



## Meeting of the Road Controlling Authorities Forum Executive

1.30 pm Friday 9 March 2012  
NZTA National Office, Chews Lane –Room 5.07

### Minutes

#### 1. Welcome and apologies

Dave Jane and Geoff Swainson for apologies

Ernst welcomed everyone to the meeting.

#### 2. Executive Meeting 28 October 2011

a. Draft Minutes

b. Matters Arising

c. 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.

#### 3. Progress against our business plan

a. 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 Plan of where the areas are is out of date.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.

b. Research Activities

i. 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.

*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.

*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

(get full list off Peter).

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

**Action:** 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.

ii. RIMS Activities

**Action:** RIMS to have somebody at regional meetings (either NZTA or INGENIUM) to talk about the documents as they are produced

**Action:** Meeting with Gordon/Theuns about how to distribute the to others than the RCA Forum members.

c. *2 December Forum*

i. Meeting Notes

Ernst thanked the group for their work around the forum.

ii. 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.

**Action:** List of non-attendees to Kaye (see Ernst's list)

Target 80% of those not coming to be coming in the next year -

d. *Communication and engagement, including website*

Angela talked to the report and some discussion took place about what the process would be.

**Action:** Ernst to send email to Executive about the workshop on communications.

Ernst gave an overview of the strategic review that took place two years ago.

**Action:** Copy of report to be sent to Executive.

e. *RCA Forum Rules Review*

Kaye spoke to the report on the agenda. She guided the Executive to certain aspects of the Rules.

**Action:** Kaye to send copy of the annotated rules to the NZTA legal team for review at the next Executive meeting.

**4. 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:** Executive work on a presentation for their section of the meeting

**5. Draft Business plan and budget for 2012/13**

- Show what we do in the budget change the wording
- Dissemination of information

**Action:** Rename some items on the forum

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%
- a. New energy: Forum leadership and membership
- b. Scope clarity: a 3 times a year forum only?
- c. Promotional activity  
Discussed earlier in the meeting
- d. RIMS Business Plan 2012/13 (to be tabled at the meeting)**
- e. Support:
  - i. Communication (incl. website), finances and administration  
Discussed earlier in the meeting.
  - ii. Draft INGENIUM Service Level Agreement  
Angela left the meeting for this agenda item.
  - iii. Website Service Levels

## **6. General Business**

Meeting Airfairs – Jim to claim his airfairs

**RESOLVED** (Peter/Kevin)

That executive members that do not reside in Wellington have their travel costs reimbursed as per the Rules.

**CARRIED**

**Adopted the accounting Service Level Agreement moved Peter/Jim**

**Adopted the Web Site agreement as proposed Jim/Peter**