

MEETING NOTES OF THE RCAF EXECUTIVE

at

**Chews Lane Board Room
1.30 – 5.00pm 26 March 2010**

Present: Ernst Zollner Co Chair RCA Forum – NZ Transport Agency
 Peter Bailey Convenor – Research and Guidelines – PCC
 Geoff Swainson Local Government New Zealand
 Jim Paterson Convenor Finance - WBOPDC
 Kaye Clark Convenor, Performance Monitoring – NZ Transport Agency (Via Video Link)

Angela Tempest INGENIUM/ Minute Taker

Apologies: Dave Jane Department of Conservation

ITEM	DISCUSSION	ACTION
1. Welcome and apologies	Apologies from Dave Jane. Ernst gave an update on the lunch for Douceline. Ernst thanked Peter for the notes that he had sent through and apologised for moving the meeting date and gave appreciation to those that had flown into Wellington to attend.	
2. Executive Meeting notes – Matters Arising	The Meeting notes from 4 November were discussed. The actions worked through and the notes accepted. Some actions were set aside until the workshop.	
3. Review of December 09 Forum	The Meeting Notes from 4 December were reviewed. It was agreed that: <ul style="list-style-type: none"> The format did not keep members at the meeting to discuss the Forum 	

ITEM	DISCUSSION	ACTION
	<p>Business</p> <ul style="list-style-type: none"> • Proposed change to the agenda format to put the Forum Business after housekeeping. • Discussion about the format of the meeting and whether Friday was the most appropriate day of the week. It was agreed to keep as is for the time being. • Peter holds a meeting of the Working Group Chairs on the evening before the meeting – members could be invited to this. • Research Group Reports to go into general agenda. • Having a theme worked well and this should be used whenever possible • Could have an introduction to first time attendees 	
4. Administrative Report	<p>Angela spoke to her report. It was agreed that:</p> <ul style="list-style-type: none"> • The Registered Office will be transferred to the INGENIUM office on The Terrace. • A new Convenor RCA Forum will be appointed at the next AGM • The 2010 AGM will be held at the 3 September Forum Meeting and not the 23 April Meeting – to allow time for the audited Accounts to be available. • There is potentially a knowledge gap in regard to the administration of the Forum and that the Executive may be called on for more help in the first instance. • Website updating. Angela to let Peter know what INGENIUM staff will be updating on the website 	<p>Review period of appointment of Convenors – Angela</p> <p>Distribute Job Descriptions for all Convenors – Angela</p> <p>Send Peter the contact details of the Website Administrator - Angela</p>
5. Forum Sponsorship Candidates	<p>Discussion took place regarding the Sponsorship Budget.</p> <p>Angela declared a conflict of interest when this item was discussed and left the room.</p>	<p>Review list of attendees to Forum and invite non-attendees free of Charge to September Meeting –</p>

ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> • Sponsorship during 2009/10 was outlined • Possibility of sponsoring young Roothing Engineers • Look at paid-up members that are not attending the forum and possibly sponsor an attendance • Possibility of sponsoring INGENIUM Conference. 	<p>Peter/Angela</p> <p>Produce proposal for investing in membership (eg young Roothing engineers) – Peter/Angela</p> <p>Review sponsorship opportunity for INGENIUM Conference – up to \$1,000 – Jim</p>
6. Open Session of current issues affecting RCAs	This was moved to be part of the Workshop Discussion	
7. Local Roads Supplement to CoPTTM	Peter spoke to this. He said that this was now moving forward in a co-operative way with one document and Local Authorities and NZTA working together	
8. Finance Reports – Jim Paterson	<p>Jim presented his report. He noted that Palmerston North and Kaikoura have not paid their fees for 2009/10 year.</p> <p>It was agreed that, although the Forum Attendance Fees do not quite cover the cost of the Forum they were to remain the same for the 2010/11 year.</p>	<p>Discuss payment of invoices with Kaikoura DC and Palmerston North CC before next invoice run in May - Jim</p>
9. Appointment of Auditor 2010/11	It was agreed that a recommendation would be put to the AGM to appoint WHK Sherwin Chan and Walshe, based in Lower Hutt, Wellington, to be the Auditors for the 2010/11 Financial Year	<p>Ensure Appointment of Auditor is on AGM Agenda - Angela</p>

ITEM	DISCUSSION	ACTION
10. Peter Bailey - Research and Guidelines Report	<p>Peter spoke to this. This is another joint partnership. There has not been a second formal meeting as no documents are ready to be adopted. Need to make sure this does not drift – may need to formally highlight to NZTA if no progress made.</p> <p>Peter stated that Graeme Tong has resigned as convenor of Stormwater Group. It was becoming more difficult to get participation in the groups as people are extremely busy. There is potential to facilitate a group such as RIMS to undertake this research.</p>	
11. Kaye Clark – Performance Monitoring Report	Kaye echoed Peter's sentiments regarding getting people to volunteer to be on the working groups, she outlined who had resigned from her groups.	
12. Agenda items for 23 April 2010 RCA Forum	<p>After discussion on the topics put forward from the call for items the decision was to have a theme for the Forum based on the Oversize Vehicle Dimension</p> <ul style="list-style-type: none"> • OVD rules will be announced in May • Practical workshop giving details possibly with case study (Waikato/WBOP) • Brent wants to bring in Consultants and have a funding discussion – there will be a general circular to Local Authorities next week re applying for funding – assessment work and capital funding work • There will be a more streamlined process for Local Authorities • Would like to invite more than LAs to the Forum to discuss the implications of the new rules. 	Draft Agenda for Forum to be produced - Ernst
11. Completing the RCA Strategic Review – stage 2 - Workshop	Workshop notes are attached as a separate document.	

10. General Business	<ul style="list-style-type: none"> • Service Level Agreements with INGENIUM <p>It was agreed that Ernst would approve the Service Level Agreement for administrative services and that Jim would approve the Service Level Agreement for Accounting administration.</p>	
Next Meeting	<p>Suggested date – 23 July 2010 – 1.00 pm – 5.00 pm, NZTA Offices. To be confirmed</p> <p>The meeting closed at 3.30 pm and the workshop then took place.</p>	

DRAFT

Notes from Workshop held 26 July 2010

Chews Lane Board Room

3.30 – 5.00pm 26 March 2010

The document 'Review of the Future Role and Relationships of the Road Controlling Authorities Forum (NZ) Inc. Progressing and Implementing the Strategic Review' was distributed prior to the workshop.

Peter summarised the work to date:

- Review carried out
- Traction of working groups not happening
- Resources for working groups an issue
- Discussions taking place with RIMS Group – Memorandum of Understanding being produced
- Potential to better use INGENIUM Branch Meetings and NZTA Regional Meetings

He outlined his thoughts on the future of the Exec and its work with other 'expert' groups.

What does this mean for research?

- More Cost Effective
- More efficient in terms of time – no duplication of effort
- Clearer structure re developers/researchers
- Partnership approach

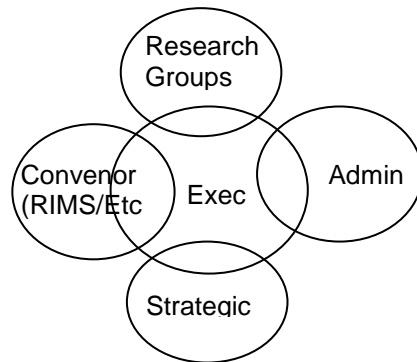
There is a need to identify who does research and where they do it, eg NZTA, Universities, Local Authorities, RIMS and Roothing NZ.

- Need to connect to research that has already been/is being done.
- Members should be identifying the needs
 - Panel of Experts
 - Practice Groups
 - RCAF to undertake a Gap Analysis
- NZTA Research Strategy – could be both a source of projects and a source of funding
- NLTP - could be both a source of projects and a source of funding

Potential Structure of Exec

- Two Executive Members driving the liaison with other entities such as RIMS and Roothing NZ
- Support Person for managing relationships
- Groups such as RIMS to report to Peter on the research that they were undertaking on behalf of RCAF
- Forum would still be a place for Peter to give a synopsis of what is going on with the working groups and in the industry.
- Convenor RCA Forum to be co-opted until next AGM – Ernst/Kay to recommend an NZTA person.
- Potential for Regional Councils to have Associate Membership.

Discussion took place on diagram on page 10 of the document. Peter outlined how he thought it could work.



- Challenges around Transport Advisory Group
- Potentially Portfolios
- RCA Strategy Group could be used for planning and transportation – to look strategically to where things are heading. Regional Land Transport, etc. High Level Asset Planning – consideration of future challenges
- RCA Forum is struggling to be a research organisation, is more of a communications group.

How to move forward with Working Groups.

- Need to keep the working group members engaged.
- Maybe set them up as a panel of experts, rather than disband
- Work groups will be disbanded once outcomes are delivered
- Work groups need to be managed to deliver outcomes or funding ceased.
- Stormwater group – there is a case to wrap this group up now.
- Could produce a questionnaire re areas of speciality for members to be completed at the Forum/on the Website (members should be able to engage with Forum whether they chose to attend the forum or not).

Some key questions that need to be asked about each Working group is:

- What is being worked on
- Where is the work group at in terms of delivery
- What is the future of the work group?

Actions:

1. Need to identify specialist areas
2. Produce plan to create groups
3. Invite participation
4. Include experts if required (paid if necessary)

Examples of some key groups could be:

- Street Lights
- Procurement
- Iwi Consultation
- Maori Roads

No decisions were made in relation to actions around this workshop. It was agreed that there was a potential need for a telephone conference before the next Exec Meeting to discuss the workshop notes.