



MEETING NOTES OF THE ROAD CONTROLLING AUTHORITIES' FORUM

**HELD AT THE BRENTWOOD HOTEL WELLINGTON
 9.00am – 4.00pm Friday 7 December 2007**

Chair: Rick van Barneveld

Apologies: John Sutton, Mayor Sue Morris, Kaye Clark, George Ridley, Mayor Jenny Brash, Trevor Bennett, Rob Daniel, David Crawford, David Edge, Richard Kirby and Wayne Keightly

You can view, or download, the presentations from this Forum on 'list of presentations 7 December 2007' page of the RCA Forum website - <http://www.rcaforum.org.nz/list-of-presentations-for-7-december-2007/>

Item	Discussion/Decision
<p>Welcome</p>	<p>Rick:</p> <ul style="list-style-type: none"> • Welcomed members and asked new members to introduce themselves • Thanked outgoing Chair Graeme Weld for his support of the RCA Forum and welcomed the new Chair Lawrence Yule, Hastings District Council • Acknowledged the huge contribution of Allan Watton who recently passed away and asked the Forum to stand for a minute silence. • Advised that RCA had sent flowers to the Watton family

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Apologies and Housekeeping	<p>Douceline Van Arts:</p> <ul style="list-style-type: none"> • Apologies as above • Informed members of housekeeping details for the day
1.1 Performance Measures	<p>Kaye Clark provided the following update:</p> <ul style="list-style-type: none"> • The group's next meeting will be in February 08 • With the imminent release of the Updated New Zealand Transport Strategy (UNZTS) on Monday 10th December 2007, the group will need to check the validity of the benchmark measures developed to date. The group is optimistic that the measures will still be appropriate but that the targets will need to be revised • The web site will be refreshed early 2008 • The group members of the working party will be contacting RCAs in search of case studies for 2008 forum meetings. • Targets for 2007-2010 have been set <p>To view the Performance Measures Targets please see instructions at the beginning of this document</p>
1.2 RCA Forum Administration	<p>Douceline:</p> <ul style="list-style-type: none"> • Thanked members for the flowers, support and good wishes following her accident • Advised that due to rising costs the registration fee for next year will increase to \$60.00 and the late payment fee of \$10.00 will remain the same • Explained the Registration form is a tax invoice registration form and the payment method must be completed when sending to Nin Keat. NO OTHER INVOICE WILL BE SENT • Emphasised the importance of registering by the closing date as it impacts on the size of the venue, numbers for lunch etc. • Discussion about bringing the December 08 Forum forward to November was rejected after a show of hands ended in a 50-50 vote • One registration form can be used for more than one forum and multiple people • Asked members for greater input in the agenda through the call for agenda items • Listed the targets for 2007-10 <p>To view the Administration Targets please see instructions at the beginning of this document</p>

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	<p>After discussion based on the promotional target for 07-10 it was decided to send another letter to politicians, CE and asset managers of councils and regional councils as to the RCA and its opportunities and to include a flyer to be developed by Douceline. Despite the short timeframe and the Christmas holidays Douceline would endeavour to do so.</p> <p>Action</p> <ul style="list-style-type: none"> • Douceline to work with the Exec as to content of letter and flyer for delivery February 2008
<p>1.3. Resource Finance Report</p>	<p>Jim Paterson presented the Financial Report. A summary of the current situation follows:</p> <ul style="list-style-type: none"> • The balance as at 1 April 2007 = 103,576.15 • Net out/in cash flow for the year = -\$31,323 • Statement of financial performance at 30 September 2007 = 72,253 • Bank balance as at 30 September 2007 = 114,304 • Net of accounts receivable (subscriptions) of 47,193, and payments received in error 3,978 • Statement of financial position at 30 September 2007 \$157,519 <p>To view the Financial Report please see instructions at the beginning of this document</p>
<p>1.4 Research and Guidelines</p>	<p>Peter Bailey provided a report on each of the Working Group:</p> <p>COPPTM</p> <ul style="list-style-type: none"> • A major review is expected to be initiated after March 2008 • There is a report available on who has taken it up, those still interested and those who declined – Peter will supply on request • Small expenditure and income related to those taking it up <p>Stock Crossings</p> <ul style="list-style-type: none"> • Plan to close the group in December • By-law model is complete • Guidelines have been completed – presented at the Forum for adoption then to go on the RCA website. • Outstanding ongoing funding needs to be determined with LTNZ. The \$25,000 funding cap is a significant barrier to underpasses being installed where required

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	<p>Rail Crossings</p> <ul style="list-style-type: none"> • Comments on the review of Standards for Crossings is underway and has gone out widely to stakeholders • Feedback on the auditing of crossings and the issues identified is being collated <p>Stormwater</p> <ul style="list-style-type: none"> • Presentation on what Transit has done and on NIWA project given at the last meeting • Another Road Show is planned for 2008 <p>Stock Effluent</p> <ul style="list-style-type: none"> • Parks for stock trucks have been purchased – NB the account for this is \$7,000 • The Group is keen to champion the completion of the network of dump sites • Stand stock message to continue to be communicated to farmers • Canterbury group have raised a number of new ideas <p>NZUAG</p> <ul style="list-style-type: none"> • Draft Code has been developed with input • Negotiation has been at the direction of the group • Road Show been shifted to February 2008 <p>Integrated Overweight Permit</p> <ul style="list-style-type: none"> • There is development of a revised process taking place which is expected to become active in 2008. <p>Peter also spoke to the revised TOR which had been distributed to members previously and recommended the Forum adopt the TOR</p> <p>Recommendation – to adopt the revised TOR for RG&G – approved</p> <p>To view the Research and Guidelines Targets please see instructions at the beginning of this document</p>

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2. RCA Forum Strategic Plan Review	<p>Rick summarised the targets presented by the convenors:</p> <ul style="list-style-type: none"> • Performance Measures - has great impact on the UNZTS • Administration – the need for continued energy to position the Forum eg website and other promotional opportunities at conferences or sponsoring awards etc • Finance – good platform for positioning the convenors and the Forum is in a very good financial position now that it has become an Incorporated Society and has a sound financial basis. This is a very good outcome <p>Recommendation That the Forum approve the Executive incorporating the targets into the work plan going forward to 2010 and asked for any comment – no comment was forthcoming - approved</p>
3. NZUAG Update	<p>Phil Consedine provided an update on what’s been happening and the current situation:</p> <ul style="list-style-type: none"> • Outline draft document now compiled and being reviewed by limited sector involvement • Directors Group is pulling it together and filling the gaps • MED still looking for National Code • MED have reported to Minister Pete Hodgson • Minister has accepted the MED and will submit to Cabinet • RCA Forum involvement is essential – meeting dates/venues given • Contents of the Draft Code <p>Phil emphasised that funding is through the NZUAG subs, which Fiona Knight is handling.</p> <p>Rick thanked the NZUAG for their hard work and urged members to arrange payment of subs with Fiona during the course of the day</p> <p>Action</p> <ol style="list-style-type: none"> 1. Members to attend the meetings round the country 2. Arrange payment of subscriptions to Fiona Knight <p>To view the presentation please see instructions at the beginning of this document</p>

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<p>4. Stormwater update</p>	<p>Graeme Tong provided the update noting in particular that:</p> <ul style="list-style-type: none"> • The group has membership changes - Debbie Firestone and Richard Green from Transit have left. Dale Nicholls and Carl Reller, Transit, and Nicci Wood, WCC, had joined the group • A Code of Practice is to be developed in the next 12 months • Roadshows are likely to be early March 2008 • Requested information for the website particularly good and bad experiences <p>Action Members to forward information for the website to Phil or Fiona Knight</p> <p>To view the update please see instructions at the beginning of this document</p>
<p>5. Rail Crossing update</p>	<p>Bill Horne provided an update on:</p> <ul style="list-style-type: none"> • Level Crossing Surveys • Level Crossing Guidelines • Deed of Grant <p>Please contact Bill Horne with any issues or queries bill.horne@rodney.govt.nz</p> <p>To view the update please see instructions at the beginning of this document</p>

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<p>6. COPTTM LRS update</p> <p>RIMS update</p>	<p>Ian Marshall reported that:</p> <ul style="list-style-type: none"> • 3088 copies of the Code have sold and that the RCA's are not the biggest purchaser, majority are contractors and utility companies • 155 different organisations have purchased the LRS • Including 26 RCAs • 51 RCAs have adopted the LRS <p>Ian also provided an update on RIMS: 2008 is the 10th anniversary of dTIMS introduction to NZ, which represents a successful; relationship with Deightons the Canadian developers of dTims. In April 2008 we are planning to hold a NZ dTIMS users conference, probably in Auckland. The proposed format will mirror what Deighton's do in Canada each year as the international users' conference. Deightons will be the major host of the conference. This is still a work in progress so watch this space for more information early next year.</p>
<p>7. Preparation of the State Highway Forecast 08/09</p>	<p>Peter Hookham presented to the Forum.</p> <p>To view the presentation please see instructions at the beginning of this document</p>
<p>8. DOC – Historic Roads</p>	<p>Paul Mahoney presented to the Forum</p> <p>As this presentation contained many images and is too large to load on the website, please contact Paul Mahoney if you would like more information paul.mahoney@doc.govt.nz</p>
<p>9. Introduction to Ontrack</p>	<p>Carl Mills, Operations Manager Ontrack gave an excellent presentation and answered a number of questions during the following discussion.</p> <p>To view the presentation please see instructions at the beginning of this document</p>

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10. Transit's Spatial Environment	<p>Manu King advised that Transit New Zealand is committed to enhancing information capability to its staff, suppliers and stakeholders. Spatial/Geographic Information System (GIS) services is one strategic initiative that will help integrate, organise and make available transport information.</p> <p>Please contact Manu King for any follow up information manu.king@transit.govt.nz</p> <p>To view the presentation please see instructions at the beginning of this document</p>
11. MoT Activities update	<p>Nick Brown covered:</p> <ul style="list-style-type: none"> • Next Steps legislation is at Committee stage, and comments on the draft are invited until 20 December 07. • The draft legislation includes a number of important changes for the transport sector, including hypothecation of transport revenue, the introduction of a 3-yearly cycle for National and Regional Land Transport Programmes, the establishment of the New Zealand Transport Agency, regional coordination of transport projects, and the possibility for regions to apply a regional fuel tax. • The Government Policy Statement is a further measure that will be established by the new legislation. This allows government to manage revenue generation (e.g. by defining FED and RUC levels) and influence the way that revenue is spent (e.g. by defining the proportion of revenue to be applied to each activity class). • The GPS will be preceded by a "Trends, Issues and Options" discussion paper. • A discussion paper on the Update of the New Zealand Transport Strategy is to be published on 10 December 2007 for consultation, with comments due back to MoT by 15 February 08. • The aim of the UNZTS is to provide guidance linking the high-level objectives in the original NZTS and the operational activities of transport delivery agencies • In particular the draft document will introduce a series of targets across the 5 objectives. The MoT is keen to receive feedback on these targets. • The final update document, which will be published in 2008, will finalise these targets and set out an implementation plan for their delivery. • The MoT is currently consulting on a strategy for sea freight and coastal shipping – entitled "Sea Change". The closing date for this consultation is 19 December 07. <p>To view the presentation please see instructions at the beginning of this document</p>

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12. Next Steps Review -Transit	Rick advised that as MoT had covered the Next Steps there was nothing more to add other than 'business as usual' for Transit
13. Land Transport NZ Activities update	<p>Lyndon Hammond presented the update and was thanked by Rick for 'stepping into the breach' with an excellent account of the MoT activities</p> <p>To view the presentation please see instructions at the beginning of this document</p>
14. LGNZ Activities update	<p>Geoff Swainson presented the update.</p> <p>To view the presentation please see instructions at the beginning of this document</p>
15. Stock Crossings update	<p>Murray Hassler updated the Forum</p> <p>To view the presentation, please see instructions at the beginning of this document.</p>
16. Walking and Cycling on State Highways - update	<p>Ian Clark presented , Transit presented to the Forum</p> <p>To view the presentation please see instructions at the beginning of this document</p>
17. Transit's approach to TDM and Travel Planning - update	<p>Ann Carruthers presented on this topic</p> <p>To view the presentation please see instructions at the beginning of this document</p>

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Item 18. General Business	<ol style="list-style-type: none"> 1. Rick advised that Jim Paterson would continue his role of Acting Finance Convenor for the next financial quarter – and thanked him for his continued work 2. John Kerr, Waipa DC advised that the Victoria St Bridge which was 100 years old was being re-dedicated on 15 December 2007. The Governor General and the Maori King would be attending.
	<p>The meeting closed at 3.50pm.</p> <p>Next meetings at Brentwood Hotel 7 March 2008 15 August 2008 5 December 2008</p>

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