

RCA FORUM RESEARCH AND GUIDELINES STEERING GROUP

Draft Minutes: Thursday 4 June 2015 – Conference Call - 12.00 pm to 1.15 pm

Present:	Murray Hasler Fiona Vessey Jamie Cox Wayne Newman	Gore District Council, Matamata-Piako District Council Wairoa District Council (LVR-Funding HV Impacts WG) (Active Modes Infrastructure WG)	Convenor Secretary
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Apologies:	Warren Furner Jim Paterson Gerry Dance	Ruapehu District Council (Exec. Group) Western Bay of Plenty District Council (Exec. Group) NZTA (Active Modes Infrastructure WG)
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ITEM	DISCUSSION	ACTION
Welcome and apologies	<p><u>Noted:</u> Apologies.</p> <p><u>Agreed:</u> To convene physical meetings for this group when the Forum meets. Meetings entirely by teleconference have not been successful.</p>	<p>1. WN to set up next RGG for evening before 7 August Forum.</p>
1. Notes of meeting of 31.07.14	<p><u>Not taken.</u></p>	
2. Working group activities	<p><u>Noted:</u> The Working Group reports.</p> <p><u>Approved:</u> The reviewed terms of reference for the Active Modes Infrastructure Group.</p> <p><u>Agreed:</u> To recommend a presentation of half an hour from both AMIG and the LVR working group at the 7 August 2015 Forum to the Executive.</p>	<p>2. MH to propose presentations from working groups.</p>

<p>3. Other activities</p> <p>(a) Mobility scooters (b) NZUAG (c) Research</p>	<p><u>Noted:</u> The continuing research on mobility scooters</p> <p><u>Approved:</u> Recommending establishing a working group on motorised devices on pedestrian infrastructure and giving a brief presentation on the issue to the 7 August Forum to the Exec.</p> <p><u>Noted:</u> The retirement of Peter Dodge and potential appointment of Phil Consedine to represent LGNZ and approved not nominating any replacement as RCAF representative on the NZUAG board.</p> <p><u>Approved:</u> Recommending RCAF reduce NZUAG membership to Associate status before 31 March 2016.</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 without RCAF involvement and no funding contribution will be made.</p> <p><u>Noted:</u> The next meeting of the Glyphosate Resistance Research Project steering group will be on 18 August 2015.</p> <p><u>Approved:</u> recommending a presentation from Aaron Campion on the <i>Safe System Roads for Local Government</i> project at the 7 August Forum to the Executive.</p>	<p>3. MH to propose establishing working group on mobility scooter issues to Exec.</p> <p>4. MH to propose a presentation on issues around mobility scooters at next Forum to Exec.</p> <p>5. MH to contact Gary Clark and Michael Harrison about mobility scooter working group.</p> <p>6. MH to propose presentation from Aaron Campion at next Forum to Exec.</p>
<p>4. Website</p>	<p><u>Noted:</u> The website usage report.</p> <p><u>Agreed:</u> The website and the Home Page in particular must be kept up to date.</p> <p><u>Agreed:</u> Members will be challenged to provide feedback; find the errors, with a prize.</p>	<p>7. MH to propose challenge concept and prize to Exec.</p>
<p>5. Register of Network Standards and Guidelines</p>	<p><u>Noted:</u> The process for reporting new or amended reference documents needs to be reinstated between the Ratification Group and RGG.</p>	<p>8. MH to ensure all Rat. Group reports passed to WN for website.</p>

6. Members' interests	<p><u>Noted:</u> The lack of response to date on creating a register of member interests.</p> <p><u>Agreed:</u> A presentation on the benefits of becoming involved in working groups be proposed to the Executive for the next Forum.</p>	7. MH to propose presentation to Exec. JC or FV possible presenters.
7. Budgets and Quarter forecasts	<u>Noted:</u> the first quarter forecasts for the working groups and work group research and development were over \$10,000 less than budget.	
8. Report to Executive	<p><u>Agreed:</u> Report to the Executive will cover:</p> <ul style="list-style-type: none"> • Working group activities, • Other activities, including <ul style="list-style-type: none"> ○ Mobility scooters ○ NZUAG ○ Research • Website • Register of member's interests 	
9. Next meeting	<u>Agreed:</u> The date of the next meeting will be on Thursday 6 August in Wellington.	
	Meeting concluded at 1.15 p.m.	
Actions summary	<ol style="list-style-type: none"> 1. WN to set up next RGG for evening before 7 August Forum. 2. MH to propose presentations from working groups. 3. MH to propose establishing working group on mobility scooter issues to Exec. 4. MH to propose a presentation on issues around mobility scooters at next Forum to Exec. 5. MH to contact Gary Clark and Michael Harrison about mobility scooter working group. 6. MH to propose presentation from Aaron Campion at next Forum to Exec. 7. MH to propose challenge concept and prize to Exec. 8. MH to ensure all Rat. Group reports passed to WN for website. 9. MH to propose presentation to Exec. JC or FV possible presenters. 	

