

RCA FORUM RESEARCH AND GUIDELINES STEERING GROUP

**MEETING NOTES: Thursday 16 April 2009 – NZTA, National Office
4.00 pm to 6.00 pm**

Present:

Peter Bailey	Porirua City Council,	<u>convenor</u>
Bill Greenwood	NZ Transport Agency	
Murray Hasler	Gore DC (Stock Crossings)	
Fiona Vessey	Kaipara DC (Structures Group)	
Jim Paterson	Western Bay of Plenty DC (Forum Executive Group)	
Fiona Knight	Cresmere Consulting (NSEWG)	from 5:00
James Hughes	NZ Transport Agency	until 5:00
Wayne Newman		Secretary

Apologies:

Fiona Knight	(for lateness)
Kaye Clark	NZ Transport Agency (Asset Performance Monitoring Group)
John Sutton	New Plymouth DC (CoPTTM LRS Group)
Graeme Tong	Palmerston North City Council (Stormwater Group)

Absent:

Nico Claassen	Rotorua DC
Ian Marshall	Queenstown Lakes DC (CoPTTM LRS Group)

ITEM	DISCUSSION	ACTION
1. Welcome and apologies	<u>Noted:</u> Apologies and absences. <div style="text-align: right;">P.Bailey/B.Greenwood</div>	
2. Notes of meeting of 4.12.08 and matters arising	<u>Approved:</u> The notes of the last meeting. <div style="text-align: right;">B.Greenwood/J.Paterson</div>	

3. NZTA review of Standards & Guidelines Manual	<p><u>Received:</u> A report on the progress of the S&G Manual review and the development of a web-based and more interactive Register of standards and guidelines with greater emphasis on a dialogue between funding partners in establishing acceptable solutions for specific circumstances.</p> <p style="text-align: right;">M.Hasler/J.Paterson</p>	
4. Working Group reports	<p><u>(i) Received:</u> A report from the Stock Crossings Group.</p> <p><u>Noted:</u> The Model Bylaw has been put on the web-site. The review of the Guidelines has commenced.</p> <p><u>(ii) Received:</u> A report from the Structures Group.</p> <p><u>Noted:</u> The research being undertaken by Auckland University and the new system now being developed from the review of the overweight permit system.</p> <p style="text-align: right;"><u>F.Vessey/M.Hasler</u></p>	
5. Finance report	<p><u>Received:</u> A report on the end of year financial position.</p> <p><u>Noted:</u> The RCA Forum achieved income of approximately \$295,000 and expenditure of approximately \$186,000 to produce to a useful working balance of \$99,000. There was a balance of over-spending and under-spending by the working groups, but the final result is very satisfactory.</p> <p style="text-align: right;">J.Paterson/B. Greenwood</p>	
6. Report from Executive Group meeting	<p><u>Received:</u> A report on the March meeting of the Executive Group.</p> <p><u>Noted:</u> (i) A proposal for the next Forum to be held over two days, in the absence of a roading-based conference this year. (ii) Current development of proposals on the future role of the Forum and its relationship with NZTA.</p> <p style="text-align: right;">P.Bailey/B.Greenwood</p>	

