

## MEETING NOTES OF THE RCAF EXECUTIVE

at

**Chews Lane Board Room**  
**9.00 am – 1.00 pm 28 October 2011**

**Present:** Kay Clarke (chair) Convenor, Performance Monitoring – NZ Transport Agency  
 Peter Bailey Convenor – Research and Guidelines – PCC  
 Jim Paterson Convenor Finance - WBOPDC  
 Dave Jane Department of Conservation  
 Geoff Swainson Local Government New Zealand  
 Angela Tempest INGENIUM/Minute Taker

**Apologies:** Ernst Zollner Co Chair RCA Forum – NZ Transport Agency

**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	<p>Kaye welcomed the Executive to the Meeting.</p> <p>The apologies from Ernst Zollner were received.</p> <p>Angela stated that she had omitted to include Kevin Doherty on the distribution list for the Executive and therefore his invitation to the meeting had not been sent.</p>	<p><b>Action 55: Angela</b> – ensure Kevin on Distribution List for future emails.</p> <p><b>Note:</b> This action has been completed</p>
2. Executive Meeting notes – Matters Arising	<p>a. Minutes The minutes of the Executive Meeting held 29 June 2011 were received.</p> <p>b. Matters Arising</p>	

ITEM	DISCUSSION	ACTION
	<p>A discussion about new people around the Executive Table and 'new blood' being phased in.</p> <p>Dave discussed the re-organisation of Doc, so involvement will be uncertain after 1 July 2011. Dave will keep the Executive up to date.</p> <p>A discussion took place about the relationships with DOC and LGNZ. It was agreed that the relationship with LGNZ is fundamentally different to the relationship with DOC. If LGNZ doesn't support the Forum then there are bigger issues around the validity of the Forum.</p> <p>There is a need to better promote the Forum and other organisations, such as IPENZ, INGENIUM, etc and their work in the industry. This will be discussed later in the meeting.</p> <p>Engineering in general do not promote their 'worth' to the</p> <p>c. Summary of Open Actions from previous meetings  <i>Action 32</i> – Angela and Kaye to meet – Angela to liaise with Kaye's PA.  <i>Action 37</i> – Internal Affairs is setting up a group to discuss performance targets – Peter to put that information on the website.  <i>Action 41</i> – Kaye's section to be taken off. Peter to ask Wayne to do this – also to add Kevin Doherty.  <i>Action 54</i> – Peter will speak to this as part of the Working Group update.</p>	<p><b>Action 56: Executive</b> - Be proactive to actively look for replacement for Peter Bailey with a view to different people around the table after the next AGM.</p> <p><b>Action 57: Executive</b> 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 – <b>for May 2012.</b></p> <p><b>Action 58: NZTA</b> needs to discuss the forum with the new CE of LGNZ on their appointment, <b>early 2012.</b></p> <p><b>Update Action 41</b> – Peter to ask Wayne to update website as per this action.</p>
<p>3. Review of 16 September 2011 Forum</p>	<p>a. Notes from 16 September 2011 Forum The Meeting notes from 16 September 2011 were received</p> <p>b. Review of Attendance to 16 September 2011 Forum NZ AA not Central Government</p> <p>c. Summary of Questionnaire distributed after September Forum The next questionnaire to be more about the venue. Taking into account the fact that the bar in the venue is only an issue on Fridays –should the meeting be changed to be on Thursdays?</p>	<p><b>Action 59</b> - Executive to follow up on authorities that have little or no attendance when and where the opportunity exists.</p> <p><b>Action 60</b> - Tables on pages 18 and 19 to be on agenda for the next Forum meeting</p>

ITEM	DISCUSSION	ACTION
	<p>The issue of only one microphone. Angela was given delegated authority to work with the venue to solve this issue.</p>	
<p>4. RCA Forum Registered Office</p>	<p><b>RESOLVED</b> (Kaye Clark/Jim Paterson) That the registered office for RCA Forum be C/-INGENIUM, Level 14, AXA Building, 80 The Terrace, Wellington.</p> <p>That the RCA Forum Executive instruct the INGENIUM Business Operations Manager to inform the Incorporated Societies Registrar of the change to the Association's registered office with effect from 28<sup>th</sup> October 2011 and to ensure that all other legislative requirements in relation to the change in Registered Offices are complied with (at no cost to RCA Forum).</p> <p><b>CARRIED</b></p>	
<p>5. Suggestions for Future Topics</p>	<p>See Appendix 1 for the notes on this section.</p>	
<p>6. Finance Report – Jim Paterson</p>	<p>Year to Date to 30 September 2011 – Jim spoke to his report that was tabled.</p> <p><b>RESOLVED</b> (Jim Paterson/Peter Bailey) That the Financial report to 30 September 2011 be received</p> <p><b>CARRIED</b></p> <p>The Letter to Authorities was tabled. This is to be sent out to all Exec and seek feedback. Then to be sent signed by Ernst and Jim.</p> <p><b>Note: This action is now completed</b></p>	<p><b>Action 61</b> – give feedback to Jim re 2012/13 Budget</p>
<p>7. Research and Guidelines Reports – Peter Bailey</p>	<p>a. Working Group Reports at 30 September 2011 Peter stated that he is always looking for volunteers to join the working groups, so any suggestions would be welcome. To facilitate this an email could be sent to members stating:</p> <ul style="list-style-type: none"> <li>• Purpose of Group</li> <li>• What they are achieving</li> <li>• What they want to receive</li> </ul>	<p><b>Action 62</b> – email to be sent to members re Group – see minutes for full details</p>

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	<ul style="list-style-type: none"> <li>• Timeframe</li> </ul> <p><b>RESOLVED</b> (Peter Bailey/Jim Paterson) That the Working Group Reports received</p> <p><b>CARRIED</b></p> <p>Peter will be communicating Research out to members by the following:</p> <ul style="list-style-type: none"> <li>• Regional Forums, one round already undertaken.</li> <li>• Briefing about research</li> <li>• Website re Research and Guidelines Database. Local experts that can give free advice to Local Authorities.</li> <li>• Presentation on local road version on RAPP manual – Peter to follow up with NZTA</li> <li>• Connecting into INGENIUM Branch Meetings – INGENIUM keen to do this</li> </ul> <p><b>Technical Person</b> Peter spoke to this topic. He stated that this is not the remit of RIMS. He had explored this with Ross Vincent about where the engineers were around NZ. INGENIUM is also looking at a similar thing for topics that come from their members.</p> <p>It was a greed during the meeting with Ross that there needs to be a range of people rather than one full-time person. Similar to a list of Experts.</p> <p><b>RESOLVED</b> (Kaye Clark/Jim Paterson) That the current budget can be used to get the technical work done, and to report back to the Executive.</p> <p><b>CARRIED</b></p> <p>b. RIMS Project Updates as at 30 September 2011</p> <p><b>RESOLVED</b> (Peter Bailey/Jim Paterson) That the RIMS Project Reports received</p> <p><b>CARRIED</b></p>	

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	<p>c. Business Case for Funding of RIMS Group</p> <p>Angela gave history of NZTA funding of the RIMS group.</p> <p>Peter gave an update on discussions held with RIMS about the funding of the RIMS Committee.</p> <p>Peter also spoke about his thoughts on the future of the RIMS Group as part of RCA Forum as a 'Working Group'.</p> <p>He also discussed the proposal around NZTA funding of this.</p> <p>Peter sees the RIMS Committee working under the same processes as the Working Group and administered by a contracted organisation.</p> <p><b>Action:</b> A Conference Call to be set up to move this forward  <b>Note: is this still necessary – RIMS have funding for the rest of 2011/12 now and may well have funding for 2012/13 too.</b></p>	<p><b>Action 63:</b> Produce a concise document around the information on the RIMS group and the processes related to it and the Forum - <b>Angela</b></p> <p><b>Action 64:</b> A PowerPoint presentation for the next Forum outlining the whole process that RIMS go through - <b>Angela</b></p>
8. Encouraging a Road Safety Committee	<p>It was agreed that there were potentially several entities undertaking similar roles at the moment. This item was left on the table for the next Executive Meeting.</p>	<p><b>Action 65:</b> Geoff to send Angela contact details of a person who would be able to talk to this item.</p>
9. Responding for Requests for Assistance	<p>If nobody to respond then must say so.</p> <p>What is the process?</p> <p>Geoff spoke about the process that INGENIUM are thinking of taking on this.</p> <p>Need a list of contacts (maybe INGENIUM can pull this together) and this list could be jointly owned.</p> <p>There is a possibility for website development here – membership area where people can put their areas of expertise.</p>	<p><b>Action 66:</b> Geoff to explore responses for requests for assistance further with Ross Vincent, and is on the agenda for the next Exec Meeting.</p>

ITEM	DISCUSSION	ACTION
10. Communications Review, including Website	<p>This item is left on the table for the next Exec Meeting</p> <p>In the intereim a PowerPoint presentation to show what RCA Forum does.</p>	<p><b>Action 67:</b> PowerPoint presentation to show what RCA Forum does. <b>(AT/PB/WN)</b></p>
11. Broader Coordination and integrating role across RCAs	<p>This item is left on the table for the next Exec Meeting</p>	
12. Meeting Dates and Venues 2012	<p>It was agreed that the Dates of next years' for a will be discussed at the December meeting – with the question being asked about a Thursday Meeting.</p> <p>The Executive meetings for 2012 to be held in the following weeks:</p> <p>w/c 27 February 2012 w/c 9 July 2012 w/c 8 October 2012</p> <p>Angela to firm the dates up with the Executive.</p>	<p><b>Action 68:</b> Organise Exec Meeting dates for 2012 - <b>Angela</b></p>
13. General Business	<ul style="list-style-type: none"> <li>• NZUAG NZUAG are going out to Local Authorities asking for funding. Geoff gave the history of the funding of the Group and the future of the Group. It was agreed that RCAF should not fund NZUAG further</li> <li>• Executive Minutes on Website It was agreed that the summary (for example this document) is to go on website – backdated/</li> <li>• Link to SmartMoves to be put on website</li> <li>• Lost opportunities. Part of Communications and Marketing Strategy. Local Government Zone Meetings would be a good place to put the word out.</li> </ul> <p><b>Action:</b> Geoff to send details about these meetings about how exposure can be gained.</p>	<p><b>Action 69</b> – Ensure all past Executive Meeting Minutes are on website. <b>Angela</b></p> <p><b>Action 70</b> – Link to Smartmoves to be put on Website. <b>Angela</b></p>

Meeting closed at 12.45 pm

## Open Actions

Meeting Date	Action Number	Action	Status	Assigned to	Deadline	Update
3/26/2010	4	Service Scope with Modica and list of outstanding issues <b>Update:</b> this to be put on hold until decision made about Website  <b>Update 23 Oct 2010</b> - no work to be undertaken on website until a communications strategy is put in place	On Hold	Angela/Ernst/ Kaye		
10/23/2010	32	Undertake a review of the RCA Forum Rules. <b>Update:</b> This review will not be completed before the 2011 AGM - aim will be for early 2012.	Open	Executive @ Meeting	Prior to 2012 AGM	Angela sent INGENIUM Rules to Kaye for review
10/23/2010	37	Send Performance Monitoring Report to Peter	Open	<del>Kaye</del> Peter	31/03/2011	<b>Update 28 October:</b> – Internal Affairs is setting up a group to discuss performance targets – Peter to put that information on the website
2/16/2011	46	Update Schedule 1 of the SLA to show hours assigned for each task	Open	Angela	15/04/2011	
29/6/2011	51	Put feedback on Website	Open	Angela		
29/6/2011	53	Liaise with Wayne and the Comms Team in NZTA and bring a report to next meeting.	Open	Ernst/ Angela/ Wayne		<b>Update 28 October:</b> I have had several emails with Katrin and Robin at NZTA - finding it difficult to progress
28/10/11	55	Ensure Kevin on Distribution List for future emails.	Open	Angela	29/10/11	Completed
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	Open	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 – <b>for May 2012.</b>	Open	Ernst/Ross	30/5/2012	

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28/10/11	58	NZTA needs to discuss the forum with the new CE of LGNZ on their appointment, <b>early 2012.</b>	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.	Open	Executive	Ongoing	
28/10/11	60	Tables on pages 18 and 19 to be on agenda for the next Forum meeting	Open	Angela	12/09/2011	
28/10/11	61	Give feedback to Jim re 2012/13 Budget	Open	Executive		
28/10/11	62	email to be sent to members re Group – see minutes for full details	Open	Peter		
28/10/11	63	Produce a concise document around the information on the RIMS group and the processes related to it and the Forum	Open	Angela		
28/10/11	64	A PowerPoint presentation for the next Forum outlining the whole process that RIMS go through	Open	Angela		
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 /Angela		
28/10/11	68	Organise Exec Meeting dates for 2012	Open	Angela		
28/10/11	69	Ensure all past Executive Meeting Minutes are on website.	Open	Angela		
28/10/11	70	Link to Smartmoves to be put on Website.	Open	Angela		Can somebody please give me the web address for this?