# MEETING NOTES OF THE RCAF EXECUTIVE

##### at

**1.30 pm Friday 9 March 2012**

**NZTA National Office, Chews Lane –Room 5.07**

**Present:** Ernst Zollner (chair) Co Chair RCA Forum – NZ Transport Agency

Kay Clarke Convenor, Performance Monitoring – NZ Transport Agency

Peter Bailey Convenor – Research and Guidelines – PCC

Jim Paterson Convenor Finance - WBOPDC

Angela Tempest INGENIUM/Minute Taker

**Apologies:** Dave Jane Department of Conservation

Geoff Swainson Local Government New Zealand

**Please note:** The Action Summary at the end of the notes includes Assignee and Deadline for each action.

| **ITEM** | **DISCUSSION** | **ACTION** |
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| 1. Welcome and apologies | Ernst welcomed the Executive to the Meeting.  The apologies from Dave Jane and Geoff Swainson were received.  . |  |
| 1. Executive Meeting notes – Matters Arising | * 1. Minutes   The minutes of the Executive Meeting held 28 October 2011 were received.   * 1. Matters Arising   There were no matters arising to be discussed.     * 1. Summary of Open Actions from previous meetings   *Action 37 –* can be closed.  *Action 56* – some discussion about who could do this and  how general succession planning will take place.  *Action 58 –* now to be actioned  *Action 62* – Peter is contacting people individually. This can now be closed. |  |
| 1. Progress against our business plan | Finance Report Year to Date to 31 January 2012  Jim spoke to his report on the agenda.   * Raised the issue about the stormwater and stock effluent work groups not working to budget and the impact on the cash flow for the Forum.   + Stormwater – working to wind the group up. NZTA website has a good tutorial on this item   + Stock Effluent – re-assessing the group. Regional Councils are taking an active interest in this. A National Model may be produced for this. Plan of where the areas are is out of date.   + Some areas of research are undertaken by other areas, RCA Forum can then access these. * Approximate annual spend of approximately $160,000   Kawarau – would be happy to pay $400  Upper Hutt – Lachlan has signalled that he would like to join ago.  Research Activities   * + 1. *Workgroup Activities*   Peter gave a verbal report from the meeting of the Research and Guidelines Group the previous evening. He gave an update of where the Group started.   * + 1. *Group Membership:*   Bill Greenwood, Peter Bailey, Wayne Newman, Murray Hasler, Fiona Vessey, James Hughes. Fiona Knight, Jim Paterson – apologies.  Should a NZTA research team member be involved in this group?  The review in 2009 indicated that the Group could change from undertaking research to coordinating the dissemination of the information.   * + 1. *Dissemination of Information:*   Two successful contributions have been made to the NZTA regional meetings, more presentations across the country. There will be some presentations given to the INGENIUM Branch Meetings.  Some Potential Topics for 2012/13 to be presented to NZTA and INGENIUM   * High Risk Intersections manual * National Guidelines   (Peter – please provide a full list).  As new documents are produced, they need to be presented to the NZTA Regional Meetings and INGENIUM Branch Meetings.  Has been successful in getting some resources engaged and tasks allocated.  LGNZ restructure has caused issues in relation to inputting into NZTA research.  List of ‘experts’ is being pulled together – from the NZTA website.  **Need a Summary of:**  What activities are  Which ones are being researched  Who would be the person to do this?  A discussion around how the work that the Research and Guidelines Group is doing is being communicated to members.  Peter spoke about linking this with the Strategic Review that was produced in 2009   * + 1. *2 December Forum*   Meeting Notes - Ernst thanked the group for their work around the forum.  Attendance Review  27 RCAs are actively involved in the Forum  33 RCAs came less than two occasions.  Some initiatives around how to engage those that are not coming.   * + 1. *Communication and engagement, including website*   Angela talked to the report and some discussion took place about what the process would be.  Ernst gave an overview of the strategic review that took place two years ago   * + 1. *RCA Forum Rules Review*   Kaye spoke to the report on the agenda. She guided the Executive to certain aspects of the Rules. | **Action 71:** Wayne to document what the Research and Guidelines Group has been doing as part of the communications plan, to include how much dissemination has been done during the financial year  **Action 72:** RIMS to have somebody at regional meetings (either NZTA or INGNEIUM) to talk about the documents as they are produced  **Action 73:** Meeting with Gordon/Theuns about how to distribute the to others than the RCA Forum members  **Action 74:** List of non-attendees to Kaye (see Ernst’s list)  Target 80% of those not coming to be coming in the next year -  **Action 75:** Ernst to send email to Executive about the workshop on communications he attended and a copy of report to be sent to Executive.  **Action 76:** Kaye to send copy of the annotated rules to the NZTA legal team for review at the next Executive meeting. |
| 1. **Draft Forum Agenda 27 April 2012** | Ernst spoke to the draft agenda for 27 April 2012  Some discussion took place about the agenda and some amendments made. The agenda is to be sent out before the end of next week (16 March 2012) | **Action 77:** Executive work on a presentation for their section of the meeting |
| 1. **Draft Business plan and budget for 2012/13** | * Show what we do in the budget change the wording * Dissemination of information   Focus   * Self sufficient – administratively * Forum * Promoting some research * Funding research (RIMS, etc) * Travel for Research Group Travels * Test different scenarios   + Set fees below admin and (around $70,000) fund the research ($196,000) from funds   + Cut the subscriptions by x%     1. Website Service Levels |  |
| 1. Draft INGENIUM Service Level Agreement | Angela left the meeting for this meeting.  **RESOLVED** (Jim Paterson/Peter Bailey)  That the Service Level Agreement for Accounting from INGENIUM for the 2012/13 financial year be approved.  **CARRIED** |  |
| 1. Website Service Levels | The Executive reviewed the paper on the agenda  **RESOLVED** (Jim Paterson/Peter Bailey)  That the Website proposal on the agenda of the 9 March 2012 RCAF Executive meeting be approved.  **CARRIED** |  |

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| 1. General Business | Jim spoke about the expenses incurred attending RCA Forum meetings.  **RESOLVED** (Peter/Kevin)  That executive members that do not reside in Wellington have their travel costs reimbursed as per the Rules.  **CARRIED** |  |

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Meeting closed at 4.45 pm

**Open Action List**

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| **Meeting Date** | **Action  Number** | **Action** | **Status** | **Assigned to** | **Deadline** | **Update** |
| 26/03/2010 | 4 | Service Scope with Modica and list of outstanding issues **Update:** this to be put on hold until decision made about Website  **Update 23 Oct 2010** - no work to be undertaken on website until a communications strategy is put in place | On Hold | Angela/Ernst/ Kaye |  | Report on Agenda 9 March 2012 |
| 28/10/11 | 56 | Be proactive to actively look for replacement for Peter Bailey with a view to different people around the table after the next AGM | Ongoing | Executive | Ongoing |  |
| 28/10/11 | 57 | Chairs to send a letter to DOC to state their benefit of their membership on RCA, also to describe DOC’S benefit of being part of the Executive – **for May 2012.** | Open | Ernst/Ross | 30/5/2012 |  |
| 28/10/11 | 58 | NZTA needs to discuss the forum with the new CE of LGNZ on their appointment, **early 2012.** | Open | Ernst/Kaye | 31/1/2012 |  |
| 28/10/11 | 59 | Executive to follow up on authorities that have little or no attendance when and where the opportunity exists. | Ongoing | Executive | Ongoing |  |
| 28/10/11 | 65 | Geoff to send Angela contact details of a person who would be able to talk to the Executive on a Road Safety Committee | Open | Geoff |  |  |
| 28/10/11 | 66 | Geoff to explore responses for requests for assistance further with Ross Vincent, and is on the agenda for the next Exec Meeting. | Open | Geoff |  |  |
| 28/10/11 | 67 | PowerPoint presentation to show what RCA Forum does. | Open | Peter/Wayne |  |  |
| 28/10/11 | 70 | Link to Smartmoves to be put on Website. | Open | Peter / Wayne |  |  |
| 9/03/2012 | 71 | Wayne to document what the Research and Guidelines Group has been doing as part of the communications plan, to include how much dissemination has been done during the financial year | Open | Peter/Wayne |  |  |
| 9/03/2012 | 72 | RIMS to have somebody at regional meetings (either NZTA or INGNEIUM) to talk about the documents as they are produced | Ongoing | RIMS Committee | Ongoing |  |
| 9/03/2012 | 73 | Meeting with Gordon/Theuns about how to distribute the to others than the RCA Forum members | Open | Peter |  |  |
| 9/03/2012 | 74 | List of non-attendees to Kaye (see Ernst’s list) - Target 80% of those not coming to be coming in the next year - | Open | Executive |  |  |

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| **Meeting Date** | **Action  Number** | **Action** | **Status** | **Assigned to** | **Deadline** | **Update** |
| 9/03/2012 | 75 | Ernst to send email to Executive about the workshop on communications he attended and a copy of report to be sent to Executive. | Open | Ernst |  |  |
| 9/03/2012 | 76 | Kaye to send copy of the annotated rules to the NZTA legal team for review at the next Executive meeting. | Open | Kaye |  |  |
| 9/03/2012 | 77 | Executive work on a presentation for their section of the meeting | Open | Executive |  |  |