

RCA FORUM RESEARCH AND GUIDELINES GROUP

MEETING NOTES: Thursday 6 March 2008 Transit New Zealand National Office
4.00 to 6.00 pm

Present:

Peter Bailey	Porirua City Council, convenor
Ian Marshall	Queenstown Lakes DC (CoPTTM LRS Group)
Fiona Knight	(NSEWG)
Lyndon Hammond	Land Transport NZ
Murray Hasler	Gore DC (Stock Crossings)
James Hughes	Transit NZ
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)
Nico Claassen	Rotorua DC
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>: Murray Hasler has taken up role of convenor of the Stock Crossings Working Group from George Ridley.</p> <p><u>Noted</u>: Jim Paterson was attending as a member of the Forum Executive Group to</p>	

	have a better grasp of issues affecting the working groups.	
2. Notes of meeting of 6.12.07 and matters arising	<p><u>Noted:</u> Progress has been made in adopting and resourcing a more professional structure for the RCA Forum, with budget for technical input and a new service contract with Ingenium.</p> <p><u>Agreed:</u> A report from the Forum Executive Group meeting shall be a permanent item on the agenda for the Research and Guidelines Group meetings.</p> <p><u>Approved:</u> The notes of the last meeting.</p>	Wayne
3. Terms of Reference	<p><u>Noted:</u> The revised terms of reference have been approved by the RCA Forum.</p> <p><u>Agreed:</u> The Terms of Reference are to be placed on the web-site. The terms of reference of each working group are to be put on the web-site, and up-dated and made more consistent for that purpose, to increase the use made of the web-site.</p>	Wayne
4. Resource and Structure	<p><u>Noted:</u> Fiona Vessey is now convenor of the Structures Working Group.</p> <p><u>Agreed:</u> The ideal number for this group would be four, with Fiona Vessey, Rudolph Kotze and Lynn Sleath, with Wayne Newman to act as administrator. There is no need for an extensive, balanced geographical spread in the composition of the group. The separate Integrated Overweight Permit project already under Lynn Sleath's management will be incorporated into the Structures Group.</p>	Wayne
5. Working Group Budgets and Reporting	<p><u>Approved:</u> The revised single page form for working group reporting.</p> <p><u>Agreed:</u> Inclusion of extra columns to provide budget and expenditure information for eight quarters over any current and following year and summary of key planned activities and achievements for each quarter will provide a more robust management tool.</p> <p><u>Approved:</u> A trial of reporting expenditure by working groups against activities and key result areas.</p>	Wayne
6. Next meeting	<u>Agreed:</u> The next meeting will be at 4.00 pm on 14 August 2008. The venue to be the	Wayne

