

Research & Guidelines Group Terms of Reference December 2007

Purpose

To seek the Road Controlling Authority Forum's approval for a revised Terms of Reference for the Research and Guidelines Group.

Background

The current terms of reference have been in place for 3 years and, in the process of reviewing achievements, a new area of action was considered need.

Reason for Change

The current terms of reference has a focus on setting up the database of standards and guidelines, managing research and guidelines and improving the database.

This was the correct focus for the initial tasks of the Research & Guidelines Group to ensure the database of Standards and Guidelines was in place.

The terms of reference had the following Year 3 target for the use of the database.

“The forum's guidelines database is the 1st option for 80% of practitioners to locate appropriate guidelines, as measured by annual survey.”

No survey has been carried out on the use of the database. However it is anticipated that it is unlikely that this target is being achieved at present.

The revised terms of reference has added a set of activities to make potential users of the information aware of its existence and to measure its use. These actions will have the added benefit of providing feedback on the guidelines and research. This information can then be used for improving the database and identification of new initiatives for guidelines and research.

The terms of reference retains the responsibilities for the maintenance of the database of standards and guidelines and to manage the development of research and guidelines.

Recommendation

The Road Controlling Authority Forum adopted the following terms of reference for the Research and Guidelines Group.

Research and Guidelines Group

| Representation: ie 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 | ?? |
| Convenors of working groups | Graeme Tong (Stormwater) George Ridley (Stock Crossings) Ian Marshall or John Sutton (CoPTTM) Fiona Knight (NSEWG) TBA (Structures) Bill Horne (Rail Crossings) |
| Administration | Fiona Knight |

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 | |
| 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 |