

## RCA FORUM RESEARCH AND GUIDELINES STEERING GROUP

**Draft Minutes: Thursday 9 October 2014 – NZTA, National Office - 4.00 pm to 5.30 pm**

<b>Present:</b>	Murray Hasler Fergus Tate Fiona Vessey Jim Paterson Jamie Cox Warren Furner Wayne Newman Glenn Bunting	Gore District Council, NZTA (Highway Network Operations National Office) Matamata-Piako District Council Western Bay of Plenty District Council (Exec. Group) Wairoa District Council (LVR-Funding HV Impacts WG) Ruapehu District Council (Exec. Group) (Active Modes Infrastructure WG)	Convenor, remote link  remote link remote link remote link remote link, to 4:55 Secretary
<b>Apologies:</b>	Glenn Bunting		

ITEM	DISCUSSION	ACTION
Welcome and apologies	<p><u>Welcomed:</u> Warren Furner and Jamie Cox.</p> <p><u>Noted:</u> Apologies on behalf of Glenn Bunting.</p> <p><u>Agreed:</u> It is no longer necessary to convene physical meetings for this group when the majority of members are joining remotely. Future meetings will be entirely by teleconference.</p>	<p><b>1. WN to set up Spark Teleconference facility for future meetings.</b></p>
1. Notes of meeting of 31.07.14	<p><u>Noted:</u> Actions from 31 July meeting completed, closed or open.</p> <p><u>Agreed:</u> An additional representative on the CoPTTM Governance Group should ideally come from a smaller, rural and possibly South Island RCA.</p> <p><u>Agreed:</u> Notes of 31 July 2014 are a true and accurate record.</p> <p style="text-align: right;">MH/FV</p>	<p><b>2. WN to redate and resend draft letter to AT re rep on RGG for MH signature.</b></p> <p><b>3. MH to approach suitable candidates for CoPTTM Gov. Group.</b></p>

<p>2. Working group activities</p>	<p><u>Noted:</u> The Working Group reports.</p> <p><u>Agreed:</u> The Executive Group be asked to approve the terms of reference and work programme of the new Low Volume Roads – Funding Heavy Vehicle Impacts Working Group.</p> <p><u>Agreed:</u> The Active Modes Infrastructure Steering Group be asked to compare its terms of reference with other like groups working within the same field to ensure that there is not unnecessary duplication; and to explain its point of difference and potential contribution.</p> <p style="text-align: right;">FT/FV</p>	<p><b>4. WN to request AMISG compare ToR with other like groups and show point of difference</b></p>
<p>3. Other activities</p> <ul style="list-style-type: none"> <li>(a) Website changeover</li> <li>(b) Stormwater research</li> <li>(c) Mobility scooters</li> <li>(d) Register of interests</li> <li>(e) NZUAG Code</li> </ul>	<p><u>Noted:</u> Completion of the changeover from the old website had been achieved without any significant problems, but the level of work involved had substantially exceeded what was expected and budgeted for by RGG.</p> <p><u>Noted:</u> The objectives of the Forum shown on the website might now not be the latest.</p> <p><u>Noted:</u> The MWH-NIWA research proposal for stormwater research building on work done previously for the Stormwater WG has been accepted by NZTA and the WG will be reconvened to steer the project. This should be able to be accommodated within the RGG budget.</p> <p><u>Agreed:</u> To contribute funding of \$5,000 in each of the 2014-15 and 2015-16 years to the MWH-NIWA stormwater research project from the Workgroup research and development budget.</p> <p><u>Noted:</u> The proposal to hold a full-day workshop on Mobility Scooters in 2015, with overseas experts presenting research and experience in responding to issues around increasing use of these devices.</p> <p><u>Agreed:</u> The Forum should not take a lead on this issue and should restrict itself to sharing the work already done by members or others.</p>	<p><b>5. WN to confirm the current version of the objectives is on the website.</b></p> <p><b>6. WN to arrange for a summary and commentary on the review of the Utilities Code to be drafted and circulated.</b></p>

	<p><u>Noted:</u> The proposal for a survey of members to identify areas of interest and potential areas of greater involvement.</p> <p><u>Agreed:</u> A survey of member interests will not be undertaken, but Executive and group members will continue to raise the profile of the RCA Forum in various fora.</p> <p><u>Noted:</u> Submissions on the reviewed National Code for Utilities' Access to Transport Corridors will close on 7 November.</p> <p><u>Agreed:</u> To provide a summary and commentary on the changes within the reviewed Code for members.</p> <p style="text-align: right;">MH/FV</p>	
4. Budgets	<p><u>Noted:</u> The draft budget estimates for the working groups for 2015-16.</p> <p><u>Agreed:</u> Final 2015-16 budget estimates will be provided by working group convenors by the end of November.</p> <p style="text-align: right;">MH/FT</p>	<b>7. MH, GD and JC to provide estimates to WN by 30 Nov.</b>
5. Terms of reference	No decision was taken on the draft terms of reference.	
6. Report to Executive	<p><u>Agreed:</u> Report to the Forum will cover:</p> <ul style="list-style-type: none"> <li>• Working group activities, including <ul style="list-style-type: none"> <li>○ ToR and Programme of work for new LVR-Funding HV Impacts WG</li> </ul> </li> <li>• Other activities, including <ul style="list-style-type: none"> <li>○ Stormwater research</li> <li>○ Mobility scooters</li> <li>○ Register of member's interests</li> <li>○ NZUAG Code review submissions</li> </ul> </li> </ul> <p style="text-align: right;">MH/FV</p>	
7. Next meeting	<p><u>Agreed:</u> The date of the next meeting will be set once the date the Executive meets is known.</p> <p style="text-align: right;">MH/FT</p>	
	Meeting concluded at 5.45 p.m.	

<p><b>Actions summary</b></p>	<p><b>131010-11 Murray and Fergus to meet with Glenn to discuss provision of sector reps and role of those nominated.</b></p> <p><b>140313-07 Murray to review Bill Greenwood's comments on draft Stock Crossings Guidelines.</b></p> <p><b>140313-10 Wayne to ensure mobility scooter research is available and kept up to date for members.</b></p> <p><b>140731-02 Wayne to liaise with Stuart Fraser re CoPTTM in SX Guidelines.</b></p> <p><b>140731-06 Murray to confirm that RIMS will not seek project funding from RCA Forum this year.</b></p> <p><b>140731-09 Murray to discuss concept of a 2015 pre-Forum workshop on mobility scooters (with overseas guest speakers) with Executive.</b></p> <p><b>141009-01 Wayne to set up Spark Teleconference facility for future meetings.</b></p> <p><b>141009-02 Wayne to redate and resend draft letter to AT regarding nominating a representative on RGG for Murray's signature.</b></p> <p><b>141009-03 Murray to approach suitable candidates for CoPTTM Governance Group.</b></p> <p><b>141009-04 Wayne to request AMISG compare ToR with other like groups and show point of difference.</b></p> <p><b>141009-05 Wayne to confirm the current version of the RCA Forum objectives are on the website.</b></p> <p><b>141009-06 Wayne to arrange for a summary and commentary on the review of the Utilities Code to be drafted and circulated.</b></p> <p><b>141009-07 Murray, Gerry and Jamie to provide draft budget estimates to Wayne by 30 November.</b></p>	
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