

**Minutes:** Wednesday 3rd February 2020 10:00am – 2:00pm

# Held At: BP Oil NZ Offices – Remuera Road, Auckland

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| **Subject** | **Action/Decision** |
| **Attendees:**Jessica Milich (BP)Justin Johnston (Z Energy)Eugene Nicholson (Z Energy)Tau Matiza (Z Energy) Greg Pert (Tranzliquid Logistics Ltd)Gareth Pert (Tranzliquid Logistics Ltd)Mark Allen (MFI)Neil Boys (Tanker Engineering)Wayne Harris (Pacific Fuel Haulage)Kevin Sim (Mobil- Allied Petroleum)Mike Crandon (McFall)Ian McDonald (Linfox)Nick Leggett (Road Transport Forum NZ) Laura Edmondson (BP)**Guests:****Apologies:**Chris Heaton (Linfox) Ron Requena (Linfox)Hayden Garing (PFH)Stephen Owles (PFH) |  |
| **Welcome**The meeting commenced at 10.00 am. Introductions were made. Health and safety provisions covered, and Agenda reviewed. The principles of the Charter were acknowledged.The Minutes of the meeting held on 14 October 2020 were reviewed and action points discussed: Mike Moloney has shared the final version of the Police Instructions for Dangerous Goods Inspections. Was distributed in 2020, however Greg Pert will resend to group for those that missed it.Tanker rollover testing. Guidelines/best practice recommendations are to be placed on the RTF website with comment/ introduction provided by the group. Truckstop’s Update: The group has agreed with the Truckstop’s Flammable Material Transport Handover Checklist & has agreed include PITSF & FDISC logo’s to be published to RTF website. Mark Allen to review Probe Setting procedure currently on website. Updated procedure to be sent out with SLP certificates. Completed and procedure is fit for purpose.Update current group members on website has been completed. Check with companies if invite distribution list is still valid or if we need to add/remove attendees. | Gareth GarethGreg PCompletedCompleted CompletedAll to get back to Gareth  |
| **Item 1****Australian Safe Load Program**Planning days are scheduled for 18th and 19th February 2021. NZ group to request consideration in the planning days on whether addition of NZ both Driver Training/Induction and Fleet/Service Providers checks can get underway in 2021. NZ Hauliers to provide indicative driver and fleet numbers for cost analysis. Consideration on who would govern this programme in New Zealand and as part of the development to ensure NZ ways of working/legislation is adequately covered. | Jess/Laura |
| **Item 2****PITSF Letter to Terminals**General feedback received from the Terminal Operators was positive. Justin Johnson to create a draft charter as a starting point to feedback to the Terminal and PITSF group.Discussion on potentially how the two groups could interact to ensure safe operations and safety sharing across the industry. | Justin J |
| **Item 3 Demonstration on Setting Probe Heights/Exhaust Systems COP**Demonstration of two different probes was provided to the group and explanation on various methods to test the probe height.Agreed that the service provider guidelines available were concise, clear, and available on the PITSF webpage. Discussion around the fact they are not always straight forward to get correct, failure normally around them slipping down.Website will need to be updated with COP documents, Mark Allen to provide. Tankers built prior to 2019 need to comply with COP and those built afterwards with Worksafe Document. | Mark A |
| **Item 4****RTF Update**Nick Leggett provided the RTF updates.Discussion around technology and infrastructure changes which will impact road users and trucking companies (Deloitte Report). A labour shortage is acknowledged with a training incentive program available to industry to attract people into new jobs/careers.Group raised immigration issues with existing drivers and problems in regions where relief drivers are unable to move temporarily to where demand is, with an acknowledged shortage assistance is needed to make better use of drivers employed and available. Nick also confirmed the RTF will provide minute taking services for the group for future meetings. | Ongoing |
| **Item 5** **Other Business**Discussion around ECU failures in the gantry and the requirement to tow the vehicles out. Failure linked to switching on/off master switch. Is the ECU in the hazardous zone given it is enclosed in the chassis? Modern vehicles are not compliant with the requirement to turn off/on the master switch without potential damage to the computers.Actions: Request information from Australia on requirements around the master switch while loading in the gantry. Check who is responsible for issuing the SLP in Australia.Kevin to resend to the group the towing policy. | Ian McDonald/Kevin S/Jess M |
| **Item 5****Incident Sharing**Incident sharing by Z and BP on canopy fire at service station and location and accessibility of emergency stop buttons at retail sites.  | Ongoing |
| **Next Meeting:** The meeting closed at 1.15pmNext meeting: McFall Fuel, Hocking Street, Mt Maunganui Wednesday 5th May 202110.00am-2.00pm |  |