

MEETING NOTES OF THE RCAF EXECUTIVE

at

Chews Lane Board Room
1.30 – 5.00pm 16 March 2011

Present:

Ernst Zollner	Co Chair RCA Forum – NZ Transport Agency
Peter Bailey	Convenor – Research and Guidelines – PCC
Jim Paterson	Convenor Finance - WBOPDC
Kaye Clark	Convenor, Performance Monitoring – NZ Transport Agency
Dave Jane	Department of Conservation
Geoff Swainson	Local Government New Zealand
Angela Tempest	INGENIUM/ Minute Taker

Apologies: There were no apologies to be received

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	Ernst welcomed the Executive to the Meeting. It was agreed that the agenda order would be amended. Item 8, Agenda items for 29 April 2011 RCA Forum is moved to after item 3.	
2. Executive Meeting notes – Matters Arising	Notes from 3 December 2010 Forum a) The Meeting Notes from 3 December 2010 were approved. b) The actions were discussed and some items closed. c) A discussion took place about the Utilities Access Act code and the expected implementation date.	

3. Review of 3 December 2010 Forum

a) Notes from 3 December 2010 Forum

The notes from the December Forum were reviewed.

b) Review of Attendance to 3 December 2010 Forum

A discussion took place on the Councils that are not attending the Forum.

The Exec have agreed to check with the following councils

- Peter – PN, Hutt City, Masterton and South Wairarapa
- Ernst – Dunedin, Napier
- Geoff – Gisborne
- Jim – Tauranga, Whakatane
- Kaye – Taupo, Auckland

It was felt that there was a need to understand why these local authorities are not attending and putting work around that.

Sponsorship

Idea was to encourage younger members to attend.

A mandate was given to the Executive encourage younger members of the above councils to come to the next Forum, free of charge.

Sponsorship Information to be put on website.

c) Summary of Questionnaire distributed after December Forum

A discussion took place on the results of the survey.

Quality of presenters

This is something that the Exec should be aware of and take into account when selecting presenters.

Strong preference PowerPoint to be used as an illustration tool only.

Angela/Ernst/Jim to work on wording and then Angela to update the 'what's new' area on website.

Kaye to Forward copy of Presentation Guidelines to Angela.

4. Agenda items for 2011
RCA Forum

Some ideas were mooted for the For a for the whole of the Calendar year.

April

+ Strategic Response to Changing Revenue Streams

- Case Studies differing sizes of RCAs
- Increase risk
- Lower Levels of Service
- Changing strategy
- Alternative Revenue Sources
 - o PPP
 - o Vendor financing
 - o User Pays

+ Government Policy Statement (will be out for consultation by the next meeting)

- Item 3 on page 22 of agenda will fit into this
- RCAs having a 'can do' attitude with less money
- Re-adjusting community expectations about levels of service
- Fear and tension
 - o What's the reality?
- Which council 'smart' with revenue challenges
- Effect of recession/declining populations
 - o Development contributions not being available to RCAs

+ Transport strategies

- GPS
- Declining populations

September

+ A Tale of Two Cities

- Christchurch
 - o Lifelines/Civil Defence
 - Disaster Planning

Angela: Invite Regional Councils Wellington, Waikato, WBOP

	<ul style="list-style-type: none"> ▪ Emergency Management <ul style="list-style-type: none"> • Alistair McCaw <ul style="list-style-type: none"> ○ What the 'new' Christchurch might look like - Auckland <ul style="list-style-type: none"> ○ Lessons from the Amalgamation ○ Special Planning <p>December</p> <ul style="list-style-type: none"> + Better Value Research and Innovation <ul style="list-style-type: none"> - Rooding research that is going on - Liquefaction's impact on rooding development 	
<p>5. Finance Report</p>	<p>a) Profit and Loss Year to Date 31 January 2011 Jim tabled his report and spoke to the details. He confirmed that at this stage there are no concerns with the financials.</p> <p>Jim stated that the website has been fully depreciated and a new website needs to be scoped</p> <p>Peter gave an update on the forecasted yearend figures for the work groups:</p> <ul style="list-style-type: none"> - Stock Effluent Group – Forecast spend \$11,000 - Research & Guidelines – Forecast \$26,000 plus RIMS Group - Stock Crossings – Forecast \$1,000 - Stormwater Group – Forecast \$71,000 - Code Temporary Traffic Management - \$900 - Structures Group – Forecast \$500 	

	<p>b) INGENIUM / RCAF Draft Service Level Agreement 2011/12 and Draft Request for Funding of Administrative Services from NZTA</p> <p>RESOLVED (Peter Bailey/Kay Clark That the Service Level Agreement between RCAF and INGENIUM and the Proposal for Administrative Support between RCAF and NZTA for 2011/12 be approved CARRIED</p>	<p>Angela: Update Schedule 1 of SLA to show hours assigned for each task</p>
<p>6. Research and Guidelines Report</p>	<p>Peter gave a verbal report to the meeting.</p> <ul style="list-style-type: none"> - <i>Stormwater Group</i> – new Terms of Reference. 12 people representation from NZTA, roading authorities, Council Planners and Regional Planners and Monitoring and Consents. - <i>Research and Guidelines Group</i> – main activity to keep members informed - <i>Stock Crossing</i> – has been wrapped up - <i>COPTTM</i> – winding up - <i>Stock Effluent</i> – discussing with NZTA in terms of barriers/issues in getting in place. Working with farmers re standing stock. Working with transport industry re holding tanks. <p>Peter stated that the National Water Strategy is about water quality in streams. This will put more focus on run-offs from roads.</p> <p>RIMS – need to report back to the RCAF Exec at each meeting.</p>	

<p>7. Thoughts for the Future</p>	<p>Kaye Clark – Thoughts on the future Kaye gave an update on the meeting held with Ernst and Geoff about the rules and the makeup of the Exec. Some thoughts on membership were:</p> <ul style="list-style-type: none"> - Auckland Transport - DOC - LGNZ - Regional Councils <p>The constitution would need to be updated and approved by the AGM in August/September.</p> <p>RCAF and LGNZ to become a point of contact to find key people to be on Steering Groups, etc.</p> <p>Database of what research is out there – Geoff and Kaye to look at this. Part of the Business Plan and budget.</p>	<p>Angela/Kaye: Start to draft updates to the RCAF Constitution</p> <p>Angela: Circulate INGENIUM constitution to Kaye</p>
<p>8. General Business</p>	<p><i>NZTA Documents</i> Jim tabled to documents and asked for the reasoning behind them.</p> <p><i>Forum Dates</i> April – it was noted that holding the forum during school holidays could be a risk.</p> <p>26th August – to include AGM</p>	<p>Angela: Check venue availability 26th August 2011</p>
<p>9. Next Meeting</p>	<p>21 July 2011</p>	

Action Summary

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		
23/10/2010	30	Update 'Councils not represented' sheet to show historical data	Open	Angela	Next Exec Meeting	
23/10/2010	31	Contact Councils not attending Forums as per minutes <ul style="list-style-type: none"> • Christchurch – Kaye to contact Kevin Locke • Auckland Transport – Kaye to contact Kevin Doherty • Upper Hutt – Peter to contact • Palmerston North – Peter to Contact Graeme Tong • Tauranga – Jim to contact • Kawerau – Jim to contact • Queenstown Lakes – Kaye to contact NZTA • Marlborough usually represented by Frank Porter 	Open	Kaye/Peter/Jim	Prior to first 2011 Forum	
23/10/2010	32	Undertake a review of the RCA Forum Rules.	Open	Executive @ Meeting	Prior to 2011 AGM	
23/10/2010	35	Draft letters Signed by Peter and one of the chairs	Open	Angela	31/03/2011	
23/10/2010	36	Talk to Colin re HNO funding of RIMS	Open	Kaye	31/03/2011	
23/10/2010	37	Send Performance Monitoring Report to Peter	Open	Kaye	31/03/2011	
23/10/2010	40	Ask Wayne to tidy up the working group areas	Open	Peter	31/03/2011	
23/10/2010	41	Kaye to update her area of the website	Open	Kaye	31/03/2011	
16/02/2011	43	Update the 'what's new' area on website to include information about young person's 'sponsorship'	Open	Angela	31/03/2011	Ernst/Jim to provide wording
16/02/2011	44	Forward copy of Presentation Guidelines to Angela	Open	Kaye	15/04/2011	

Meeting Date	Action Number	Action	Status	Assigned to	Deadline	Update
16/02/2011	45	Invite Regional Councils Wellington, Waikato, WBOP to April Forum	Open	Angela	15/04/2011	
16/02/2011	46	Update Schedule 1 of the SLA to show hours assigned for each task	Open	Angela	15/04/2011	
16/02/2011	47	Start to update the RCAF Constitution	Open	Kaye/Angela	21/07/2011	
16/02/2011	48	Circulate INGENIUM constitution to Kaye	Closed	Angela	17/03/2011	Sent 17/3/11
16/02/2011	49	Check venue availability 26th August 2011	Open	Angela	21/07/2011	