

RCA FORUM RESEARCH AND GUIDELINES STEERING GROUP

**MEETING NOTES: Thursday 3 December 2009 – NZTA, National Office
5.00 pm to 7.30 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)	
Ross Paterson	Western Bay of Plenty DC (Forum Executive Group)	
Dale Wills	NZS4404 review team	until 6:25
Wayne Newman		Secretary

Apologies:

James Hughes	NZ Transport Agency
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
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ITEM	DISCUSSION	ACTION
1. Welcome and apologies	<u>Noted:</u> Apologies and absences. <div style="text-align: right;">P.Bailey/B.Greenwood</div>	

<p>2. Notes of meeting of 16.04.09 and matters arising</p>	<p><u>Noted:</u> arising from the notes, that the appropriate page on the web-site on which to post the working group reports to the Exec Group remains unresolved.</p> <p><u>Approved:</u> The notes of the last meeting.</p> <p style="text-align: right;">B.Greenwood/F.Knight</p>	
<p>3. Review of NZS 4404</p>	<p><u>Received:</u> A report from Dale Wills on the most significant changes being proposed in the revised standard currently open for submissions.</p> <p><u>Noted:</u> The significant change in approach to road design and especially to minimum required widths for roads, and to the treatment of stormwater in road design.</p> <p><u>Agreed:</u> The Stormwater Working Group should provide information to members on the changes and resources for applying or evaluating designs based on the new approach that will follow the up-take of the revised standard.</p> <p style="text-align: right;">P.Bailey/F.Vessey</p>	<p>WN: SWG</p>
<p>4. NZTA Register of Standards and Process Manual</p>	<p><u>Received:</u> A report on the completion of the web-based and more interactive Register of Network Standards and Guidelines and the associated Process Manual, and the development of a ratification group to which any guideline proposed as a standard will need to be referred.</p> <p><u>Noted:</u> The new Register and Process Manual together offer the RCAF the benefit of greater influence on decisions on adopting standards and dispenses with the costs of attempting to maintain duplicate lists and roading engineers will have free access to a peer review group of their most experienced colleagues in establishing innovative solutions for specific circumstances.</p> <p style="text-align: right;">P.Bailey/B.Greenwood</p>	
<p>5. Working Groups' activities</p>	<p><u>Received:</u> A report on current working group activities, previously circulated and taken as read.</p> <p><u>Noted:</u> The progress of the working groups and the changing nature of the groups' role</p>	

	<p>so that working groups were moving towards being steering groups for research and technical sub-groups on specific issues, while the R&GG was moving towards having a board role in exercising governance over the working groups .</p> <p><u>(ii) Received:</u> Reports from the Stock Crossings Group and the Structures Group.</p> <p><u>Noted:</u> The revised Stock Crossings Guidelines should be ready to put on the web-site by 31 January 2010 and that the Structures Group has potentially two new members and has identified the review of Part 7: Maintenance and management of existing bridges as an area of particular interest.</p> <p style="text-align: right;"><u>F.Vessey/M.Hasler</u></p>	
7. Finance report	<p><u>Received:</u> A report on the financial position as at 31/10/09 and the draft 2010/11 budget.</p> <p><u>Noted:</u> The RCA Forum income of \$259,873 and expenditure of \$118,422 to produce to a balance of \$141,451. Forecast year-end income is \$314,000 and forecast year-end expenditure is \$252,800. Forecast income from levies and all other sources in 2010/11 is \$339,507 and forecast expenditure is \$285,227.</p> <p style="text-align: right;">J.Paterson/B. Greenwood</p>	
8. Report from Executive Group	<p><u>Received:</u> A report on the November meeting of the Executive Group and on recent discussions with INGENIUM and RIMS on improving synergies between the three organisations.</p> <p><u>Noted:</u> The decision by NZTA to fund provision of Forum administration by INGENIUM rather than continue to provide this itself, but any erosion of the partnership in the Forum as a result of this decision will be deeply disappointing and the parties should seek to avoid this. If RIMS is to connect to RCAF, it would be most appropriate to do so at Working Group level, reporting to R&GG.</p> <p style="text-align: right;">F.Knight/F.Vessey</p>	

9. General business	<p><u>Agreed:</u> The provision of information to members is the primary function of the RCAF and it must be a priority to keep up the flow of information through the web-site and to continue to develop the delivery of information through the site.</p> <p style="text-align: right;">B.Greenwood /F.Knight</p> <p>There was no other general business.</p>	
10. Date of next meeting	<u>Agreed:</u> The next meeting will be on 15 April 2010 at NZTA Head Office.	
	Meeting concluded at 7:30 p.m.	