

MEETING NOTES OF THE RCAFORUM RESEARCH AND GUIDELINES GROUP
at
TRANSIT NEW ZEALAND NATIONAL OFFICE

4.45 pm Thursday 9 August 2007

Present:

Peter Bailey	Porirua City Council, convenor
Graeme Tong	Palmerston North City Council (Stormwater Group)
Lyndon Hammond	Land Transport NZ
Rudolph Kotze	Transit NZ National Office (Structures Group)
Ian Marshall	Queenstown Lakes DC (CoPTTM Group)
Fiona Knight	Secretary (NSEWG)

Apologies:

George Ridley	MataMata-Piako DC (Stock Crossings)
Bill Horne	Rodney DC (Rail Crossings)
John Stock	Dept of Conservation
Nico Claassen	Rotorua DC

ITEM	DISCUSSION	ACTION
1. Welcome and apologies	Apologies noted, and apologies given to some for short notice of meeting	
2. Role and membership of the group	<p>Role of the R&G group within the RCA Forum is important:</p> <ul style="list-style-type: none"> • Makes the membership of the forum beneficial • Delivers the shared services such as CoPTTM LRS (massively costly if each individual RCA did these by themselves) <p>Critical to identify the highest priorities for action for the RCA members.</p>	

	<p>Concern that RCA Forum is not getting best attendance for the value it provides</p> <ul style="list-style-type: none"> • Drop off in attendance and involvement of political people • need to motivate people to attend • explain the benefits of attendance and participation • need more feedback on activities being undertaken by working groups • reduce repetition / constant reporting to the Forum • create wider opportunities to raise issues on agenda <p>Role of R&G Group includes:</p> <ul style="list-style-type: none"> • strategic overview <ul style="list-style-type: none"> ○ planning what should be happening ○ maintain intelligence on what central Government up to • operational overview of working groups <ul style="list-style-type: none"> ○ prioritising activities ○ managing database of standards and guidelines ○ keep Govt agencies informed on our activities and achievements (eg stormwater) 	<p>Peter to take these issues back to Exec group</p>
<p>3. Meeting procedures</p>	<ul style="list-style-type: none"> • Agreed to meet in person the evening before the RCA Forum • Share information by emails 	
<p>4. Membership</p>	<p>Convenor – Peter Bailey Convenors of working groups Land Transport NZ – Lyndon Hammond Transit - TBA DoC – John Stock Administrator – Fiona Knight</p>	
<p>5. Update on activities of the working groups</p>	<p>CoPTTM</p> <ul style="list-style-type: none"> • Key activity is the review of LRS • Last forum requested deferral for 12 months • Already taken up by 48 RCAs <p>Stormwater</p> <ul style="list-style-type: none"> • NIWA project being funded by Land Transport, SW Group the steering committee for it • Issue of sensitive receiving environments • The possible NPS on road run-off • Need for RCAs to get more involved with development of regional council 	

	<p>documents – maybe need to develop some guidance on what RCAs want in such documents</p> <ul style="list-style-type: none"> • Land Transport available to help promote best practice, with theme audits etc <p>Structures</p> <ul style="list-style-type: none"> • No team as yet – Peter to ask at Forum • Have succeeded in getting Building Act Amendment Bill so that small dams and stopbanks will be excluded from the Act • Ask Lynn Sleath / Frank Porter whether they could contribute to the group’s activities • Need to get councils to look at common generic issues – councils have the power to exempt themselves <p>Stock Crossings</p> <ul style="list-style-type: none"> • Guidelines currently under review with new committee • Have useful feedback and copies of Council bylaws to assist • Expectation is that one meeting is needed to discuss the contents, and then final document will go on website and group will disband <p>Stock effluent</p> <ul style="list-style-type: none"> • Confirmed Fiona as convenor • Noted ongoing problems with effluent being a low priority • Current “marketing” process, attempting to resolve issues 	
<p>6. Land Transport NZ issues</p>	<ul style="list-style-type: none"> • Traffic control devices specifications on website- should eliminate need for CAD development • Upgrade of MOTSAM in process • Developing walking and cycling standards • ALCAM rail crossings project, Wayne Osmer's their key contact • Process for coordinating the research programme: two facets, industry generated and directed projects. <p>Agreed it would be constructive to have R&GG assisting identify what research should be done, and then seeking industry to develop the projects. Some waste in resource with competitive EOI system, and risk of duplication. Would be useful to be able to pick key aspects of different projects and amalgamate these into one really useful project.</p> <p>Note that Rooding NZ also have a research programme, and need to ensure no duplication</p>	<p>Peter to liaise with Land Transport on research programme, and Rooding NZ as well.</p>

7. Terms of Reference	Noted the initial ToR developed by Graham Taylor in 2004, largely still relevant. Should be reviewed taking in results of discussions with the other parties managing research. Needs to include more on action components	Fiona to reformat the ToR like the SW Group's ToR EVERYONE to give comments on content to Peter Peter to discuss with Exec Group
8. ToR template	Agreed the SW Group template was a useful design – working groups to have some flexibility. Noted that RCA Forum needs to review its business plan this year and that all WGs will be required to review their own ToR	Fiona to circulate blank template Convenors to have WGs review their ToR
9. Budget reporting	Peter tabled a proposed reporting form, that included both written report and budget performance. Needs some modification and discussion with Jim Paterson so we sue only one form.	Peter to revise form and discuss with Jim WG convenors to report September quarter using the new form
Next Meeting	6 December 2007	Fiona to arrange