

## RCAFORUM RESEARCH AND GUIDELINES GROUP

**MEETING NOTES: Thursday 6 December 2007 Land Transport New Zealand National Office  
4.30 to 6.00 pm**

**Present:**

Peter Bailey	Porirua City Council, convenor
Ian Marshall	Queenstown Lakes DC (CoPTTM Group)
Fiona Knight	(NSEWG)
John Stock	Dept of Conservation
Lyndon Hammond	Land Transport NZ
George Ridley	MataMata-Piako DC (Stock Crossings)
Wayne Newman	Secretary

**Apologies:**

Graeme Tong	Palmerston North City Council (Stormwater Group)
Bill Horne	Rodney DC (Rail Crossings)
Nico Claassen	Rotorua DC
Rudolph Kotze	Transit NZ National Office (Structures Group)

ITEM	DISCUSSION	ACTION
1. Welcome and apologies	<u>Noted</u> : Apologies, and apologies given for delayed start to meeting.	
2. Notes of meeting of 9.08.07 and matters arising	<p><u>Noted</u>: Issues from discussion of role and membership of the RCA Forum and R&amp;G Group have yet to be presented to Exec group. Further thought needs to be given to adopting and resourcing a more professional structure for the RCA Forum.</p> <p><u>Noted</u>: RCA Forum secretary has agreed to seek feedback from members on their use of the Forum, requirements and expectations.</p>	

	<p><u>Noted:</u> James Hughes was present as the representative of Transit NZ.</p> <p><u>Noted:</u> Convenors of the Stock Crossings and Stock Effluent working groups reported renewed motivation and activity within these groups since the last meeting.</p> <p><u>Noted:</u> Contact with Roding NZ has been made regarding research. Roding NZ has a number of research groups and is keen to share research information with R&amp;G Group and the RCA Forum as a conduit to reach roading practitioners.</p> <p><u>Noted:</u> LTNZ has received more than 200 research proposals. Concerns were raised about the resources needed to consider this number of proposals and by the lack of direction. It was agreed that better results might be achieved by reversing the process by having the RCA Forum and R&amp;G Group publicise on the web-site the areas of research that they were interested in progressing.</p> <p><u>Noted:</u> Terms of reference and reporting matters were on the agenda for this meeting. There were no other matters arising and no corrections to the notes.</p>	
3. Terms of Reference	<u>Approved:</u> The revised terms of reference circulated with the proposal to be submitted to the RCA Forum.	
4. Resource and Structure	<u>Noted:</u> Progress is being made in selecting members to set up a Structures Working Group.	
5. Update on activities of the working groups	<p>A revised single page form for working group reporting was circulated.</p> <p><u>Agreed:</u> The size and detail of information provided is appropriate. Inclusion of extra columns to provide budget and expenditure information for eight quarters over any current and following year would provide a more robust management tool. A summary of key planned activities and achievements for each quarter should be included.</p> <p><u>Agreed:</u> The reporting form will be further refined and that the format will be discussed with the Resources convenor and finances administrators before being reported back.</p>	Peter

6. Reporting processes	<p><u>Noted:</u> The next round of working group reports will need to be received by the end of January 2008.</p> <p><u>Agreed:</u> The working groups will need their actual third quarter expenditure figures.</p> <p><u>Agreed:</u> The draft working group reporting form will be circulated to convenors to be used as a template for reports.</p>	<p>Convenors/Secretary</p> <p>Peter</p>
7. Next meeting	<p><u>Noted:</u> A meeting start-time of 4.00 pm is the most convenient for members not staying in Wellington after the meeting.</p> <p><u>Agreed:</u> The next meeting will be at 4.00 pm on 6 March 2008 at Transit NZ National Office. A meeting room suitable for twelve persons will be reserved now.</p>	<p>James</p>
8. General business	<p><u>Noted:</u> For members of working groups who are likely to contribute value to a group's discussions and actions, RCA Forum will provide assistance for reasonable travel expenses.</p>	
<b>Next Meeting</b>	<b>6 March 2008, 4.00 to 6.00 pm, Transit NZ National Office</b>	ALL