

RCA FORUM RESEARCH AND GUIDELINES STEERING GROUP

Draft Minutes: Thursday 10 November 2016 – NZ Transport Agency Regional Office – 1.00 pm

Present:	Murray Hasler Warren Furner Fergus Tate Brett North Wayne Newman	Gore District Council, Ruapehu District Council (Exec. Group/SIG-LVR) NZTA (Highway Network Operations National Office) Wellington City Council (NZUAG) (Active Modes Infrastructure Group)	Convenor Secretary
Apologies:	Jim Paterson Michael Harrison Michael Voss Martin Taylor Glenn Bunting Fiona Vessey Jamie Cox Stephen Griffin	Western Bay of Plenty District Council (Exec. Group) Dunedin City Council (Shared Footpaths Group) Waitaki District Council (Shared Footpaths Group) Whakatane District Council (REG) NZTA (Network Optimisation National Office) Matamata-Piako District Council Wairoa District Council (SIG-LVR) Buller District Council (NZTA Level Crossings Group)	

ITEM	DISCUSSION	ACTION
1. Notes of meeting of 11.08.16	<p><u>Noted:</u> Actions arising from meeting on 11 August and agreed:</p> <p style="padding-left: 40px;">Action 1 (160304-6) – Close. The need for a road-rail interface group has become more urgent; W. Furner to take lead in getting a working group together early in new year.</p> <p style="padding-left: 40px;">Action 2 (160811-1) – Close;</p> <p style="padding-left: 40px;">Action 3 (160811-2) – Close; Noted possible CILT Award nomination.</p> <p style="padding-left: 40px;">Action 4 (160811-3) – Close; Noted concerns expressed by NZTA at RCAF actions.</p> <p style="padding-left: 40px;">Action 5 (160811-4) – Close;</p> <p style="padding-left: 40px;">Action 6 (160811-1) – Close;</p> <p><u>Agreed:</u> Minutes of 11 August 2016 are true and accurate record.</p>	<p>1. W Furner to sound out potential members for working group on road-rail issues.</p>

2. Working group reports	<p><u>Noted:</u> Reports from Active Modes Infrastructure, Low Volume Roads and Shared Footpaths groups and agreed:</p> <p>(a) AMIG will give early notice of any further likely underspend of its budget in the current year; reported failures of urban design teams to apply agreed guidelines and standards are a concern and it may be necessary to communicate with CEs to encourage their application; the group will need to confirm its role and continued effectiveness in meeting its ToR.</p> <p>(b) SIG-LVR will need to co-fund external expert input into the development of the guidelines and this is likely to require additional funding; a business case for some NZTA funding might need to be made; greater awareness of the group, its work and the value of this work to members needs to be promulgated.</p> <p>(c) Shared Footpaths group is a very active stakeholder group; it will be key for AMIG to discharge its function in relation to infrastructure for walking; it provides a vital forum for hearing from pedestrian users of footpaths.</p> <p>(d) AMIG budget to be reduced to \$20,000 and Shared Footpaths Group budget to be increased to \$27,000 for the current year.</p>	
3. Submissions	<p><u>Agreed:</u> The current levels of activity for coordinating and presenting the issues of concern to members have significantly exceeded expectations, with implications for the RGSG budget, but the activity reflects an enhanced level of recognition of the RCAF and greater activity on behalf of members; separate funding for these activities will need to be negotiated; input into GPS should be through RTC rather than submission.</p>	
4. Communications	<p><u>Agreed:</u> The RCA Forum was now maintaining a high level of communication through its website, LinkedIn, Facebook and Twitter feeds; maintaining this level of activity has a cost that was not anticipated when the budgets were calculated, but reflects the direction that the Executive wants to move the RCAF.</p>	
5. Website	<p><u>Noted:</u> Positive statistics for website usage for 2016 compared to same period in 2015, with NZ-based visitor numbers up by almost 500, and numerous new features.</p>	

6. Budget	<u>Agreed:</u> There is ample evidence of the benefits to members from the increased level of activity and recognition of the RCAF; there is increasing success for the RCAF from increased involvement; delivering collective solutions and input will deliver cost savings for members over duplicated individual effort; the budget needs to recognise the increased activity and the shift of responsibility for the website entirely to the RGSG; there is a need to report the benefits from the increased activity.	2. M Hasler to report to Exec. on need for the budget to match the increased non-working group activity (WN to draft report).
7. Other business	<u>Agreed:</u> (a) Level Crossings: action to form working group agreed under item 1; (b) National Pavements Technical Group: annual invite to present on activities to a forum to be recommended to the forum agenda sub-committee; (c) Transport and Industrial Relations Committee: invite to chairman to present on activities to a forum to be recommended to the forum agenda sub-committee; (d) NZUAG: to be informed primary contact is M Hasler and secondary contact is W Newman to ensure better reporting; B North to remain RCAF representative and to receive communications as a board member.	3. WN to advise forum convenor of interest and contact details for NPTG and chair of TIRC. 4. WN to advise NZUAG admin of revised contact details.
8. Next meeting	<u>Noted:</u> The next Forum is on 17 March 2017 and that WN would be on leave for a meeting on day before; a meeting coordinated with the first Exec. meeting might work.	5. WN to confirm date and venue.
Actions summary	<ol style="list-style-type: none"> 1. W Furner to sound out potential members for working group on road-rail issues. 2. M Hasler to report to Exec. on need for the budget to match the increased non-working group activity (WN to draft report). 3. WN to advise forum convenor of interest and contact details for NPTG and chair of TIRC. 4. WN to advise NZUAG admin of revised contact details. 5. WN to confirm date and venue for next meeting. 	