

# Terms of Reference

## Purpose Statement:

The main purpose of the **Hawkes Bay Heavy Transport Forum (HB HTF)** is to provide a formal environment in which specific issues pertaining to heavy transport operations, and their effects, can be openly and honestly discussed, with a view to attaining a resolution to such issues.

## Scope and Issues to be addressed:

A more proactive approach toward safer, efficient heavy transport operations on the network, as well as better collaboration and connection between all participants is the ultimate aspiration.

The overall objectives of the HB HTF are to:

- Create an environment where structured, two-way discussions can take place between the Heavy Transport Industry and Road Controlling Authorities;
- Meet on a regular basis, to discuss specific issues in the Executive Forum, and generic issues in the General Forum;
- Promote better understanding of issues affecting participants;
- Gain better understanding of each other's roles so we can better optimise interactions with each other;
- Improve communications/share knowledge, expectations, issues etc;
- Determine ways in which we can improve the efficiency of freight operations;
- Determine ways in which we can better work together and keep a good rapport going;
- Become more informed, and make better, informed decisions.

The HB HTF will try to find solutions to the following issues:

- Operators of interest and Operator trends – issues with specific operator sectors on compliance/non-compliance within the region;
- Specific issues occurring on the State Highway network;
- Matters affecting all Road Controlling Authorities;
- Safety concerns;
- Trends the Road Transport Association and Heavy Haulage Association are becoming aware of;
- Any other matters pertaining to heavy transport operations, and their effects on the network, as they arise.

## Methodology:

The overall methodology will involve:

- Open and frank two-way discussions on specific issues in the Executive Forum;
- Possible disclosure of confidential data in the Executive Forum **only**, where/when necessary, to support claims of concern;
- Undertake assessment of such confidential information (in the Executive Forum only) in order to have a better understanding of possible risks involved, and be in a better position to make informed decisions;
- Determine solutions to the issues so that any risks that exist are mitigated and we step closer towards our ultimate aspiration;

- Provide an opportunity for the General Forum to have their input into the discussions, and enable participants to bring to the table any issues, concerns, expectations etc affecting them;
- Consult with the General Forum sharing generic information, as opposed to specific information, to ensure participants in the General Forum are appropriately informed and gain more of an understanding. This should enable all participants to work together towards achieving the ultimate aspiration.

#### Data analysis:

There may be occasion where confidential data may be disclosed in the Executive Forum to enable assessment of variables that contribute to the issues, to be undertaken. Such information will **not** be disclosed outside of the Executive Forum.

#### Internal and External Agency Involvement:

The HB HTF will operate on two separate levels. There will be the Executive Forum and the General Forum.

The following is a list of organisations that will be involved in, and/or form part of, the **HB Heavy Transport Executive Forum**:

|  |                                  |  |
|--|----------------------------------|--|
| NZ Transport Agency (NZTA)             | Highway Network Operations (HNO) | Chuck Dowdell;<br>Jenni Wilson-Kaio  |
|  | Access & Use (A&U)               | Sean Cronin  |
| CVIU                                   |                                  | Chris Quinn  |
| NZ Road Transport Association (NZ RTA) |                                  | Sandy Walker   |
| NZ Heavy Haulage Association (NZ HHA)  |                                  | Jonathan Thomson (possibly<br>Sandy Walker as nominee)   |
| Territorial Local Authorities (TLA)    |                                  | Jon Schwass (Napier City Council), as nominee to represent all HB TLA's (Wairoa District, Hastings District, and Central Hawkes Bay District Councils) |

At a more tactical level, the **Hawkes Bay Heavy Transport General Forum** will involve the following organisations:

|   |                        |
|---|------------------------|
| All members of the Executive Forum  |                        |
| Central Hawkes Bay District Council   | Shawn McKinley         |
| Hastings District Council   | Jag Pannu              |
| Wairoa District Council   | Jamie Cox or Aram Goes |
| <p><b>Heavy Transport Representatives</b> – open to all and any heavy transport operators, but so far attendees have been:<br/> Apatu Farms Ltd, Austin Transport Ltd, Craig Gordon, Conroy Removals Ltd, Deakin Motors Ltd, Emmerson Transport Ltd, Everfresh Ltd, Farmers Transport Ltd, Fonterra Co-operative Group Ltd, Halls Refrigerated Transport Ltd, John Hammond, Loader Transport Ltd, Pan Pac Forest Products Ltd, Stephenson Transport Ltd, Tomoana Warehousing Ltd, Total Transport Ltd, TR Group Ltd, Toll Group (NZ) Ltd, TSL Solutions Ltd, Weatherell Transport Ltd</p> |                        |

## **Consultation:**

Where and when required, engagement of internal and external stakeholders may be commissioned, however it is intended that a working party approach, involving key stakeholders, as named above, will be adopted in the development of these forums.

## **Timeframe:**

It is intended that this group start meeting on a quarterly basis, and continue to be ongoing indefinitely. The frequency of meetings may change and this will be determined as/when participants deem it necessary.

## **Deliverables/Outcomes:**

Standing Agenda items, Minutes and actions plans are to be kept for all meetings had.

The following sets out some of the Standing Agenda items for each liaison forum. Neither group will be limited to just these items:

- **Executive Forum –**
  - \* Operators of Interest;
  
- **General Liaison Forum –**
  - \* NZTA Works Programme (high level);
  - \* Local/National WIM records;
  - \* Specific issues occurring on the SH Network;
  - \* Operator Trends – issues with specific operator sectors on compliance/non-compliance within the region;
  - \* Safety concerns;
  - \* Issues of interest from RTA & HH;
  - \* Trends RTA & HH are becoming aware of;
  - \* Feedback on the formation and purpose of these forums.

## **Success Criteria:**

The success of this Forum will be measured by:

- 1) A subjective assessment of whether the participants feel better informed and whether these forums are seen as being beneficial. The assessment will be covered by asking all participants for their feedback. This will be a standing agenda item. All feedback will be recorded in the minutes;
  
- 2) At least two initiatives/issues per year that will contribute to Safety are implemented/resolved;
  
- 3) At least two initiatives/issues that will contribute to efficiency are implemented/resolved.