



**MEETING NOTES OF THE ROAD CONTROLLING AUTHORITIES' FORUM**

**HELD AT THE BRENTWOOD HOTEL WELLINGTON  
 9.00am – 4.00pm Friday 27 April 2007**

**Alternate Joint Chairs: Mayor Graeme Weld (officiated)** and Rick van Barneveld

**Apologies:** John Mills, Julian Reweti, Ross Nicholson, John Sutton, Ian Marshall, Mayor Jenny Brash, Allen Bufton, Ara Orvanessooff, Clive Manley, John Kerr, Don McGregor, Fiona Vessey, Rui Leitao, Bill Lewis, George Ridley, Trevor Bennet, Alex Finn, Wendy Doodey, Roly Frost and Max Aves

**You can view or download the presentations from this Forum meeting on ‘the list of presentations 27 April 2007’ page of the RCA Forum website - <http://www.rcaforum.org.nz/list-of-presentations-for-27-april-2007/>**

Item	Discussion/Decision
Welcome – Graeme Weld	<ul style="list-style-type: none"> <li>• Welcomed members and new members</li> </ul>
Apologies and Housekeeping Douceline Van Arts	<ul style="list-style-type: none"> <li>• Apologies as above - moved as accepted by Graeme Weld, seconded, Richard Kirby</li> <li>• Informed members of housekeeping details for the day</li> </ul>

Item	Discussion/Decision
<b>1.1 Performance Measures — Kaye Clark, Transit</b>	<p>Kaye reviewed the objectives of the PMWG – to show progress against the objectives of the LTMA and to drive and demonstrate continuous improvement, then continued her presentation:</p> <ul style="list-style-type: none"> <li>• Outlined the 5 objectives of the LTMA</li> <li>• The benchmarking structure and KRAs</li> <li>• Alignment with the LTMA</li> <li>• Report 2 Version 1 – report format for KRAs which will become the ‘indicator specification’</li> <li>• Requested case studies, debate and feedback from the members</li> <li>• Listed the names of the APMWG to facilitate the feedback</li> </ul> <p><b>Action – members to provide feedback to Kaye or other members of the APMWG as listed in the presentation</b></p>
<b>1.2 RCA Forum Administration – Douceline Van Arts</b>	<ul style="list-style-type: none"> <li>• Advised members that the RCA Forum NZ Inc now has an independent website <a href="http://www.rcaforum.org.nz">www.rcaforum.org.nz</a> and that, as from the 30<sup>th</sup> April 2007, all RCA information would be removed from the Transit website, other than a link from the Transit website to the RCA Forum website</li> <li>• Explained the RCAF NZ Inc has a regulatory requirement to record a list of past and current members and requested members to advise of new members, or when leaving/changing councils</li> <li>• Emphasised the need to register for future Fora and the impacts of not doing so</li> <li>• Explained the registration form and emphasised that it is a tax invoice and allows multiple registration</li> <li>• Encouraged agenda items for the next meeting - see General Business Item at the end of these notes for further information as to the agenda for August 2007</li> </ul>
<b>1.3. Resource — Jim Paterson</b>	<ul style="list-style-type: none"> <li>• The balance as at 1 April 2006 = \$159,8883.91</li> <li>• Net cash flow for the year = -86,205.06</li> <li>• Balance as at 31 March 2007 = 73,678.85</li> <li>• Bank balance as at 31 March 2007 = 69,826.31</li> <li>• Adjustment including, amount paid into wrong account, accounts receivable amount, less creditors, =3,852.31</li> <li>• Bank balance as at 1 April 2007 = 73,678.85</li> </ul> <p><b>The rest of the Financial Statement, including the draft 07/08 budget, is Item 9 – the Inaugural AGM</b></p>

Item	Discussion/Decision
<p><b>2.Ingenium</b> <b>Richard Kirby</b></p>	<p>Richard’s presentation covered:</p> <ul style="list-style-type: none"> <li>• The structure and function of Ingenium</li> <li>• WIMS Group, structure, purpose and strategic themes</li> <li>• Infrastructure Management</li> <li>• NAMS Guidelines – the series of products developed</li> <li>• 2006 Expenditure Reviews initiated by the offices of the Minister of Finance and SSC and the focus of these reviews</li> </ul> <p>Graeme Weld thanked Richard and congratulated Ingenium on their excellent work. Graeme also congratulated the Forum members on the high level of competency and achievement in local government.</p>
<p><b>3. State Highway Scour Screening – Rudolph Kotze, Transit</b></p>	<p>Rudolph presented on the development of a National Bridge Scour Risk Screening Procedure. The presentation covered the following topics:</p> <ul style="list-style-type: none"> <li>• Background</li> <li>• Overview</li> <li>• Study methodology</li> <li>• Pilot study</li> <li>• Implementation</li> <li>• Summary – please contact <a href="mailto:Rudolph.kotze@transit.govt.nz">Rudolph.kotze@transit.govt.nz</a> for more information.</li> </ul> <p><b>Action – Rudolph agreed to make the final report available to LGNZ</b></p>

Item	Discussion/Decision
<p><b>4. Stormwater Working Group -</b></p>	<p>Graeme Tong gave an update:</p> <ul style="list-style-type: none"> <li>• Advised on membership, both new and existing members</li> <li>• Reported on the February 07 Roadshow</li> <li>• The future work programme:               <ol style="list-style-type: none"> <li>1. Further research/data gathering into practical applications that reflect industry needs and what devices work best and are most cost effective</li> <li>2. Further workshops in additional (smaller) locations to disseminate above</li> <li>3. Further liaison with MFE and MoT</li> </ol> </li> </ul> <p>Graeme asked for the Exec to:</p> <ul style="list-style-type: none"> <li>• Ratify the nomination of new members – Russell Hawkes Southland DC and John Old Field, Porirua DC</li> <li>• Approve the work programme</li> </ul> <p><b>Action: the Exec to ratify nominations and approve the work programme at the Exec meeting in June</b></p>
<p><b>5. Overdimension website proposal Jonathon Thomson/Lynn Sleath</b></p>	<p>Lynn and Jonathon alerted the Forum to the current situation with heavy haulage vehicles and continued with:</p> <ul style="list-style-type: none"> <li>• Asking the question as to why RCAs should be interested</li> <li>• What happens currently and the drawbacks of this system</li> <li>• New electronic permitting and notification through a specific website</li> <li>• The benefits to the RCAs and other general benefits</li> </ul> <p><b>Feedback was requested on the points listed below and discussion resulted in:</b></p> <ol style="list-style-type: none"> <li>1. Do RCAs want to view load notifications in advance? <b>Yes - but not to vet or approve permits, just to view them. The data would have to be zoned for easy viewing.</b></li> <li>2. Do RCAs think they would gain valuable information on asset damage post-movement from the proposed archive of loads moved? <b>Yes.</b></li> <li>3. Would RCAs be able to plan for better use of heavy haul routes? <b>Yes. There need to be maps of such routes with overdimension restrictions marked.</b></li> <li>4. Do RCAs wish to provide information on road works on heavy haul routes? <b>Yes. Needs to be added to the maps.</b></li> </ol> <p><b>Additional comment</b> - Wilson, New Plymouth District Council. "RCAF needs to consider a bigger issue i.e. use of geospatial technology to protect infrastructure."</p> <p><b>Action – the Exec to consider, scope the project and come back to the August Forum</b></p>

Item	Discussion/Decision
<p><b>6. Guidelines for SH within National Parks, Reserves etc – Dave Jane, DOC, Michael Hall, Transit</b></p>	<p>Dave and Michael outlined the importance of guidelines for state highways within or adjacent to national parks, reserves and conservation areas and continued with the:</p> <ul style="list-style-type: none"> <li>• Background</li> <li>• Purpose – statutory obligations, preventing conflicts, identifying relevant planning documents and a framework for dialogue</li> <li>• Main concepts of the guidelines – Transit’s and DOCs expectations through planning, design, construction and maintenance as well as the good relationships and collaboration between organisations</li> <li>• A case study example</li> <li>• Members were encouraged to look at the guidelines</li> <li>• Requested feedback to Dave or Michael</li> </ul> <p><b>Action please read the Guidelines and provide feedback to Dave Jane - <a href="mailto:djane@doc.govt.nz">djane@doc.govt.nz</a> or Michael Hall - <a href="mailto:michael.hall@transit.govt.nz">michael.hall@transit.govt.nz</a></b></p>

Item	Discussion/Decision
<p><b>7. NZUAG update and responses from LGNZ and Transit.</b></p> <p><b>Combined with</b></p> <p><b>Item 8– the way forward - follow up to the MED information</b></p>	<p>Mike Sim, MED, explained that discussion on utilities access to the road corridors began in 2002 and in 2004 it was considered that NZUAG should be included. Government push for broadband in telecommunications followed, which then included electricity, gas and water. A Cabinet paper was out for consultation at the end of 2005.  <b>NB all info pertaining to this can be found on the NZUAG website <a href="http://www.nzuag.org.nz">www.nzuag.org.nz</a></b></p> <p>Mike continued with what is needed now:</p> <ol style="list-style-type: none"> <li>1. To reduce damage to roads and road surfaces</li> <li>2. Better corridor management</li> <li>3. Increased access for utilities by using motorway and rail corridors.</li> </ol> <p>To achieve this, a higher engagement with the various sectors around the country is required. The outcome of the 19 February 07 workshop sought the various groups to work together rather than have a government directive – MED put out a discussion paper, which was discussed at the workshop and submissions were sought for a further paper to Cabinet.</p> <p>Phil Consedine gave a presentation on:</p> <ul style="list-style-type: none"> <li>• MED released Policy Paper</li> <li>• MED Policy Objectives developed</li> <li>• NZUAG/LGNZ 19 February workshop and it's intention</li> <li>• NZUAG/LGNZ Utilities discussions held Marc/April</li> <li>• MED require an answer by October 2007</li> <li>• The current situation</li> <li>• RCA Forum involvement</li> <li>• Representation – <b>Directors Group</b> Phil Consedine (NSCC) and Phillip Eyles, LGNZ. <b>Representation was requested for the Technical Group and the Corridor Planning/Management Group</b></li> <li>• <b>Funding is required</b> – NZUAG will be co-ordinating the funding. The main costs will be in project management, secretarial, travel and miscellaneous.</li> </ul> <p>Phil emphasised the importance of a win-win outcome. He went on to explain the project set up by NZUAG and how it is being progressed and asked for the support of the TLAs.</p> <p><b>Response from Geoff Swainson LGNZ</b> – the turning point was the February 07 workshop initiated by NZUAG and LGNZ. The underlying principles for LGNZ and the roads controlling authorities are:</p> <ol style="list-style-type: none"> <li>1. Primacy of the road</li> <li>2. Management of road corridor be left with the RCA or TA</li> <li>3. Ownership lies with TAs for local roads.</li> </ol> <p>There are two key things to consider:</p> <ol style="list-style-type: none"> <li>1. Conditions of access – what is reasonable??</li> </ol>

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	<p><b>Response from Ian Cox, Transit-</b> Ian emphasised that there will be legislation, and the overall purpose will be for MED to focus on making the current legislation consistent. If the RCAs want to limit the degree to which the changes will be legislated, then the RCAs need to get on with working out their differences with utilities or government will step in and legislate. Utilities are in the same situation as RCAs and need to take a pro-active approach.</p> <p><b>Action – The Exec to approve funding and ratify any volunteer representatives for the groups requested at the June meeting</b></p>
<p><b>9. Inaugural AGM</b></p>	<p>Graeme Weld, Chair, opened the AGM. There were 20 apologies as noted at the beginning of this document and 58 people attended. The three items on the Agenda were:</p> <ol style="list-style-type: none"> <li>1. Finance Report - Jim Paterson, Acting Finance Officer, read the opening financial position of the RCA Forum NZ Inc as a newly established incorporated society; this included the budget forecast for 07/08. Graeme Weld moved the financial position be accepted and the budget forecast be approved by the Executive at the June meeting, Ian Cox accepted, seconded by Phil Consedine.</li> <li>2. Election of Executive – Graeme moved that the existing Exec of Graeme Weld, Rick van Barneveld, Kaye Clarke, Jim Paterson, Dave Jane, Geoff Swainson and Douceline Van Arts continue as is, with the exception of Roly Frost, Convenor Research and Guidelines, who tendered his resignation – carried by all members, seconded Richard Kirby. Roly Frost nominated Peter Bailey to replace himself –Graeme Weld moved, Ian Cox accepted, carried by the Forum</li> <li>3. General Business – none</li> <li>4. Graeme declared the meeting closed at 12.25pm</li> </ol>
<p><b>10 MoT activity update – Dave Crawford</b></p>	<p>To view the presentation please see instructions at the beginning of this document</p>
<p><b>11.Land Transport NZ – Bob Alkema</b></p>	<p>To view the presentation please see instructions at the beginning of this document</p>
<p><b>12. LGNZ activity update – Geoff Swainson</b></p>	<p>To view the presentation please see instructions at the beginning of this document</p>

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<b>13. Draft State Highway Forecast 07/08 – Peter Hookham</b>	<p>To view the presentation please see instructions at the beginning of this document</p>
<b>14. Research and Guidelines update – Roly Frost</b>	<p>This update was not available as Roly tendered a late apology due to flight delays. Roly's resignation from Research and Guidelines is to take effect in August after a hand-over to Peter Bailey PCC</p>
<b>15. Stock Crossings Working Group update Fiona Knight</b>	<p>Fiona advised on the results of the questionnaire issued in December 2006 – 56 responses: Information on the data of the survey can be found in Fiona's presentation. Fiona asked for a volunteer for the stock-crossing group.</p> <p>To view the presentation, please see instructions at the beginning of this document.</p> <p><b>Action - please complete the survey if not already done so and provide feedback to Fiona. Ian Cox to find a volunteer from within Transit</b></p>
<b>16. Stock Effluent Working Group update Fiona Knight</b>	<p>To view the presentation please see instructions at the beginning of this document</p>
<b>17. CoPTTM Local Roads - Neil Johnstone</b>	<p>Neil put forward a four-stage proposal for the first review of CoPTTM Local Roads with an estimated budget of \$40,000.</p> <p><b>Action – Neil to survey members as to whether they want a review at this stage and to advise the Exec of the outcome before the June meeting</b></p>

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<b>Extra Item – Rail issues – Bill Horne</b>	<p>To view the presentation please see instructions at the beginning of this document Discussion followed the presentation as to the Deed of Grant and the relevance to On Track.</p> <p><b>Action - Clarification of the Deed is necessary – Bill Horne is to follow this up and come back to the August Forum.</b></p>
<b>19. General Business</b>	<ol style="list-style-type: none"> <li>1. Bill Horne asked when is the next review of the State Highways, as in which roads should/shouldn't be state highways. Rick van Barneveld responded that the review would commence late this year and that perhaps there may be the opportunity to be more specific.</li> <li>2. Rick suggested that at the June Executive meeting and forward planning for the August RCA Forum agenda there should be a focus on Funding. Suggested topics under this heading were: <ul style="list-style-type: none"> <li>• NLTF – future thinking - LTNZ - RUC/Fuel tax –LTNZ and MoT</li> <li>• Financial assistance and what's next - MoT</li> <li>• Fuel tax and emergency development – MoT</li> <li>• Tolling and toll systems - Transit New Zealand</li> <li>• Capital Works – certainty – planning – debt</li> <li>• Maintenance, Operations and Funding</li> </ul> </li> </ol>
<b>Close</b>	<p>The meeting closed at 3.50pm.</p> <p><b>Next meetings at Brentwood Hotel</b>  <b>10 August 2007                      7 December 2007</b></p>

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