



MEETING NOTES OF THE RCAF EXECUTIVE

at

**Chews Lane Board Room
1.30 – 5.00pm 22 October 2010**

Present: Ernst Zollner
Peter Bailey
Jim Paterson
Kaye Clark
Dave Jane
Angela Tempest

Co Chair RCA Forum – NZ Transport Agency
Convenor – Research and Guidelines – PCC
Convenor Finance - WBOPDC
Convenor, Performance Monitoring – NZ Transport Agency
Department of Conservation
INGENIUM/Minute Taker

Apologies: Geoff Swainson
Ross Paterson

Local Government New Zealand
WBOPDC

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

ITEM	DISCUSSION	ACTION
1. Welcome and apologies	Apologies from Geoff Swainson.	
2. Executive Meeting notes – Matters Arising	<p>Remove line regarding Poorly Attended</p> <p>Action 4 – On agenda for today's meeting</p> <p>Action 6 – completed</p> <p>Action 7 – Remove – becomes a regular review</p> <p>Action 9 – Sponsorship idea –</p> <p>Discussion on DOC attendance at the Forum. Dave to give DOC staff another opportunity to attend FOC.</p> <p>Discussion on Regional personal networks – this will need to be built on in the future.</p>	



Meeting of the Road Controlling Authorities Forum Executive

1.30 – 5.00 pm 16th March 2011

at

NZTA National Office, Chews Lane – ~~Board Room~~

2.18

Members

Ross Paterson – Co Chair

Ernst Zollner – Co Chair

Jim Paterson – Convenor Finance

Kaye Clark – Convenor, Performance Monitoring

Peter Bailey – Convenor, Research and Guidelines

Dave Jane

Geoff Swainson

In Attendance

Angela Tempest

Mayor – WBOPDC

NZTA

WBOPDC

NZTA

PCC

Department of Conservation

Local Government New Zealand

INGENIUM

AGENDA

1. Welcome and apologies
2. Executive Meeting 22 October 2010
 - a. Minutes (**Page 2**)
 - b. Matters Arising
 - c. Open Actions from previous meetings (**Page 11**)
3. Review of 3 December 2010 Forum
 - a. Notes from 3 December 2010 Forum (**Page 12**)
 - b. Review of Attendance to 3 December 2010 Forum (**Page 18**)
 - c. Summary of Questionnaire distributed after December Forum (**Page 21**)
4. Jim Paterson – Finance Report
 - a. Profit and Loss Year to Date 31 January 2011 (**to be tabled at meeting**)
 - b. INGENIUM / RCAF Draft Service Level Agreement 2011/12 (**Page 24**)
 - c. Draft Request for Funding of Administrative Services from NZTA (**Page 31**)
5. Peter Bailey – Research and Guidelines Report
 - a. Working Group Reports at 31 January 2011 (**to be tabled at meeting**)
6. Kaye Clark – Thoughts on the future
7. Angela Tempest – Administration Report (**to be tabled at meeting**)
8. Agenda items for 29 April 2011 RCA Forum
 - a. Theme and topics
 - b. Venue and programme
9. General Business
 - a. September Forum Date Change (Suggested Dates - 16th or 23rd September)

Next meeting dates:

21 July 2011
16 November 2011

ITEM	DISCUSSION	ACTION
	<p>Will be kept to RCA employees</p> <p>Action 13 – becomes a regular review</p> <p>Action 14 – on Agenda</p> <p>Action 15 – on Agenda</p> <p>Action 17 – Closed</p> <p>Action 18 – on Agenda</p> <p>Action 22 – Closed</p> <p>Action 23 – Closed</p> <p>Action 25 – Agenda item</p> <p>Action 26 – Closed</p> <p>Action 27 – Closed</p> <p>Action 28 – Closed</p> <p>The minutes of the meeting were formally adopted.</p> <p>The Forum minutes go on the website but not the Executive Minutes.</p>	
<p>3. Review of September 10 Forum</p>	<p>December meeting – Theme – Levels of Service</p> <p>Discussion on the Review of 7 October 2010 Attendees.</p> <p>At the end of the day there were still lots of people at the end of the Forum, which is in contrast to previous Fora.</p> <p>Discussion about the attendance at the Forum, was it to do with the change of the date, was it about the topic of the forum, was it a combination of both.</p> <p>Get feedback from attendees which day of the week they would prefer – Thursday or Friday. Send out a survey with voting buttons</p>	<p>Action 29: AT to send out email with Voting Buttons following each Forum</p>

ITEM	DISCUSSION	ACTION
	<p>The Executive worked through the list of Councils that did not attend:</p> <ul style="list-style-type: none"> • Christchurch – Kaye to contact Kevin Locke • Auckland Transport – Kevin Doherty • Upper Hutt – Peter to contact • Palmerston North – Peter to Contact Graeme Tong • Tauranga – Jim to contact • Kauerau – Jim to contact • Queenstown Lakes – Kaye to contact NZTA • Marlborough usually represented by Frank Porter 	<p>Action 30: AT to update 'Councils not represented sheet' to show historical data.</p> <p>Action 31: Contact Councils not attending Forums as per minutes</p>
<p>4. Finance Reports – Jim Paterson</p>	<p>a) Financial Report – Tabled at the meeting</p> <p>Jim spoke to this report and discussed the Budget for 2011/12. The budget has not yet been produced but he will work with Peter to work through this shortly.</p> <p>He spoke about the potential for billing for the 2011/12 year.</p> <p>Peter spoke that a conservative estimate for the workgroups would be \$135,000.</p> <ul style="list-style-type: none"> • Research and Guidelines approx \$28,000 this year with \$35,000 for the next year • \$100,000 for the other groups/research work that might be undertaken – A discussion took place about whether there should be more activity in this area. NZTA Research funding was also discussed. – Identifying what needs to be done, looking for a research agency. – Danger of duplication of research at the moment – RCA Group has a role to ensure that this does not happen. – Powerful if working with LGNZ, INGENIUM, etc. – RCAF could become a facilitator to leverage for the right people rather than a 'doer' of projects. 	

ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> - Reducing billing would send out a good message, but not necessarily 50% reduction. - Could tap into the NZTA Research fund and the Road Safety fund. - Discussion on whether there should be a dedicated person to run the projects, rather than a 'volunteer'. An example would be combining Wayne with an engineer. Would be contracted rather than a staff member. - Amount in bank at 31 March will be the target balance (reserves fund) <p>Discussion on the 'convenor' roles – where they come from, etc. Convenors were set up to facilitate roles. The Forum has now 'morphed' into something else. May need to revisit the roles. This will be discussed as part of 5b.</p> <p>3 options</p> <ul style="list-style-type: none"> - Appoint a Convenor – make them responsible as the rules stand. - Change the rules so that the convenor can be from outside - Change the rules significantly <p>Discussion around the ARRB</p> <p>RESOLVED (Peter Bailey/Kaye Clark)</p> <p>That the NZTA Representative on the RCA Forum acts as the Convenor RCA Forum and note that INGENIUM assists the representative in this role.</p> <p>That the Executive will take action to review the rules.</p>	<p>Action 32: Undertake a review of the RCA Forum Rules.</p>

ITEM	DISCUSSION	ACTION
	<p>CARRIED</p> <p>Convenor/Executive Member to be responsible for the dissemination of the research, such as regular newsletters.</p> <ul style="list-style-type: none"> ▪ Draft Budget for 2011/12 – bill a little less than last year. ▪ Work out how much is needed and then review the income bands ▪ Every Council to be in the correct band for the next financial year. <p>b) Profit and Loss Year to Date September 2010</p>	<p>Action 33: Work through the banding structure and then prepare the draft budget.</p> <p>Action 34: Draft Budget to be Circulated via email.</p>
<p>5. Peter Bailey - Research and Guidelines Report</p>	<p>a) Stormwater Group Request to Further Budget Peter spoke to his report and gave an update on the RESOLVED (Peter Bailey/Jim Paterson) That the budget be increased from \$20,000 to \$68,500 Carried</p> <p>b) Workgroup reports taken as read</p> <ul style="list-style-type: none"> - Letters to be sent to the participants of the workgroups that are being closed thanking them for their participation. - Letters to Employers acknowledging their allowing staff to attend the Executive meetings. - Update on discussion with the RIMS Group in terms of progressing having research done by them. <p>More detail has been received and Peter has had meetings with RIMS. Four projects for completion for this year amounting to about \$14,000. Type of projects are getting research projects and</p>	<p>Action 35: Draft letters to participants of the workgroups and their Employers Signed by Peter and one of the chairs</p>

ITEM	DISCUSSION	ACTION
	<p>putting them into useable format.</p> <ul style="list-style-type: none"> o Working on process around consideration of funding requests. Process to be brought to the next group. o Discussion needs to happen around branding of projects and whether there would be revenue raised from the projects – where would the revenue go? o Discussion around the scoping and briefing of the projects – should they all go to the forum, or should there be some work done first prior to the forum? Seeding for proposals could be a possibility. o HNO Project funding for RIMS by NZTA 	<p>Action 36: Talk to Colin re HNO funding of RIMS</p> <p>Action 37: Send Performance Monitoring Report to Peter</p>
<p>6. Kaye Clark – Performance Monitoring Report</p>	<p>Kaye will send the Performance Monitoring report to RIMS via Peter. Discussions on other areas such as MoT that have also undertaken Performance Monitoring.</p>	<p>Action 38: Visit Miramar Golf Club to sight Venue to ensure suitability for RCA Forum.</p>
<p>7. Angela Tempest – Administration Report</p>	<p><i>Review of Population Sizes</i> It was agreed that more work needed to be done to ensure the accuracy of these numbers <i>Questionnaire</i> Questionnaire was amended and will be sent to Forum Attendees on the Monday after each Forum <i>Review of Venues</i> It was agreed that Angela should to visit the Miramar Golf Club to view things such as visibility for PowerPoint presentations, maximum attendances, etc. <i>Dates for 2011 Forum and Exec Meetings</i></p>	

ITEM	DISCUSSION	ACTION								
	<p>The dates on the report were tentatively agreed as follows:</p> <table border="1" data-bbox="363 1079 576 1671"> <thead> <tr> <th>Exec</th> <th>Forum</th> </tr> </thead> <tbody> <tr> <td>17 March 2011</td> <td>29 April 2011</td> </tr> <tr> <td>21 July 2011</td> <td>2 September 2011</td> </tr> <tr> <td>16 November 2011</td> <td>9 December 2011</td> </tr> </tbody> </table> <p>Dates of Forum to be approved at 3 December Meeting</p>	Exec	Forum	17 March 2011	29 April 2011	21 July 2011	2 September 2011	16 November 2011	9 December 2011	
Exec	Forum									
17 March 2011	29 April 2011									
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<p>8. Agenda items for 3 December 2010</p>	<p>It was agreed that the next meeting would take place on 3 December as previously advertised.</p> <p>Ernst tabled a draft agenda</p> <p>The Chair of the meeting would be the Local Government representative (may be Ross Paterson) – otherwise one of the other Exec to chair.</p> <p>Ernst apologises for morning.</p>									

<p>9. Review of Website</p>	<p>Communication with stakeholders (MoT, etc) needs to be reviewed. Newsletter – 6 weeks before each forum Repository of information Promotion of website Technical information to get out – maybe website is still the medium for this. Communication strategy – maybe employ a contractor to look at a strategy.</p> <ul style="list-style-type: none"> – Who are the main stakeholders (in Armajit's paper) – What type of messages are we sending – How does the communication work now – Take report and go through website and refresh of the website. <p>Will undertake a communications strategy first that will feed into the reviewing of the website. Budget - \$4,000</p>	<p>Action 39 - Send Angela a couple of names to contact re Communications Plan. Action 40 - Ask Wayne to tidy up the working group areas Action 41 - Kaye to update her area:</p>
<p>10. NZUAG</p>	<p>Jim spoke to NZUAG's report. Peter gave the background to the NZUAG. A Discussion took place on the funding of this. RESOLVED (Jim Paterson/Peter Bailey) That the NZUAG is funded \$10,0000 CARRIED</p>	
<p>11. General Business</p>	<ul style="list-style-type: none"> • Themes for future Forum <ul style="list-style-type: none"> + What Roading NZ are doing - What Contractors are doing - What Universities are doing 	

	<ul style="list-style-type: none"> Expected Additional Costs for Councils – will impact on NZTA funding to TAs. What should be done about this? 	<p>Action 42: Discuss expected costs for Councils with Bob Alkema</p>
<p>12. Next Meeting</p>	<p>Next Meeting to be held on 17 March 2011 from 1:30 pm to 5:00 pm The meeting closed at 5:00 pm</p>	