Ogden, Mayor Mark Ammon, Cr Tom Baker, Cr Don McGregor, Blair King, Warwick Fry, Andrew Dixon, Rob Daniel, William Lewis

Resignation: Alan Watton due to ill health

To view or download Working Group Reports, Organisation Activity Updates and Presentations please return to the RCA Forum webpage — <http://www.transit.govt.nz/about/rca/rca.jsp>

Item	Discussion/Decision
Welcome – Rick van Barneveld	<ul style="list-style-type: none"> • Welcomed members and new members • Advised Alan Watton's retirement due to ill health, acknowledged Alan's long service and contribution to the RCA • Advised that he would be handing over to Graeme to chair at about 11.30 due to an appointment with the Minister
Housekeeping Douceline Van Arts	<ul style="list-style-type: none"> • Advised apologies as above and housekeeping details

Item	Discussion/Decision
1.1 Research and Guidelines — Roly Frost, Transit	<ul style="list-style-type: none"> • Completed the first review of the standards and guidelines • R&G Database is available on the RCA page of the Transit website • Requested the RCA members to advise the R&G Group of any standards requiring review • Requested members to advise any areas of research interest, so the RCA Forum can be proactive in initiating topics in the Land Transport Research Programme rather than accept the prescribed research areas, which may not be of as much, or any benefit, to the Forum • Advised that the Auckland ACENZ committee showed initiative with non-standardised contracting and asked if the RCA is interested in looking at standardisation of procurement • ARRB Unsealed Road Manual update – asked for a show of hands interested in this – approximately 80% of members were interested <p>Action</p> <ul style="list-style-type: none"> • Feedback to Roly or R&G members on above points please - roly.frost@transit.govt.nz • Douceline to invite George Giummarra, ARRB, to present on the update of the Austroads Unsealed Roads Manual, at the next Forum
1.2 Performance Measures — Kaye Clark, Transit	<ul style="list-style-type: none"> • The Asset Performance Monitoring Group met in November and is continuing with refinement of the benchmarking measures developed to date. • Changes in the team include the resignation of Mark Owen from Transit and his replacement by Chris Parkman from Transit National Office. We would like to thank Mark for all his good work on this project to date and welcome Chris on board. • To review the membership of Peter Dudson following his resignation on NAMS. • Immediate actions for this group are: to compile a substantial report for early / mid next year and begin to explore options for presentation of data looking toward a web based format.

Item	Discussion/Decision
<p>1.3 RCA Forum Administration – Douceline Van Arts</p>	<ul style="list-style-type: none"> • The RCA Forum is now an Incorporated society and the logo has been updated to reflect this • A letter was sent to all Mayors explaining the new status of the forum with an invitation to attend and/or appoint a representative to attend – good response • The website proposal from Breathe Communications Ltd was approved by the Executive; development of the website will go ahead over the next few months with the launch date expected late in the first quarter of 2007. Kaye Clark and Fiona Knight will have input into their areas of the website. • Council Nomination forms were sent out electronically - each member (organisation or local authority) is required to nominate one person (Individual Member) who is entitled to vote at Annual or Special General Meetings and is the prime contact for Forum news and notices of meetings and agendas. There is no limit to the number of non-voting representatives attending meetings. • Reiterated that the registration form is a tax invoice, the form allows for more than one registration, and is downloadable under the date of each forum – reminded members to look under the correct date for registration form • Advised that due to an increase in food and venue costs, the registration fee will increase to \$55.00 as from April 2007 • Requested members to advise of new members, or change of contact details when leaving councils for other employment – these details are now required under the regulatory requirements of the RCA as an incorporated society <p>Action</p> <ul style="list-style-type: none"> • All Council nomination forms to be completed and returned to Douceline
<p>2. Cycling and cycling events – SPARC initiative, Stuart Fraser, Transit and Wayne Hudson. Bell Gully</p>	<p>Stuart and Wayne presented on the safety and traffic management requirements, the issues around negligence, criminal liability, the Health and Safety in Employment Act and Compliance requirements in respect of cycling events.</p> <p>Presentation on the RCA page of the Transit website — presentations</p>

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3. Resource Group — Gary Main	<ul style="list-style-type: none"> • Balance as at 1 April 2006 - \$159,883.91 • Net Outflow for year to date - \$32,725.14 • Balance as at 31 October 2006 - \$127,158.77 • Amount of \$7,500 for the NZEE Awards was agreed to be bought forward from the third to the first quarter • Noted that there is no allowance as yet supporting George Guimarra's proposal for the RCA to contribute \$A10k for the update of the Austroads Unsealed Roads Manual • Requested the Executive approve invoices to be sent out in the new year <p>Action</p> <ul style="list-style-type: none"> • The Executive to approve the sending of invoices at the Executive meeting in March 2007 <p>Report on the RCA page of the Transit website — working groups reports</p>
4. Transit and Travel Demand – Ann Carruthers, Transit	<p>Following Ann's presentation there was some discussion on how to tackle TDM at the strategic level of plans and policy statements. Rick updated the Forum on a current LGNZ and Transit review of development planning issues where there have been tensions in securing local authority/Transit alignment. The conclusions and opportunities for improvement will be reported back to the April 2007 Forum.</p> <p>Presentation on the RCA page of the Transit website — presentations</p>
5. Local Road Supplement to CoPTTM – John Sutton, STDC	<ul style="list-style-type: none"> • 39 local RCAs have adopted the Supplement • Three things have occurred since the last forum in August: <ol style="list-style-type: none"> 1) Two small amendments to the supplement have been made – all Supplement holders have been advised 2) Several 'launching' lunches have taken place for the RCAs that have adopted the Supplement 3) All RCAs who have not adopted the Supplement have received a letter encouraging them to do so plus advice on how to implement and launch the Supplement • The first review of the Supplement is due mid 2007 • Ian Marshall is now working for the Queenstown District Council

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6. Temporary Traffic Management – NZFS Brian Davey, NZFS	<p>Brian Davey, National Manager Operational Standards, explained the methods and reasons of fire hydrant testing and the difficulties in obtaining RCAs approvals for traffic management plans. He presented two traffic management layouts that have safely and successfully met NZFS requirements, comprising the use of only a fire engine and cones. He also expressed concern over the difficulties/ costs to train both employed and volunteer firemen in order to meet the current CoPTTM and Local Roads Supplement to CoPTTM training standards.</p> <p>Action</p> <ul style="list-style-type: none"> • NZFS will submit to the first review of the Local Roads Supplement to address these concerns. <p>Presentation on the RCA page of the Transit website — presentations</p>
7. High Speed Data Capture – Chris Parkman, Transit	<p>Chris explained the type of data collection and the use Transit makes of the data.</p> <p>Presentation on the RCA page of the Transit website — presentations</p>
8. Issues with access covers in roads – Chris Barton SIKA Technology	<p>Following the presentation and explanation of the display design prototype, members were asked to provide feedback on the prototype and their respective issues.</p> <p>Presentation on the RCA page of the Transit website — presentations</p>
9. Congestion Indicators – Leon Wee, Transit	<p>Presentation on the RCAF page of the Transit website — presentations</p>
10. Network Safety Co-ordination – Colin Brodie, Transit	<p>Colin explained the network safety programme; its objectives, statistical information, progress to date and the lessons learnt.</p> <p>Presentation on the RCAF page of Transit website – presentations</p>

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<p>11.1 Transit State Highway Forecast 2007/08 – Peter Hookham, Transit</p>	<p>Peter covered the funding, stability of the programme, direction and risks.</p> <p>Presentation on the RCAF page of Transit website – presentations</p>
<p>11.2 Passing and Overtaking opportunities – strategy for state highways – Larry Cameron, Transit</p>	<p>Larry outlined the strategy, key terms and projected flows, interaction with other organisations and the conclusions</p> <p>Presentation on the RCAF page of Transit website – presentations</p>

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<p>12. Land Transport NZ – Bob Alkema</p>	<p>2007/08 NLTP</p> <ul style="list-style-type: none"> • Draft Land Transport Programmes received • Initial analysis indicates: <ul style="list-style-type: none"> ❖ Programmes greater than the levels indicated in the forward programmes (submitted last year) ❖ Programmes appear to exceed that included in the LTCCPs ❖ Programmes exceed the allocation in the NLTP 10-year forecast • Government's budget announcement provided revenue certainty for the NLTP • Land Transport NZ will need to fit the funding requests within the funding envelope available • Land Transport's regional staff will work with councils over the next few months to understand the drivers behind their programmes and their 'appetite' for rates increases to meet the local share <p>Review of procurement procedures</p> <ul style="list-style-type: none"> • First round of consultation workshops on the review of the procurement procedures for professional services and physical works underway next week. Workshops planned for: <ul style="list-style-type: none"> ❖ Wednesday 6 December in Wellington ❖ Thursday 7 December in Christchurch ❖ Friday 8 December in Auckland. • Good level of registrations from consultants and contractors, seeking more attendees from local government • This is an opportunity to have your say on the sort of procurement procedures you want for the future. <p>EEM volume 1</p> <ul style="list-style-type: none"> • The revised Economic Evaluation Manual, volume 1 (replaces the Project Evaluation Manual) is now available on Land Transport NZ's website • Hard copies of the revised manual will be distributed to all existing manual holders during December / January • Can still use the old manual but we suggest the updated factors should be used in economic evaluations <p>Implementation strategy for walking & cycling</p> <ul style="list-style-type: none"> • MoT has launched the implementation strategy for the Getting there - on foot, by cycle • Land Transport NZ is developing business cases for 7 of the initiatives for the next financial year. <p>Presentation on the RCAF page of Transit website – activity update</p>

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<p>13.1 Local Government NZ – Geoff Swainson</p> <p>13.2 Recruitment in the sector – John Wills, CEO, Infratrain</p>	<p>No meeting notes to date</p> <p>Presentation on the RCAF page of Transit website - presentations</p>
<p>14.NZUAG update and MED Government decision on discussion paper – Fiona Knight</p>	<p>Fiona updated on NZUAG activities and MED’s policy, goals, the proposed amendments, the next stage and what’s next for RCAs.</p> <p>Presentation on the RCAF page of Transit website – working group reports</p>
<p>15. National Stock Effluent update – Ian Cox, Transit</p>	<p>Ian updated on the outcome of the October meeting, next meeting April 2007</p> <p>Presentation on RCAF page of Transit website — working group reports</p>
<p>16. Ministry of Transport – activities update – Alan Thompson</p>	<p>Alan Thompson, Secretary for Transport introduced himself to the Forum, updated on the activities of the MoT and answered questions from the floor.</p> <p>There are no meeting notes to date</p>

