



Please Quote Ref:
BH:KC13

26 July 2001

Wellington Regional Council
27 JUL 2001

Wellington Regional Council
P O Box 11646
WELLINGTON

Attention: Des Darroch

Dear Sir

Please Check

FILE REF:	
E	6/11/01
NAME	Int/Date
T. Maguire	✓
D. Darroch	✓
D. Watts	
TO ACTION:	

REVIEW OF REGIONAL LAND TRANSPORT COMMITTEE

The Regional Land Transport Committee at its meeting of 26 June 2001 asked members to respond to a report by the Chairman.

I welcome the opportunity and support the intention of the report; to help the Committee fulfil its roles more effectively.

In the comments that follow I have referred to the paragraph numbering in the report.

On membership (4.2, 4.4) I would support some reduction in membership numbers and a focus on the role of members as representing those bodies or interest groups who together will be responsible for the regional strategy. Thus, for example, the Passenger Transport Committee of the Regional Council should be represented by its Chair as is suggested; that person can report on the way the passenger transport elements of the strategy are being implemented. However I do not support an MOT representation, as this would be national rather than regional in nature. Should there be a need for the Committee to be briefed on national policy then a representative could be invited to attend for that meeting.

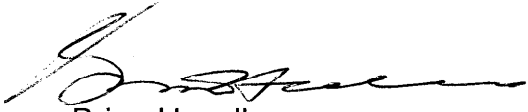
On the role of the Committee I support a division of the agenda papers as proposed in 4.7 and the rotation of venues (4.8), Agency reports would include those listed, with the possibility that safety matters could be covered jointly by Police and Land Transport Safety Authority. The Wellington Regional Council reports should be segmented into passenger transport (implementation) and strategy studies (developing). All relevant agencies should ideally report at each meeting. However there may be merit in TLAs reporting in groups, which link to the venue for the meeting to give strong local focus. Thus Kapiti Coast District Council and Porirua could report at the western meeting and so on.

70100

Other matters suggested, such as focussed forums and an induction process, are also valuable and I have little to add on these.

I would be happy to comment further on any matter that may need clarification.

Yours faithfully .

A handwritten signature in black ink, appearing to read 'Brian Hasell', written in a cursive style.

Brian Hasell
REGIONAL MANAGER

in reply please quote: EN/3/1/4
For enquires please contact: T M Davin
Extension: 8469ta
Direct Dial: 04 237 1412

Address
correspondence to:

The Chief Executive
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PO Box 50218
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Administration Bldg
Cobham Court
Porirua City

24 July 2001

Chairman Wellington Regional Council
PO Box 11 646
WELLINGTON

Attn: Terry McDavitt

Dear Sir

REVIEW OF REGIONAL LAND TRANSPORT COMMITTEE

With reference to the Review of Regional Land Transport Committee dated 31 May 2001, this was considered by the Infrastructure Committee and full Council in June 2001.

Accordingly Porirua City Councils' views on the Regional Land Transport Committee are as follow:

1. *The Chair of the RLTC be a separate person from the chair of the Regional Passenger Transport Committee.* This suggestion is agreed to as it does provide a separation of roles of the planning role of the Regional Council and its governance of a service delivery role, ie passenger transport.
2. *The number of regional Councillors on the RLTC should be reduced.* Council supports a reduction in Regional Councillors on the Committee.
3. *Servicing and resources **of** the RLTC should remain in the Regional Council –* yes as it is a full standing Committee of the Regional Council.
4. *RLTC suffers from a lack of national perspective.* This Council does not have any concerns about the current perspective. It is a regional committee.
5. *The TLA representative should normally be the Chair **of** the relevant Committee of Council or the Mayor.* This suggestion is supported although clearly it is the prerogative of the relevant territorial local authority to determine its own representation.
6. No comment.
7. *The RLTC agenda be divided into 3 sections.* It is considered that this is unnecessary. It should be noted that monitoring of the Regional Land Transport Strategy is a role of stakeholder monitoring.

8. *Revive the practice of rotating venues around the corridors. This suggestion is supported.*
9. *Four RLTC meetings a year. Continuing this current practice is supported.*
10. *A forum mailing list be established. This proposal is supported.*
11. *The RLTC communication process needs attention. Council requests that the Mayor and Chief Executive be included in the Agenda distribution list.*
12. *Induction needs to emphasise that TLA representatives have a responsibility to their TLA to report back formally from the RLTC. This issue is not clear-cut. TLA representatives are intended to perform the stakeholder role and advise the Committee of the various interests their territorial local authority may have. They have no mandate to represent the Local Authority on significant policy issues without a formal Council resolution to support them. It is simply a mechanism for improved communication between the Regional Council and the various stakeholders. Reporting back from the Regional Land Transport Committee is important but that should be at the discretion of the representative.*
13. *An introduction process should be planned for members **of** the RLTC. This is supported.*

These issues were discussed by Council on the basis of the draft report. However, as the final report differed in only minor ways from this draft, these responses can now be considered as Porirua City Council's response that is due by the 15th August 2001.

Yours faithfully



T M Davin
GENERAL MANAGER UTILITIES POLICY

8 August 2001

File Ref: SP05/91

Mr Terry McDavitt
Chairman
Regional Land Transport Committee
Wellington Regional Council
PO Box 11-646
WELLINGTON

Dear Terry

RE: REVIEW OF REGIONAL LAND TRANSPORT COMMITTEE

You have invited members of the WRLTC to respond to you in writing on the proposals set out in your paper dated 31 May 2001.

I offer the following comments:

- 3.1 We concur with the view that the RLTS should be "owned" by the region's transport agencies and a clearer separation of the RLTC/RLTS from the other functions of the Regional Council may be helpful to encourage greater ownership.
- 3.2 The implementation and monitoring of progress of the RLTS is fundamental to ensure the performance of each individual stakeholder is not inconsistent with the strategy and that encouragement is provided whenever necessary so that the strategy objectives are achieved.

The LTSA submits that the Road Safety Strategy is an integral part of the RLTS, and the subject to the same implementation and monitoring processes. LTSA will endeavour to better link its reports to the RLTC and the Road Safety Strategy. Equally, TLA reporting should attempt to include, where appropriate, progress against the targets set out in the Road Safety Strategy.

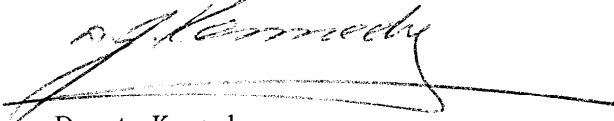
- 4.4 From time to time national transport policies and new policy initiatives such as the development of a National Land Transport Strategy will have an impact on regional strategies and other policies. These can either be covered within the report of the agency represented on the RLTC, for example, LTSA briefing on the proposed 2010 Road Safety Strategy on behalf of the National Road Safety Committee, or by invitation to national office representatives, eg MoT, MED, to brief on specific issues at the appropriate time. The RLTC should remain and preserve a regional focus.
- 4.7 The underlying aim of your proposal would appear to be to increase the relevance, quality and frequency of reporting from all TLA's and transport agencies represented on the RLTC especially in respect of implementation and monitoring processes. I submit that your proposal to alternate LTSA and Police reporting is not consistent with the principles set out in your paper. LTSA will endeavour to report more closely against the Road Safety Strategy and update the RLTC on proposed national transport initiatives and policies as appropriate. In addition Police and LTSA have agreed to prepare a joint report for the RLTC to avoid increasing unnecessarily the number of reports.

- 4.8 The number of RLTC meetings should not be increased. We concur with the proposal to re-establish Transport Forums (up to two annually). Such forums could be useful in generating, gathering, and informing the wider community on relevant developments in transport and road safety.

Further development of this concept to clarify the purpose and objectives for re-establishing the Transport Forums would be useful to ensure a common understanding and purpose of the RLTC membership.

Please do not hesitate to call me should you wish to discuss any comments in this submission.

Yours sincerely



Demetra Kennedy
Regional Manager



August 2001

Councillor T McDavitt
Chairman
Regional Land Transport Committee

REVIEW OF REGIONAL LAND TRANSPORT COMMITTEE

Thank you for your memorandum of the 31 May 2001. My comments on the proposals are as follows.

- 4.2 I agree that the number of regional councillors could be reduced. They have speaking and voting rights when the issues are raised at the full Regional Council meeting. There may be some objection from councillors. With a reduced number of councillors on the Regional Land Transport Committee (RLTC) it is likely that the meeting time would reduce considerably.
- 4.4 At the present time when there are issues that require input at a national level, then representatives of the appropriate organisation are invited to attend the meeting. Bearing in mind that we are a Regional Land Transport Committee I wonder if the status quo should continue and we invite representatives of national organisations to attend when there is a need.
- 4.9 There is merit in having Transport Forums however I wonder if the attendance would differ greatly from a regular RLTC. I would support the forums for a trial period however I would recommend that the forum take the place of a RLTC meeting so there are possibly two forums and two RLTC's a year.

I hope these comments are of use when formulating the new policy.



Dave Allo
Inspector
Strategic Traffic Manager

Safer Communities Together

WELLINGTON METROPOLITAN DISTRICT HEADQUARTERS

Cnr Harris and Victoria Streets, Wellington, NZ, PO Box 693

Phone 04-382 4000, Fax 04-472 3943



Central Region

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20 Customhouse Quay
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New Zealand
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Fax +64 (4) 495 7609

8 August 2001

Ref 9/89/1

Terry McDavitt
Chairperson
Regional Land Transport Committee
Wellington Regional Council
PO Box 1 1-646
WELLINGTON

Dear Terry

REVIEW OF REGIONAL LAND TRANSPORT COMMITTEE

The following is my response to your report to the last meeting of the Regional Land Transport Committee entitled Review of Regional Land Transport Committee.

I question some of the Proposals in section 4 of the report and offer the following observations for discussion by the Committee:

4.1 Transfund is not represented on the Regional Passenger Transport Committee, and I am unaware of that Committee's terms of reference. However it does seem that, in the policy and programme area, the Regional Passenger Transport Committee may be dealing with issues that are a subset of the work of the Regional Land Transport Committee. Why is there a separate committee? If it is necessary to have a separate committee, it should be reporting back to the Regional Land Transport Committee on implementation of the passenger transport elements of the RLTS. I therefore agree that the Chairs of these two committees should be different regional councillors.

4.2 Support the option of reducing the number of regional councillors on the RLTC. Preference would be for the Chair of the Regional Council, the Chairs of the Passenger Transport and Environment Committees and the Chair of the RLTC. Further regional council representation is unnecessary as councillors have the opportunity to offer their input through the full council.

4.3 Agree that servicing and resourcing of the RLTC should remain with the Regional Council.

4.4 Query the need for full time representation by MOT. For the sorts of issues used as examples, an invitation to brief the committee from time to time should meet the need.

4.5 Support the proposal that the TLA representatives should be the chair of the relevant council committee or the mayor.

4.6 Agree that while there is a Regional Passenger Transport Committee public transport operators and users should be represented through that forum. Provided the Transport Forum idea is adopted and has among its goals to use the forum as a tool for consultation with the industry, there does not seem to be justification for continuing with Regional Chamber of Commerce representation.

4.7 RLTC agenda proposals seem sensible. However the requirement for reporting needs to be focussed carefully on each of the sections.

- “Developing” should include reports from each of Council’s project managers responsible for developing the various Corridor Studies describing the options being developed, study progress and indicated outcomes.
- “Implementing” should include reports from those responsible for the implementation of the RLTS. This does not necessarily include Transfund and MOT. We should target the key Road Controlling Authorities such as Transit, Wellington City, Kapiti because of the Western Link Road, Hutt for the cross-valley link for example. Safety outcomes would be reported by LTSA and Police. As stated above, Council’s own Passenger Transport Committee is an “implementing“ agency, and so should report to the committee.
- “Monitoring” needs some definition. The committee can monitor the implementation of the Strategy by receiving reports as described above. Alternatively, and probably preferably, the Strategy could be monitored by regular reporting on the trends in the performance indicators set out in the Strategy.

4.8 Agree that rotation of venue for at least some meetings is a good idea. What about combining some of these with Forums (see below).

4.9 Given the speed at which transportation projects are implemented, do we need four meetings a year? Could we consider making the meetings “special purpose” such as June for the Annual Report, December for the National Roothing Programme and Annual Plans, March and September for Implementation and Monitoring reporting. Perhaps then meetings might be short enough to allow them to be combined with Transport Forums.

Transport Forums should be focussed on getting the views of those who are the users of the transportation system. It could be useful and instructive to set aside sessions for example, for manufacturers, school boards, cyclist groups etc. We believe the purpose of these forums needs more discussion as the intent is not well defined in the report.

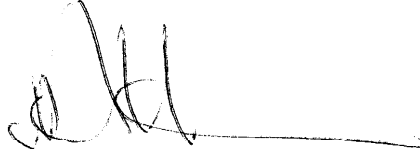
4.10 Agreed that the forum mailing list should be updated once the purpose and participation in the forums has been agreed.

4.11 Agree with the proposals for improving communications with TLA’s particularly.

4.12 Agree with the continued use of Chairs Report to provide a summary of the issues discussed..

4.13 Agreed. If Transfund can be of any help in the running of this introduction process, please let me know.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Ian Hunter', with a long horizontal line extending to the right.

Ian Hunter
Regional Manager

THE CHAIR PERSON, MR T.MC DAVITT

WELLINGTON REGIONAL LAND TRANSPORT COMMITTEE.

REF: YOUR PAPERS ON REVIEW OF REGIONAL LAND TRANSPORT COMMITTEE,
31/5/ 2001 File E/6/11/4.

FROM: H.F.ROYDS, A.A.APPOINTEE TO ABOVE CMTTEE.

IT HAS NOT BEEN POSSIBLE TO HAVE A FULL DISCUSSION OF THE AA
COUNCIL ON YOUR REVIEW PAPER.

OUR REGIONAL MGR WILL RESPOND WITH OUR STRONG SUPPORT FOR RLTC'S
IMPORTANCE IN REGIONAL TRANSPORT MATTERS, BUT WITHOUT DETAILED
COMMENT.

THEREFORE THE NOTES THAT FOLLOW ARE MY PERSONAL COMMENTS ON THE
REVIEW PAPER.

PARA 2, 2.1. size.

THE DIFFERENCE BETWEEN 19 & 25 is unlikely to make much
difference to discussion times or faster resolutions.

The broad nature of the work is important to all persons in the
region at some time or another and I believe that the broad
involvement of all interested/affected parties needs to take
place at some point, to enlist understanding and support for the
objectives. Periodic seminars with no resolution or voting are
unlikely to satisfy this need.

2.3 Mayors & TIA'S are represented and serviced by minutes etc
so strength or otherwise of communication must be up to the
parties rather than a fault of the RLTC.

2.4 Improvements involve change; will further separation improve
communication.

3. Not qualified to comment on the broad picture, agree on 3.2 as
summarising some of the problems.

4. 4.1 Agree on the specialist nature of RPTC, but in the finish
it will work better if coordinated so two chair people would both
need involvement.

4.2 Dont agree, as outlined in initial para.

4.3 agree.

4.4 agree.

4.5 agree. Already covered earlier. Do the TLA'S councillors fully understand the Regional objectives??

4.6. Retain, the support of the business and industry is vital.

4.7 OTY.

4.8 VENUES; this was the roads board practice in this region, maybe others. It ensured clearer understanding of area problems but in the finish it is the B/C that brings the funding.

4.9 As earlier, good P.R, but always seem to be light on stakeholders and heavy on minority ideas, associated interested parties, but are they the people you want to get to.

4.10 Agree because the Regional Plans need the highlighting.

4.11 No complaints with the system to date, early circulation may be O.K. but meetings must also be able to deal with pertinent matters promptly when required. Synchronisation of meetings of representative organisations and TLA'S will always be a potential difficulty particularly when you want prompt answers.

4.12 & 13 CONSTRUCTIVE.

GENERAL: RLTC,s National size and listings. Interesting, but do remember that the only cities with any real congestion are 3 Or 4 main ones, and most other Regions have little understanding of congestion and transport integration on the scale that W/n has achieved.

W/n is unique with geographical constraints added to development problems.

Sub-committees seemed to provide an opportunity to examine detail, leaving the RLTC to deal with decisions.

Regards
H. F. ROYDS.

H. F. Royds

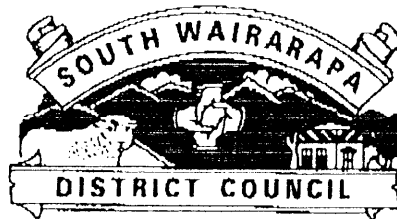
11/8/01

P.O. BOX 6
MARTINBOROUGH 5954

Attachment 2 to Report 01.611
Page 13 of 20

File: Rltc.

If calling ask for John Read



19 KITCHENER STREET-
MARTINBOROUGH

15 August 2001

OFFICE OF THE MAYOR

Councillor Terry McDavitt
Chairman Regional Land Transport Committee

Fax (04) 385 6960

Dear Terry

Review of Regional Land Transport Committee

I refer to your paper dated 31 May 2001 and fully endorse the proposals, particularly the reduction in Regional Council representatives on the Committee, but offer the following comments.

While accepting the desire to strengthen the TLA connection (Clause 4.5) with the RLTC it is our view that it is up to individual Councils to appoint appropriate representation and to ensure that communication on RLTC matters is in place.

With regard to Transport Forums (Clause 4.9) we suggest that these be held on an as required basis rather than defining the need "... to hold up to two annually".

Thank you for the opportunity to comment. This has been discussed with and is sent on behalf of my Mayoral colleagues Bob Francis, Masterton District Council and Martin Tankersley, Carterton District Council.

Yours sincerely

John Read
MAYOR



11.12.5

14 August 2001

Councillor Terry McDavitt
Chairperson, Regional Land Transport Committee
Wellington Regional Council
PO Box 11-646
WELLINGTON

Dear Terry,

REVIEW OF REGIONAL LAND TRANSPORT COMMITTEE

At the Council meeting on 26 July 2001, a recommendation from the Infrastructural Services Committee was considered and they resolved that:

1. *Council considers the Wellington Regional Council report Review of Regional Land Transport Committee and advises the Wellington Regional Council of its views.*
2. *That Council endorses the proposals contained in the Wellington Regional Council report 01.436 – Review of the Land Transport Committee.*

If you require any further information, please do not hesitate to contact me.

Yours sincerely,

Iain S McIntosh
MANAGER, OPERATIONAL SERVICES

Phone (04) 904 5811
Fax (04) 904 5830
E-mail iain.mcintosh@kcdc.govt.nz

cc: Allie Dunn, Council Services Coordinator
Cr Brown



13 August 2001

Councillor Terry McDavitt
Chairman Regional Land Transport Committee
Wellington Regional Council
PO Box 1 1-646
WELLINGTON

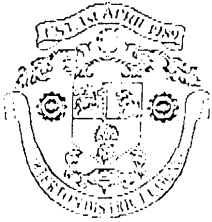
Dear Councillor McDavitt

The Association's representative on the Regional Land Transport Committee, Howard Royds has provided me with a copy of your report to the Committee dated 3 1 May 2001 (File L/6/11/4) in regard to the Review of the Regional Land Transport Committee.

We are still extremely interested in continuing our participation on the committee as a substantial stakeholder and request that you consider this when determining the size of the committee for the next triennium.

Yours sincerely

Brian Roberts
Central Regional Manager



Carterton District Council

P.O. Box 9 Holloway Street Carterton New Zealand Phone: 06-379-6626 Fax- 06-379-7832

15 August 2001

Councillor Terry McDavitt
Chairman Regional Land Transport Committee

Fax (04) 385 6960

Dear Terry

Wellington Regional Council

16 AUG 2001

Review of Regional Land Transport Committee

This council considered the review of the Regional Land Transport Committee at our Ordinary Meeting on Wednesday 15th August 2001 and endorses the proposals in principle.

In liaison with Mayor Read (SWDC) and Mayor Francis (MDC) the following points were identified:

While accepting the desire to strengthen the TLA connection (Claus 4.5) with the RLTC it is our view is that it is up to individual Councils to appoint appropriate representation and to ensure that communication on RLTC matters is in place,

With regard to Transport Forums (Clause 4.9) we suggest that these be held on an as required basis rather than defining the need "... to hold up to two annually".

In addition to these comments, my council also wished to add a view that:

- Wellington Regional Council representatives on the committee be limited to a maximum of five members
- That the Committee Chair be nominated from any of the Wellington Regional Council representatives that serve upon the committee

Thank you for this opportunity to comment.

Yours sincerely

Martin Tankersley

MAYOR

Email - julie@cdc.govt.nz



THE
WELLINGTON REGIONAL
ROAD TRANSPORT ASSOCIATION (INC.)



14th August 2001

The Divisional Manager, Transport
Wellington Regional Council
PO Box 11646
Wellington

Attn Dr Dave Watson

Dear Dave

RE REVIEW OF REGIONAL LAND TRANSPORT COMMITTEE

Thank you for the copy of Terry McDavitt's draft report and the opportunity to comment. As a Commercial Road User's Delegate I represent operations from the Central Region and forward the following on their behalf.

- 1 We believe the purpose is timely and agree in principle with items: 1.1, 1.2, and 1.3.

- 2
- 2.1 The membership is rather large and unwieldy and for some time has catered for unnecessary lengthy pontificating by some Councilors expounding standing orders and whatever, resulting in meetings, wasting valuable time.
- 2.2 We have found the communication has worked well over the last two terms, and the officer support has been very good. Where the Mayors are concerned, isn't it their prerogative to attend or not? Mayor Reid is a regular attendee and occasionally Jenny Brash has addressed us. In earlier trienniums the Mayors were regular representatives. Why did that change?

- 3 We concur with the principles and support.

- 4 Proposals
- 4.2 We understand and agree

- 4.3 We agree
- 4.4 We agree with this though point out that it has been our observation that the Wellington strategy has always taken cognizance of the National strategy, and just as a further comment other Regional Councils and La's developing a strategy seem to do so after studying Wellington's (almost generic)
- 4.5 We strongly support the Wellington Chamber of Commerce on this committee
- 4.8 This would be a very important step. Historically this was the best way of identifying with issues in the various areas. This must happen.
- 4.9 Feedback from these forums has been most useful and we strongly support the initiative.
- 4.10 We agree in principle with this to happen, pointing out that nowhere in this report does it mention the two separate organizations of Commercial Road Users and the Automobile Association. These two organizations make a large contribution to the welfare of all the groups named in the report. We should be identified for our roles and contribution.

We would like to take this opportunity to thank the Regional Council for the work and communications that exist between us. We wish all those elected representatives who will stand down this time all the best, and offer our support and best wishes to the new representatives for the next triennium.

Yours sincerely



Maurie Bognuda

Commercial Users Representative

20 August 2001

Dr Dave Watson
Transport Manager
Wellington Regional Council
P O Box 11-646
Wellington

Dear Dave

Review of Regional Land Transport Committee

Our Transport and Infrastructure Committee recently considered the initial proposals for review of the Regional Land Transport Committee, and accepted the following recommendations:

1. *THAT the Committee support the proposals of the Regional Land Transport Committee as follows:*
 - a) *Appoint the next Chair of the RLTC as a separate person from the Chair of the Regional Passenger Transport Committee;*
 - b) *Reduce the number of Regional Councillors on the RLTC from nine to four;*
 - c) *Retain the process by which the RLTC reports formally to WRC;*
 - d) *Invite the Ministry of Transport to join the RLTC;*
 - e) *The RLTC request that TLA representatives be either the Mayor, or Chair of relevant TLA committee,-*
 - f) *Accommodate input from the Regional Chamber of Commerce, rail operators, and bus and coach operators through six-monthly transport forums (in the interests of a smaller and more effective RLTC);*
 - g) *Divide the RLTC agenda into sections dealing with development, implementation, and monitoring of the Regional Land Transport Strategy,-*
 - h) *Rotate venues around the parts of the region focused on particular transport corridors;*
 - i) *Hold up to two transport forums annually;*
 - j) *Improve communication processes between the RLTC and constituent agencies;*
 - k) *Formalise an induction process for members of the RLTC at the start of each triennium.*

2. *THAT the Committee endorses the current mechanisms that improve communication and the ability to form a collective view across Councils, such as cross-membership **of** committees and officer working groups.*
3. *THAT the Committee request the Regional Land Transport Committee develop a process **of** formal buy-in **of** Territorial Local Authorities, including Wellington City Council, on issues **of** major importance.*
4. *THAT the Committee agree that where a formal Wellington City Council policy does not exist, participation on the RLTC does not prevent Wellington City Council from subsequently determining its policies.*
5. *THAT the Committee consider that the current degree **of** obligation **of** Territorial Local Authority Councils to act in accordance with the Regional Land Transport Strategy is appropriate and should not be strengthened.*

Note that a) to k) are the same as put forward by the Regional Council, but were put before the Committee to check that they were in agreement. Also that the process for further discussion of this issue is noted, including transport forums and formal buy-in to final proposals.

I trust this provides sufficient information, please feel free to contact me if you wish to discuss this further.

Yours sincerely

Paul Desborough
Strategic Advisor
Wellington City Council

No.	Ref.	WRC Initiative	Hutt City Council's view				
			strongly support	support	neutral	oppose	strongly oppose
1	3.3	Improve communication activities.					
2	3.4	Improve connection to national policy advisors.					
3	4.1	Separate persons to chair RLTC & RPTC.					
4	4.2	Reduce Regional Councillor representatives from 9 to 5.					
5	4.4	Invite MOT membership.		1			
6	4.5	Suggest TLA representative should be relevant committee chair or Mayor.		2			
7	4.6	Not invite transport operators.					
8	4.7	Divide RLTC agenda into: developing/implementing/monitoring.	3				
9	4.8	Rotate venues.				4	
10	4.8	Allow local site tours.		5			
11	4.9	Continue 4 meetings per year.					
12	4.9	(Hold up to 2 Transport Forums annually.					
13	4.10	Re-establish a forum mailing list.					
14	4.11	Circulate principal papers early.					
15	4.12	Continue the Chair's post meeting summary report.					
16	4.13	Provide an induction process for the new RLTC.					

Notes:

Ref. reference number refers to paragraph in Cr. T McDavitt's report to the RLTC dated 18 June 2001.

- 1 Consider other significant agencies such as EECA.
- 2.1 Allow TLA deputy chair as an alternate.
- 2.2 Allow up to 2 representatives from each TLA speaking and voting rights at the RLTC.
- 3 Add an information section to the report in order to distinguish between material that requires decision making and that just provided for information.
- 4 Prefer the regular meeting venue.
- 5 Support inclusion of site visits on the meeting agenda only when really necessary.