

RCA FORUM RESEARCH AND GUIDELINES STEERING GROUP

Draft Minutes: Thursday 6 August 2015 – Brentwood Hotel – 4.30 pm to 5.45 pm

Present:	Murray Hasler Warren Furner Jamie Cox Fergus Tate Wayne Newman	Gore District Council, Ruapehu District Council (Exec. Group) Wairoa District Council (LVR-Funding HV Impacts WG) NZTA (Highway Network Operations National Office) (Active Modes Infrastructure WG)	Convenor Secretary
Apologies:	Fiona Vessey Jim Paterson Gerry Dance Glenn Bunting Kaye Clark	Matamata-Piako District Council Western Bay of Plenty District Council (Exec. Group) NZTA (Active Modes Infrastructure WG) NZTA (Network Optimisation National Office) NZTA (Waikato Regional Office) (Exec. Group)	

ITEM	DISCUSSION	ACTION
1. Notes of meeting of 4.06.15	<p><u>Noted Actions:</u></p> <p>150604-1 Closed - completed</p> <p>150604-2 Closed - completed</p> <p>150602-3 Closed - completed</p> <p>150604-4 Open – presentation based on research paper possible for 27/11/15</p> <p>150604-5 Open - MH to contact Gary Clark</p> <p>150604-6 Closed - completed</p> <p>150604-7 Open - MH to propose prize for presentations to Exec.</p> <p>150604-8 Open</p> <p>150604-9 Closed – JC presentation will cover this action</p> <p><u>Agreed:</u> Minutes of 4 June are true and accurate record. (MH/JC)</p>	<p>1. MH to raise presentation on mobility scooters to Forum with Exec.</p> <p>2. MH to raise prize for best Forum presentation with Exec.</p>

<p>2. Working group activities</p>	<p><u>Received:</u> The Working Group reports.</p> <p><u>Noted:</u> (a) The Active Modes Infrastructure Group will present to Trafanz Conference as well as to next Forum.</p> <p>(b) The group looking at funding unplanned consumption of local roads has formed five workstreams to progress the project, and has engaged with the NZFOA as a key stakeholder, but it could benefit from having a mid-South Is rural representative.</p> <p>(c) The Research and Guidelines Steering Group (and the RCA Forum) are no longer the sole or principal sources of information for members; there is a greater need to work with other groups and to promote the Register; we need to consider how RIMS documents can be made to meet the standard for guidelines status; we need to consider the purpose of Forum and avoid duplication, but provide leadership on sector issues as needed.</p> <p>(d) The Level Crossings working group is not reporting and is not receiving the views of members for its discussions.</p> <p>(e) The issue of stock effluent being spilled on roads remains unresolved; NZTA continues to refer complaints from the public to the RCAF; exemption in RUR prevents enforcement under RMA</p> <p><u>Agreed:</u> Research and Guidelines Steering Group needs representatives of other groups active in same field to meet sector challenges; business case and terms of reference for any new working group on stock effluent are to be prepared.</p>	<p>3. WN to sound out possible mid-S.I. rural members.</p> <p>4. MH to discuss representation on RGG for REG/RIMS representatives with Julie Muir.</p> <p>5. WN to prepare business case and ToR for working group on repeal of exemption of animal wastes from load in RUR.</p>
<p>3. Other activities</p> <ol style="list-style-type: none"> 1. Mobility scooters 2. NZUAG 3. Research 	<p><u>Noted:</u> (a)The continuing research on mobility scooters and the latest literature review.</p> <p>(b)The retirement of Peter Dodge and his replacement as RCAF representative on the NZUAG board by Brett North until the NZUAG AGM in November; a rural S.I. representative would balance the metropolitan bias on the present board.</p> <p>(c) The glyphosate resistance research project steering group will meet on 18 Aug.; Aaron Champion will give a report to the Forum on Safe System Roads for Local Government; members have submitted a range of sector challenges for topics for the 2016-17 Research Programme.</p> <p><u>Agreed:</u> The latest literature review on mobility scooters will be put on the website.</p>	<p>6. WN to upload the mobility scooter literature review prior to Forum.</p> <p>7. MH to contact Gary Clark about mobility scooter working group.</p>

4. Membership bands	<u>Noted</u> : The proposal to put the membership subscription bands on the website.	
5. Website and Register of Network Standards and Guidelines	<u>Noted</u> : The website has been updated; there is a significant investment in maintaining the site.	
6. Members' interests	<u>Noted</u> : The lack of response to date on creating a register of member interests.	
7. Strategy	<u>Agreed</u> : The RCA Forum needs to increase its presence in regional meetings, especially ipwea regional meetings. A fixed agenda item for a report from either a local RCAF member or an Exec member at local ipwea meetings would increase exposure of the RCAF to younger practitioners and increase participation.	8. JC will propose standing item to ipwea. 9. MH will propose Exec visits to Exec
8. Report to Forum	<u>Approved</u> : The circulated draft report for the AGM.	10. WN to prepare copies for AGM.
9. Next meeting	<u>Agreed</u> : The next meeting will be on Thursday 26 November in Wellington.	
10. General Business	<u>Agreed</u> : The Executive would benefit from having increased representation from rural local authorities; Martin Taylor and Jamie Cox to be nominated "from floor" at AGM.	
Actions summary	<ol style="list-style-type: none"> 1. MH to raise possible presentation on mobility scooters with Exec. 2. MH to raise prize for presentation with Exec. 3. WN to sound out possible mid-SI rural members. 4. MH to discuss representation on RGG for REG/RIMS representatives with Julie Muir. 5. WN to prepare business case and ToR for working group on repeal of exemption of animal wastes from load in RUR. 6. WN to upload the mobility scooter literature review prior to Forum. 7. MH to contact Gary Clark about mobility scooter working group. 8. JC will propose standing item to ipwea. 9. MH will propose Exec visits to Exec 10. WN to prepare copies for AGM. 	