

## RCA FORUM RESEARCH AND GUIDELINES STEERING GROUP

**MEETING NOTES: Thursday 14 August 2008 New Zealand Transport Agency National Office  
4.00 to 6.00 pm**

**Present:**

Peter Bailey	Porirua City Council,	<u>convenor</u>
Ian Marshall	Queenstown Lakes DC (CoPTTM LRS Group)	
Fiona Knight	(NSEWG)	
Bill Greenwood	NZ Transport Agency	
Murray Hasler	Gore DC (Stock Crossings)	
Nico Claassen	Rotorua DC	
Kaye Clark	NZ Transport Agency (Asset Performance Monitoring Group)	
CheeKhiong Chang	NZ Transport Agency [from item 4 onward]	
Jim Paterson	Western Bay of Plenty DC (Forum Executive Group)	
Wayne Newman		Secretary

**Apologies:**

Graeme Tong	Palmerston North City Council (Stormwater Group)
Bill Horne	Rodney DC (Rail Crossings)
James Hughes	NZ Transport Agency
Fiona Vessey	Kaipara DC (Structures Group)
John Stock	Dept of Conservation
John Sutton	New Plymouth DC (CoPTTM LRS Group)

ITEM	DISCUSSION	ACTION
1. Welcome and apologies	<p><u>Noted:</u> Apologies.</p> <p><u>Noted:</u> Bill Greenwood has replaced Lyndon Hammond.</p>	

2. Notes of meeting of 6.03.08 and matters arising	<u>Approved:</u> The notes of the last meeting.	
3. Report from meeting of RCA Forum Executive Group: 8.07.08	<p><u>Noted:</u> The reporting forms for the working groups have been trialled successfully and the Exec. Group now expects the reports to be returned and circulated before meetings.</p> <p><u>Noted:</u> Ian McGowan has agreed to conduct the survey of RCA Forum members on satisfaction with the web-site and their further needs and requirements.</p> <p><u>Agreed:</u> The results of a survey of local authorities by Mike Jackett in 2006/07 will be made available to assist in identifying gaps in best practice guidelines.</p>	Bill
4. Finance report	<p><u>Noted:</u> The current working groups programme is based on two billings this year. The Executive Group has approved a proposal to be put to the Forum meeting that the current momentum be maintained by a single annual billing and an increase in the levy to achieve an adequate current balance for working funds.</p> <p><u>Noted:</u> The working group convenors will need to exercise greater control over budgets and projected expenditure. Early reporting of under/over expenditure will allow for better management of the overall budget for working groups.</p> <p><u>Agreed:</u> Convenors will need to complete proposed budgets for 2009/10 work by mid-September for consideration at the 16 October Executive Group meeting.</p>	WG convenors/Wayne
5. Working Group Reporting	<p><u>Noted:</u> The Stock Crossings working group has almost agreed on a text for a draft model bylaw on livestock movements. Once agreed, a legal opinion on the draft will be needed. There is no provision for this in the current budget.</p> <p><u>Noted:</u> The reports of the Asset Performance Monitoring, National Stock Effluent and CoPTTM Local Roads Supplement project working groups.</p>	
6. Web-site report	<u>Noted:</u> The survey of usage data showed patterns of cyclical use of the web-site, with a trend of increasing numbers of visits to the site since its inception.	

7. General business	<p>(a) <u>Noted</u>: NZTA is to undertake a review of the Standards and Guidelines Manuals.</p> <p><u>Agreed</u>: RCA Forum should contribute up to three representatives to this review. Potential representatives to be approached are Colin Giles and Steve Spence. At least one more to be identified.</p> <p><u>Noted</u>: A review of road construction standards and guidelines is also proposed.</p> <p>(b) <u>Agreed</u>: A presentation on structure planning should be proposed for the agenda of the next Forum session. Western Bay of Plenty DC, Rotorua DC and Porirua CC each to contribute on local developments.</p> <p>(c) <u>Agreed</u>: A presentation from the winner of the Engineering Excellence Award should be sought when the winner is suitable for the Forum. Last year's winner would be more suitable than this year's winner for a presentation.</p>	<p>Bill ALL</p> <p>Jim, Nico, Peter</p> <p>Fiona</p>
8. Next meeting	<u>Agreed</u> : The next meeting will be at 4.00 pm on 4 December 2008 at the offices of NZTA.	Wayne
	Meeting concluded at 5.55 p.m.	