

## RCA FORUM RESEARCH AND GUIDELINES STEERING GROUP

**MEETING NOTES: Standards and Guidelines Sub-Group**  
**Thursday 22 April 2010 – NZTA, National Office**  
**4.30 pm to 6.00 pm**

**Present:**

Peter Bailey  
 Bill Greenwood  
 Patricia McAloon  
 Wayne Newman

Porirua City Council,  
 NZ Transport Agency  
 NZ Transport Agency

convenor  
 (to 5.30)  
 Secretary

ITEM	DISCUSSION	ACTION
1. Introductions	<p><u>Noted:</u> this meeting was proceeding in place of the scheduled meeting of the full steering group, which had not achieved a working quorum for this date.</p> <p style="text-align: right;">P.Bailey/B.Greenwood</p>	
2. Last meeting of the RCAF Executive Group on 25 March	<p><u>Received:</u> a report on the last meeting from Peter.</p> <p><u>Noted:</u> (a) that a report to the Exec. Group had sought better co-ordination in the flow of information through the RCAF, recommended greater access to extra-RCA groups – such as RIMS, Roding NZ, NZUAG and IPENZ – for reporting their activities, noted that the RGG is currently primarily a working groups steering group that has not been strongly effective in steering research, and recommended that this be recognised and a smaller Standards and Guidelines Working Group should be established; (b) that the Exec. Group recognised the opportunity to build on synergies with NZTA and was supportive of the concepts in the report, but saw a need to engage with convenors before making changes, in order to retain the enthusiasm of the members who have volunteered their time on the working groups.</p> <p style="text-align: right;">P.Bailey/B.Greenwood</p>	

<p>3. NZTA Research Programme (item 6 on the agenda)</p>	<p><u>Received:</u> a report from Patricia McAloon on the NZTA Research Programme Framework for 2010/2012.</p> <p><u>Noted:</u> (a) that topics to be researched will be developed by transport decision makers, namely NZTA, MoT and local authorities (including regional councils). Neither the details about how local authorities will be represented, nor the role the Forum might play in this regard, have been decided; (b) that, as from the 2010, each research project has an NZTA Research Owner. One of the Research Owner's responsibilities is to establish and chair the Steering Group for the project. The Steering Group's role is to keep abreast of the progress of projects, to ensure the project is on track and meeting the project objectives, to suggest any changes or improvements to the process/project, and to manage and oversee the project and the preparation and publication of the research report; (c) there will be an opportunity for RCAF to be members of some steering groups, depending on the topic of the research, as well as to have a role on advising RCAF members about research being undertaken and on research reports as they are published.</p> <p><u>Agreed:</u> (a) that the NZTA's Research Newsletter provides a quarterly update on research activities which supplements the information provided on the NZTA's website; (b) that NZTA's project reviewing the use being made of research reports over the past five years could be supported by RCAF publicity of reports, including promoting them at the Forum; (c) that the <i>NZTA's Approach to Research</i> needs to be updated prior to the context for RCAF involvement being confirmed.</p> <p style="text-align: right;">P.McAloon/B.Greenwood</p>	<p>WN, PM and BG to liaise.</p>
<p>4. NZTA Register of Network Standards and Guidelines and 5. Standards and Guidelines to be ratified (taken together)</p>	<p><u>Received:</u> a report from Bill Greenwood on the completion of the Stock Crossings Guidelines and a new lighting standard.</p> <p><u>Noted:</u> (a) that ratification reports will be prepared for AS/NZS 1158.6:2010 Road lighting – Luminaires and the RCAF Stock Crossings Guidelines; (b) the ratification meeting will be scheduled for July; (c) some Austroads Guides have been waiting for a year, but NZTA is still seeking the owner before it can proceed.</p> <p style="text-align: right;">B.Greenwood/ P.Bailey</p>	

7. Working Groups' activities	<p><u>Received:</u> a brief report on current working group activities.</p> <p><u>Noted:</u> that the Level Crossings and Stock Crossings Working Groups have now completed their tasks, the NSEWG is continuing to steer some research activities and may soon need to review the (2003) Resource Management Guidelines and (2005) Disposal Facilities Guidelines, and the Stormwater Group is actively steering and supporting new research on managing the adverse affects on the environment from transport, and will be steering the provision of guidelines to support parts of revised NZS4404.</p> <p style="text-align: right;">B.Greenwood/ P.Bailey</p>	
8. Date of next meeting	<p><u>Noted:</u> the next meeting of the RGG is scheduled for 2 September.</p> <p><u>Agreed:</u> the sub-group needs to identify the technical groups linked to Standards and Guidelines, the present topic areas and the priorities for research or for change to the current standards and guidelines.</p> <p style="text-align: right;">B.Greenwood/ P.Bailey</p>	WN, PM and BG to liaise
	Meeting concluded at 5:50 p.m.	