

NZTA: March 2020 - IAG MEETING

Meeting Name:	NZTA Industry Advisory Group Meeting		
Date of Meeting:	5 March 2020	Time:	9.00am – 3.00pm
Meeting Facilitator:	Pete Connors (NZTA)	Location:	Chews Lane Boardroom
Meeting Objective:	The key objective of the Industry Advisory Group (IAG) is to optimise and improve sustainable system management within New Zealand.		

Attendees:

Name	Organisation	Email Address
Jonathon Doggett	Downer	jonathon.doggett@downer.co.nz
Bevan Sandison	FH	Bevan.Sandison@fultonhogan.com
Adam Humphries (apologies)	FH	Adam.humphries@fultonhogan.com
Mathew Anderson	Broad-spectrum	Mathew.anderson@broadpectrum.com
Guy Spence on behalf Gary	Opus	Guy.spence@wsp-opus.co.nz
Gary Porteous (apologies)	Opus	Gary.Porteous@wsp-opus.co.nz
Mike Manion	Higgins	M.Manion@higgins.co.nz
Nicky Smith	HEB	Nicky.Smith@HEB.co.nz
Lee Hautler	HEB	Lee.Hautler@heb.co.nz
Peter Silcock (apologies)	Civil Contractors	peter@civilcontractors.co.nz
Stacy Goldsworthy	Civil Contractors	stacy@civilcontractors.co.nz
Grant Isaacs (resigned 28.2.20)	SouthRoads	grant.isaacs@southroads.co.nz
Mike Tapper	Beca	Michael.tapper@beca.com
Simon Bird	GHD	Simon.Bird@ghd.com
Jack Hansby	NZTA	Jack.hansby@nzta.govt.nz
Liane Powell	NZTA	Liane.Powell@nzta.govt.nz
Steve Rusbatch (apologies)	NZTA	Steve.Rusbatch@nzta.govt.nz
Peter Connors (chair)	NZTA	Peter.connors@nzta.govt.nz
Wayne Oldfield	NZTA	Wayne.oldfield@nzta.govt.nz
Rob Campbell	NZTA	rob.campbell@nzta.govt.nz

Rachael Davidson	NZTA	Rachael.davidson@nzta.govt.nz
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MEETING AGENDA

Topic	Lead / Time
Item 1 - Welcome & Safety Moment	9.00 – 9.10am Pete Connors
Item 2 – NZTA Updates Rob Campbell: PPE Standards	9.10am – 9.45am Rob Campbell
<p>Item 3 - Industry Matters:</p> <p>TTM</p> <p>3.1.1 Inconsistencies and changes to improve Worker safety</p> <p>3.1.2 TTM critical risk criteria</p> <p>3.1.3 TTM training and competency Framework – Cost and Implementation</p> <p>3.1.4 NOC TTM audits</p> <p>3.1.5 Work safe TTM Good practice Guidance</p> <p>3.1.6 Road Work Site Health and Safety Improvement Plan</p> <p>3.2 NOC Programme update: update from Agency on tender programme post Taranaki, and the opportunity for feedback from industry on contract spec/RFP/KRA framework before next tender commences. How will this process work? -Agency</p> <p>3.3 Safety Projects in to NOCs: Update from Agency on plans/likelihood of channelling any design/physical works in to the NOCs (Safe Network programme etc)? - Agency</p> <p style="padding-left: 40px;">a. If work is to be added to NOCs, its important industry gets enough lead in time to prepare for it and an understanding of the type of work, to ensure NOCs are not all fighting over the same resource (ATP plant, guardrail materials etc).</p> <p style="padding-left: 40px;">b. Regardless of whether work is through NOCs or not, we need to learn lessons from previous years Safe Roads delivery, around the need for enhanced coordination with NOC programmes, selection of guardrail components used etc.</p>	9.45 – 11am Bevan/Stacy

3.4 High wear road marking programme: How are NOCs/Agency managing this risk in terms of identifying, programming, approving, and completing such work? What does best practice look like? What are acceptable timeframes? -Bevan	
Morning tea break	11 – 11.15am
Item 4 – Technical Advice Team	11.15 – 12.30pm Jack Hansby
4.1 Pavement Catalogue Designs Update 4.2 BPRQ Paper update 4.3 NOC Litter proposal paper	
LUNCH	12.30 – 1pm
Item 5 – Previous Meeting	1 – 1.45pm
5.1 TTM Productivity Variation sub-group update – CCNZ 5.2 ATP and Type B line marking productivity	
Item 6 –	1.45 – 2.30pm
6.1 Bitumen Cost adjustment update 6.2 Bitumen emulsion update 6.3 Basecourse surface preparation working group	
Item 7 – Zero harm	2.30 - 3pm
7.1 Measures being undertaken to lead to zero harm for the environment – Liane Powell	

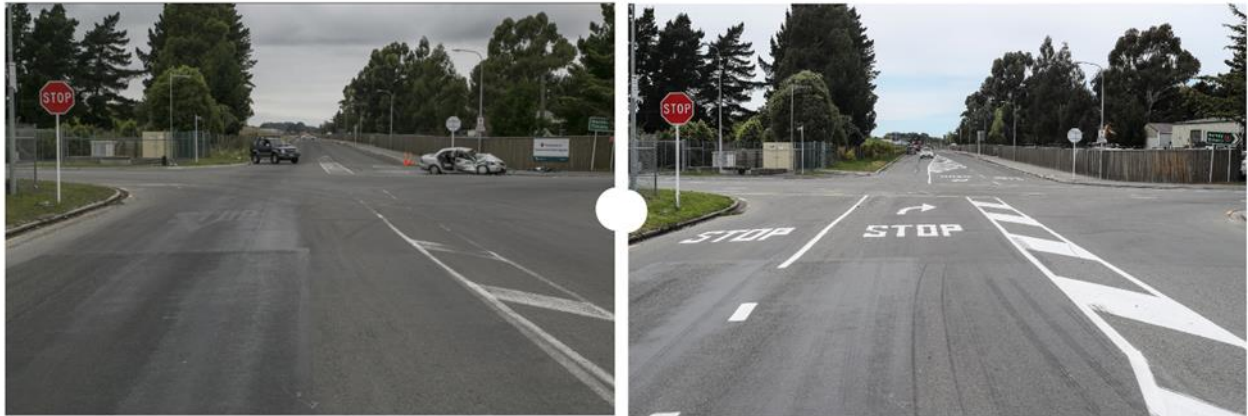
Meeting dates for 2020:

- May 13 – TBC
- August 12 – NZTA boardroom, Level 5, Majestic Centre, Wellington
- November 11 – NZTA boardroom, Level 5, Majestic Centre, Wellington

MARCH 2020 MEETING MINUTES

1. Safety moment - Worn Road markings from Bevan Sandison

- These pictures are from a Christchurch location where a fatality occurred. The location needed to be remarked like the second photo. Christchurch city picked it up as needing to be remarked. They notified the contractor to get this done. The contractor sent through a message to the sub-contractor about remarking this intersection. There was no discussion about urgency. In between the time of raising this with the contractor and the work being done, the accident happened.



Discussion Points/Learnings

- At what point is line marking no longer fit for purpose and safe?
- At that point, what is then an acceptable response time to remark it?
- How clearly do we communicate when something is a “safety” need?
- How well do we manage comms from the contractor to subbie?
- How are we set up to avoid this on our NOCs?
 - What’s our process for inspecting?
 - What’s our process for prioritising?
 - What’s our process for obtaining approval?
 - What’s an acceptable response time?
- A lot out on the network need’s remarking. Most NOCs have a process in place to identify remarks, it’s the funding that is the issue. These remarks should be funded under lump sum? These should also be considered urgent because it’s dangerous not to have clear marking.
- Network should develop a delineation strategy which included high wear areas. 180 microns was also raised and whether we should be moving to 220 microns. There were some trials (Higgins have done some in East Waikato). We need the findings from these trials.

ACTION #1 All the NOC suppliers to ensure that they are carrying out inspections to identify these issues and to put up any high wear areas for funding approval.

ACTION #2 Look at opportunity for some of these high wear places by putting together a business plan and putting it in LCLR

ACTION #3 Jack and Pete to talk with the NM/MCMs at the next joint meeting about funding of these types of things as being high priority and needs to be treated with urgency. Jack and Pete to also ask who has a delineation strategy.

ACTION #4 Mike M to share learnings from East Waikato

4. Technical Advice Team – Jack Hansby

4.1 Pavement Catalogue Designs update

- A lot of feedback received.
- Biggest concerns around investigation. With the approach that is proposed in the catalogue design, there is a feeling that we are reducing the level of investigation which means that we don't necessarily find the root cause of the pavement failure. Jack is working through that with the pavement technical specialists.
- In many cases these catalogue designs will solve a lot of problems. If you read the guide, the guide supports what the catalogue design is trying to achieve.
- Technical specialist needs to run more training. Meeting with the National Pavements group 9th/10th March to discuss their concerns.
- Still very much a work in progress. We are proposing that we continue to look at the catalogue approach. Maybe a re-name is required.
- Feedback was appreciated and the final comments will be out soon.

4.2 BPRQ paper update

- Jack has only received feedback from Fulton Hogan.

ACTION #5 Everyone to provide Jack with feedback by 16th April 2020

4.3 Litter

- New Proposal - Define Hot Spots within the Limit of Works?
Identify locations around the network which have a high litter demand.

Hot spots (there needs to be some sense around these locations), in general the following guidance is proposed;

- Near Refuse Stations
- Peri urban areas
- Customer expectations
 - High tourist areas
 - Sensitive environments (e.g. national parks)
- MOU's in urban areas with some Councils

Locations would be based on lots of 5 centre line km

- Once the hotspots are identified they are then targeted with a programmed treatment.
- Special events should be included in cost per km such as Beach Hop. (Whangamata)
- Moderation of OPM's ceases from April

ACTION #6 Feedback to Jack in 3 sections a) Approach, b) How easy to identify hot spots and c) Price by Friday 20th March 2020.

- Higgins have some good information signs erected that describe how far away the next rubbish bins are around Foxton and Waiouru.

4.4 Basis of Payment

- NTC change to Basis of Payment (Rehabilitation) – Let Jack know if you have not received this document. It should have been issued.

2. Personal Protective Equipment (PPE)

Work done to investigate, construct and maintain the State Highway network carries inherent risks. Personal Protection Equipment (PPE) remains a necessary mitigation measure in most work types, and is designed to complement other controls.

We recognise that PPE is the lowest level of risk control and it requires contractors to demonstrate how they have controlled risks through elimination, isolation, engineering out of the risk or by using different materials or methodologies (substitution) in line with the [Hierarchy of Control](#). The use of PPE is necessary and may often form part of a layer of controls applied to a specific risk.

We require all PCBU's to follow NZTA's [PPE Minimum Standard](#), however this may be exceeded by the requirements of a particular company, place of work or activity. This is **unless** the project, alliance or maintenance contract have agreement and approval from the following:

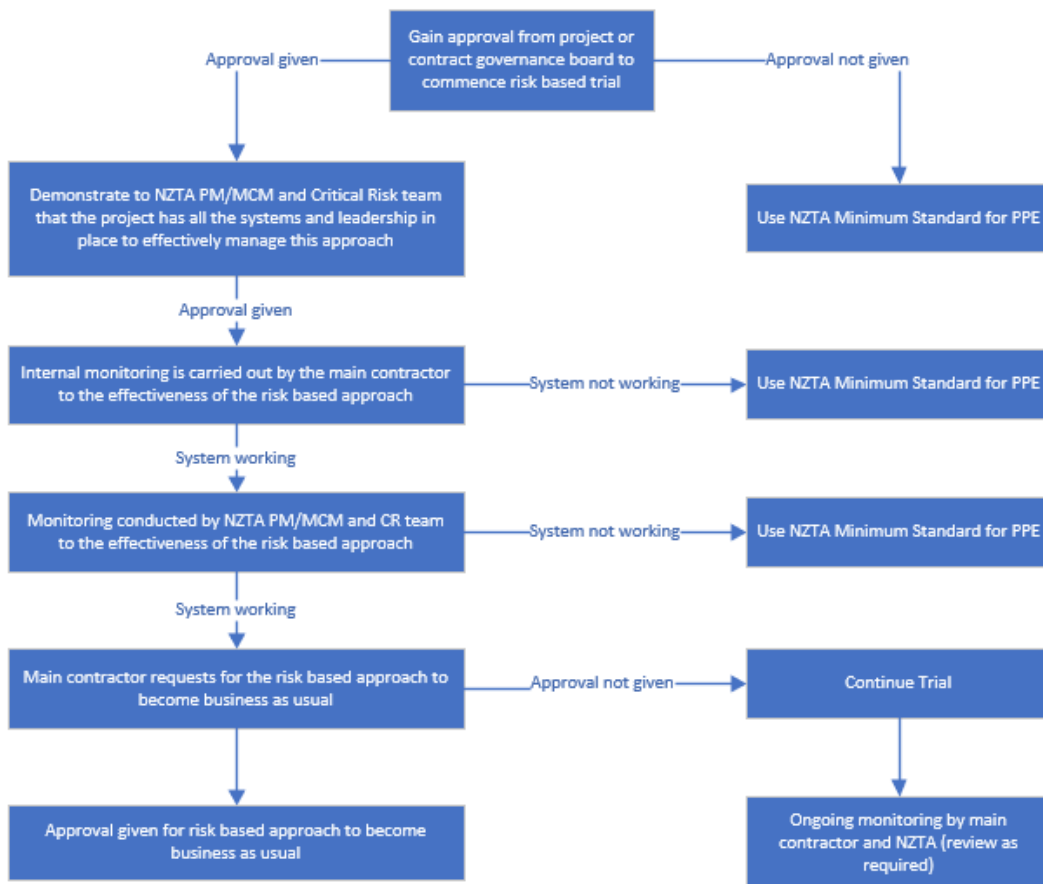
- their governance boards
- NZTA Project Manager
- NZTA Critical Risk team

to trial the use of risk-based PPE within their project or contract.

To gain this approval all PCBUs must demonstrate they have the systems, processes and capabilities in place to:

- identify the risks associated with the work that require PPE to further control, or mitigate;
- ensure their workers are trained where necessary in selection and use, and maintenance of the correct PPE required as part of risk control systems; and
- ensure workers use PPE as directed by systems of work – including risk assessments, work instructions, SOPs, JSEAs, TRAs, Task Analysis, local site or activity area requirements
- report and replace damaged PPE.

The below process is the path to trial the use of risk-based PPE moving to this approach being business as usual for the project or contract:



3. Industry Matters

3.2 NOC Programme Update

- Opportunity for industry if they are still concerned about NOC3. Industry to get together and how do we make it work.
- Should have feedback since Taranaki has closed on the tender process.

ACTION #7 Steve R to make sure large maintenance renewal programme is up to date. (Tender programme attached from Steve R)

ACTION #8 Each supplier to provide high level feedback to Rachael by 16th April 2020 and Rachael to collate. Then agency will get together in a workshop to prioritise and identify common themes. Jack and Pete to lead this. Once the agency has had a workshop then we will have a workshop with IAG.

3.3 Safety Projects

(a)

There is an underspend in the Safer Network Programme for 19/20 and 20/21, meaning additional allocation is available for us to deliver on: -

- SCRIM
- ATP
- Side and median barriers (including replacements/raising or lowering where needed, and motorcycle underruns)

Shoulder and seal widening

Overall the additional budgets for these activities nationally is \$50-70M in 19/20 and up to \$80M in 20/21.

ACTION #9 Rob and Liane to communicate to industry via a paper describing what the Agency is looking for and describing how we will release this money to Industry

- Most people are putting Renewals up under LCLR.

(b)

- Work not coming through the NOC. Communication is an issue (Safe Network Programme). Elevate this.
- Safe Network Area Programme managers are
 - Michael Brown (Auckland)
 - Junine Steward (Waikato)
 - Jeanine Foster (South Island)
- Industry want to align the programmes and then have a discussion around the type of product being used (cross sectional standards).

ACTION #10 Rachael to send invite to Mike Seabourne and Tim Crow to come to the next meeting.

3.2 TTM

- CCNZ did a good paper 13th April last year. The 4 work streams are
 - Public Awareness
 - Road User Compliance
 - Changing and Improving Industry Practice
 - Procurement
- Working group got together in Feb and looked at key areas (some reps from NZTA)
 - Roll of planning and preparation (closing the road)
 - TMPs
 - Roles and responsibilities
 - Procurement
 - Health and Safety of workers
 - Management (innovation of processes)
- Work safe guidance document will be ready in 12 months. It will be guidance not legislation.
- Currently the NZTA people in this work group are Andrea Williamson and Neil Greaves. There is an opportunity to put someone operational in there. Next meeting is July/August.
- TTM Summer Audit Programme Pack discussion. Feedback from the Suppliers on the summer TTM audits and the number of sites that are being tagged as dangerous sites. This is of concern to the industry and everyone is very prepared and keen to improve. The IAG have raised the issue that all non-compliant sites are being categorised as dangerous sites when feedback goes to the industry. Would it be possible to have different classifications for the feedback to enable the Suppliers to disseminate the significant issues from the lessons learned from non-compliant sites? Also, the industry would like to understand when the feedback to their respective areas in detail will be provided?

Response from Neil - I have already considered the potential for the “dangerous” label not being a constructive way of achieving necessary understanding of the critical areas to be addressed.

Certainly, there has been work done in the auditing space in recent times to move away from how the CoPTTM describes the differing levels of site condition and a change to “unacceptable”, with associated detailed explanation is certainly more favourable.

As such I can adjust the reporting into the future to assist in this area with the view that we will be working collaboratively and positively with all suppliers to achieve the best outcomes for our networks and our customers.

Further to this we are also working on the regional results and I also hope to have contractor against region results in the next few weeks.

ACTION #11 Pete to chase up a date for the regional results for individual suppliers

ACTION #12 Rachael to invite Neil Greaves to the May meeting.

- Training Competency Framework. As an industry they have started to work out the costs. TC costs would be an \$4,000 increase and TMP \$9,000 increase.

5 TTM Productivity Variation

- There is a lack on info on the drop of productivity. Line marking it does exist and Stacy and Bevan can provide the data if required.
- Liane happy to take the evidence. NOC by NOC
- 1st April – no moderation.
- This action is closed.

6.1 Bitumen Cost Update

- Two things that have been highlighted.
 - Bitumen Cost Adjustment is a calculation. What's happened on the supply chain is there has been a couple of step changes that Industry hasn't flagged with NZTA. Started to get flagged up now
 - When you have Bitumen Cost Adjustment. At around Year 3 the margin starts to reduce significantly.
- Meet at the end of the month

6.2 Bitumen Emulsion Update

- WSP have provided a report to NZTA and Industry. There is a 15% increase per square metre, Implementation 1st July 2021.

ACTION #13 John Donbavand to provide the safety benefits of this.

6.5 Basecourse surface preparation working group

- National Pavements Group and the Surfacing technical group got together and talked about quantum's (base course/construction). No timeframes at this stage. Once they have agreed, it will be issued as a TAN.

7 Zero harm for the environment

- NZTA don't currently hold any measures

ACTION #14 Everyone to email Liane with what key things you are measuring today by 20th March 2020

ACTIONS:

	<i>Action</i>	<i>Owner</i>	<i>Action raised</i>	<i>Due Date</i>	<i>Status</i>
1	1. Safety – Line marking All the NOC suppliers to ensure that they are carrying out inspections to identify these issues and to put up any high wear areas for funding approval.	Pete	Mar 2020		
2	1. Safety – Line marking Look at opportunity for some of these high wear places by putting together a business plan and putting it in LCLR	Industry	Mar 2020		
3	1. Safety – Line marking Jack and Pete to talk with the NM/MCMs at the next joint meeting about funding of these types of things as being high priority and needs to be treated with urgency. Jack and Pete to also ask who has a delineation strategy.	Jack/Pete	Mar 2020		
4	1. Safety – Line marking Mike M to share learnings from East Waikato	Mike M	Mar 2020		
5	4.2 BPRQ Paper update Everyone to provide Jack with feedback by 16th April 2020	Jack	Mar 2020	16 Apr 2020	
6	4.3 Litter Feedback to Jack in 3 sections a) Approach, b) How easy to identify hot spots and c) Price by Friday 20th March 2020.	Jack	Mar 2020	20 Mar 2020	
7	3.2 NOC programme update Steve R to make sure large maintenance renewal programme is up to date.	Steve R	Mar 2020		
8	3.2 NOC programme update Each supplier to provide high level feedback to Rachael by 16th April 2020 and Rachael to collate. Then agency will get together in a workshop to prioritise and identify common themes. Jack and Pete to lead this. Once the agency has had a workshop then we will have a workshop with IAG.	Jack/Pete	Mar 2020	16 Apr 2020	
9	3.3 Safety Projects Rob and Liane to communicate to industry via a paper describing what the Agency is looking for and describing how we will release this money to Industry.	Rob/Liane	Mar 2020		

10	3.3 Safety Projects Rachael to send invite to Mike Seabourne and Tim Crow to come to the next meeting.	Rachael	Mar 2020	31 Mar 2020	
11	3.1 TTM Pete to chase up a date for the regional results for individual suppliers	Pete	Mar 2020		
12	3.1 TTM Rachael to invite Neil Greaves to the May meeting.	Rachael	Mar 2020	31 Mar 2020	
13	6.2 Bitumen Emulsion update John Donbavand to provide the safety benefits of this.	Pete	Mar 2020		
14	7. Zero harm to the environment Everyone to email Liane with what key things you are measuring today by 20th March 2020	Liane	Mar 2020		
PREVIOUS ACTION POINTS STILL ONGOING:					
15	3.3 TTM Chris to put industry paper together - Chris - lead for IAG - coordinate with Pete to produce a paper for IAG 5/3/20 Pete to check with Chris	Chris E / Peter	Nov 2019		
16	3.4 TTM Audit decision - this should sit in Systems Workgroup Pete - Get sponsor for Systems Workgroup	Pete C	Nov 2019		
17	3.2 Implementation of KRA Guidelines V5 Margarita - looking at modelling to create baseline. Work with Marlborough team to iron out issues Need to come back to industry with timeline Margarita to take back to Liane to get definite timeframe of implementation 5/3/20 Liane to send out one pager to Industry for feedback 5/3/20 Final version needed with Safety, Performance and customer 5/3/20 Pete to touch base with Wayne about measures and the ILM-M subgroups.	Liane	Nov 2019		
18	4.1 End of Contract Renewal Reward & Pavement Design documents Everyone to read Jack's papers & provide feedback to Marie before early new year 5/3/20 Deferred 2 weeks	Everyone	Nov 2019	20 Mar 2020	

19	<p>Fish Ladder Ilan and Megan will sort details and inform industry 5/3/20 Peter to chase Megan and Ian</p>	Ilan Cox / Megan Kennedy	Nov 2019		
20	<p>Post Taranaki NOC changes: Discuss the feedback to assist in generic improvements</p> <ul style="list-style-type: none"> Reset with industry - feedback required - After Taranaki - understand changes so this to be delayed for 1yr 	Jack	Mar 2020	2020	ongoing
21	<p>Reasons for change – Annual Plans - to be provided to IAG for feedback so it can be more accurate</p> <ul style="list-style-type: none"> list the potential RAPA cause options to be included in the RAPA forms to get more visibility on the reasons for change. <p>Below are the proposed options based on the feedback received from AI for AIG feedback RAPA Cause options</p> <ul style="list-style-type: none"> Carry over undelivered from prior year New treatment Not required or deferred due to improvement project Defer due to Lack of resources or time to deliver PL ADJ due to Change Treatment PL ADJ due to change in extent PL ADJ due to design changes. ADMIN correction OTHER Anything else abnormal (Explanation needed) 	<p>Margarita Gonzalez-Borrero</p> <p>Margarita to send update out to attendees</p>	July 2019, updated Nov 2019	Dec 2019	ongoing
22	<p>Work on what is required with the 1:1 meetings (8.3 1:1 Supplier meetings - would these be superseded by ILM-M? Could there still be opportunity to discuss/provide feedback – e.g. delivery every 6 months? Propose a meeting including one rep from ILM-C and ILM-M both attend 1:1 mtg)</p> <p>November Update: meetings to discuss performance outside this forum to get honest feedback Last ones were in March last year - there is an existing arrangement now</p>	Pete Connors	July 2019, updated Nov 2019		ongoing

<p>Previously it was done at a high level - including tier 3 manager Pete to talk to Bevan Sandison and include Janine Emerson (procurement ILM) 5/3/20 Leave as an action on Pete. Improvements to the NOC</p>				
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