



Committee Terms of Reference

Civil Contractors New Zealand Surfacings Committee

Updated September 2018

Committee Purpose

To identify, develop, document, maintain, and facilitate best practice in bituminous surfacings design, supply and application procedures in New Zealand, with a focus on bitumen handling and surfacing activities in the infrastructure sector

To engage and be strong, collaborative contributors with client organisations, Government Departments and other sector participants, while fulfilling a watchdog / monitoring function to protect Industry interests across all Industry activities

Objectives

- That Civil Contractors New Zealand through its Surfacings Committee is recognised as the foremost source of best practice for bitumen handling and road surfacing activities
- That the wider industry, inclusive of contractors, clients and consultants is made aware of and encouraged to use best practice methods relating to the handling, design, supply and application of bituminous and surfacing materials used in roading activities
- That best practice methods are reviewed and revised as required to enhance both safety and material performance

Scope

To review, develop and / or comment on documents and processes relating to roading activities that may include, but are not limited to;

- The design and supply of road surfacing and bituminous materials, including slurry and emulsion products
- The control, transportation and application of bituminous materials
- Quality assurance of surfacing and bituminous materials
- Bituminous and sealing related contracts type and form
- Client organisation policies and procedures
- Promote the Industry and its products through education to assist in facilitating informed client decisions
- Innovation within the sector
- NZTA and other Road Controlling Authorities Specifications, Notes and Technical Memoranda
- Civil Contractors New Zealand Specifications and Technical Notes

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- Any Industry related research and development activities
 - Liaise with other relevant industry organisations with a view to improving current work practices
 - Relevant Australian Roading Authority documents such as those produced by AUSTRROADS and AAPA
 - Industry training requirements including unit standards and health and safety and environmental matters
 - Dissemination of information through publications and presentations at conferences and forums etc
 - Monitor all Government Department activities and liaise / provide industry submissions where appropriate

Deliverables

Committee deliverables are documented on the Committee Work Plan which is updated at each meeting. Other items may include;

- Commissioning research works
- Identification of policy issues for Executive Council consideration

Membership of the Committee

Membership of the Committee is made up from representatives of Civil Contractors New Zealand member companies. In order to ensure wide representation and a broad level of experience and expertise, members of the Committee are approved by the Executive Council. Committee structure and membership will be reviewed from time to time as necessary to maintain its efficiency and effectiveness.

Members' Responsibilities

- Attend all meetings
- Prepare for all meetings
- Participate in all meetings
- Identify issues that arise in the industry and bring forward for discussion at meetings or through Civil Contractors New Zealand
- Behave in a positive, constructive and progressive manner to assist in providing agreed industry solutions
- Be aware of developments in health, safety and environmental systems
- Bring information / feedback to the Committee from associated industry groups and other Civil Contractors New Zealand members