

Research and Guidelines Group

Representation: i.e. type of organisation	Members:
Local RCAs - urban/rural, North/South Island etc	Peter Bailey, Porirua City (urban) Nico Claassen, Rotorua DC (rural)
Transit	James Hughes
Land Transport NZ	Lyndon Hammond
Department of Conservation	John Stock
LGNZ	Currently vacant
Convenors of working groups	Graeme Tong (Stormwater) Murray Hasler (Stock Crossings) Ian Marshall or John Sutton (CoPTTM) Fiona Knight (NSEWG) Fiona Vessey (Structures) Bill Horne (Level Crossings)
Administration	Wayne Newman , Cresmere Consulting

Convenor: Peter Bailey

Group to meet 3 times per year, the evening before the RCA Forum meetings

Goal

For the RCA Forum to be the acknowledged source for industry research and development of guidelines relating to asset ownership.

Key Result Areas

1. review and update user requirements
2. prioritise and manage development of research and guidelines
3. improve use of RCA Forum meetings and database by practitioners

Year 1 target

Review data base and its continuing relevance to practitioners.

Year 2 target

The RCA Forum database is the first options for 50% of practitioners to locate appropriate guidelines, as measured by annual survey.

Year 3 target

The RCA Forum database is the first option for 80% of practitioners to locate appropriate guidelines, as measured by annual survey

Key Result Area	Target	Action Plan
1. review and update user requirements	Year 1: Review data base for continuing relevance	<ul style="list-style-type: none"> • Survey RCA Forum members on what guidelines they require • Access Land Transport research activities • Access Roothing NZ research activities • Identify gaps in what's required and what's in database •
	Year 2	<ul style="list-style-type: none"> • Survey RCA Forum members annually on what guidelines they require
	Year 3	<ul style="list-style-type: none"> • Survey RCA Forum members annually on what guidelines they require
2. prioritise and manage development of research and guidelines	Year 1:	<ul style="list-style-type: none"> • Establish relationship with Land Transport on input into research programme
	Year 2	<ul style="list-style-type: none"> • Undertake international literature review of guidelines available • Review Austroads and ARRB guidelines for applicability to NZ (if not already done)
	Year 3	<ul style="list-style-type: none"> •
2A: establish working group to address newly identified topic	Standard process	<ul style="list-style-type: none"> • Establish need for a working group, endorsed by RCA Forum meeting • Establish working group <ul style="list-style-type: none"> ○ Membership and convenor ○ Purpose / ToR ○ Budget ○ timeframe
3. improve use of RCA Forum meetings and database by practitioners	Year 1: review use of RCA Forum meetings and database	<ul style="list-style-type: none"> • Review attendance at RCA Forums and use of RCA Forum website and database • Promote use of RCA Forum meetings and website for continuing development of professional knowledge
	Year 2: The RCA Forum database is the first options for 50% of practitioners to locate appropriate guidelines, as measured by annual survey	<ul style="list-style-type: none"> • Conduct survey on use of database • Review processes if target has not been met
	Year 3: The RCA Forum database is the first options for 80% of practitioners to locate appropriate guidelines, as measured by annual survey	<ul style="list-style-type: none"> • Conduct survey on use of database • Review processes if target has not been met