

MEETING NOTES OF THE RCAF EXECUTIVE

at

Chews Lane Board Room
1.30 – 5.00pm 29 June 2011

Present:

Ernst Zollner	Co Chair RCA Forum – NZ Transport Agency
Peter Bailey	Convenor – Research and Guidelines – PCC
Jim Paterson	Convenor Finance - WBOPDC
Kay Clarke	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. The apologies from Dave Jane were received.	
2. Executive Meeting notes – Matters Arising	Notes from 16 March 2011 Forum a) The Meeting Notes from 16 March 2011 were approved. b) The actions were discussed. <i>Action 30</i> Kay stated that she had drafted a letter to the CEO of Auckland Transport re representation on Executive <i>Action 31</i> Jim noted that there were 2 sets of rules on website need to check	

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	<p>c) A discussion took place about the Utilities Access Act code and the expected implementation date.</p>	
<p>3. How's it going</p>	<p>This was an informal session to get the feelings of the Executive about how the Forum was working.</p> <p>Ernst spoke about his experience in relation to discussions he has held after the forums and the reputation that it has in the industry.</p> <p>Peter Bailey arrived at 1.15 pm</p> <p>It was agreed that the Forum was still relevant and that the Executive need to put the effort into the fora as the members do appreciate the forum.</p> <p>There may not be enough technical work. Could be a 'shared services'</p> <p>Peter stated that he has been asked to be sponsor for classification project.</p> <p>Peter spoke to a tabled paper (attached as appendix for information). This was discussed in detail later in the meeting. Peter felt that executive have gone as far as they can on a part-time basis.</p> <p>Some suggestions for improvements were made:</p> <ul style="list-style-type: none"> • Technical Reviews, short update needs to be given at each forum. • Contractor to present research • Need to find balance between strategic and operational <p>Concern was expressed about the number of councils that didn't attend – increased at last meeting</p> <p>Geoff covered item 5 in this section. He gave an update on LGNZ's restructuring into a policy team and a leadership/communications team. The</p>	

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	<p>Specialist Policy Advisors will cease to exist. Geoff's position has been disestablished, along with Mike Reid's position.</p> <p>The contribution of LGNZ in terms of agendas was discussed. Geoff's and Simon's contributions are quite different.</p> <p>Geoff felt that there needs to be a discussion with the Chief Executive</p> <p>Energy Levels Possibility of Kevin Doherty from Auckland Transport joining the executive</p> <ul style="list-style-type: none"> • Kaye – committed to stand again for election. • Peter – feels that the executive needs revitalising with 'new blood' – not sure who could take over the reins. • Jim – finds involvement rewarding and likes the opportunity to add value to the regional perspective rather than just the local perspective. CEO is happy for him to continue. • Ernst – frustrated by the organising of the agenda, but then when the forum is successful gets a 'kick'. • Geoff – what is the link in now for LGNZ and RCAF? LGNZ will not continue as it is and too early to make suggestions about the way forward. Will continue as long as possible. LGNZ needs to appoint this position. • Dave – Ernst needs to discuss this with Dave • Ross Paterson – Geoff has had a conversation about whether or not Ross wants to continue and whether National Council wants him to continue – the answer to both is yes. <p>A discussion took place about the agenda and how better to produce it. One suggestion was a teleconference a month out from the meeting to firm up the agenda.</p> <p>A discussion also took place on the strengths and weaknesses of the Exec. One strength is that they are all senior in their organisations.</p>	<p>Ernst: to discuss energy levels and future involvement with Dave.</p>

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	<p>Another strength is the 'names' of the Exec and the fact that they are known in the industry.</p>	
<p>4. Review of 3 December 2010 Forum</p>	<p>Feedback to be put on the website and used as 'teaser' for next meeting.</p> <p>Venue – discussion on the issues with venue as per documented in the review questionnaire.</p> <p>Angela to discuss issues with the golf club and use it again for next meeting.</p>	<p>Angela: Put feedback on Website</p>
<p>5. Agenda items for next RCA Forum Combined with item 8</p>	<p>The Executive felt that research was an important part of the agenda for both September and December. (2 hour session at each Forum – Research needs to be about what need to do now rather than HOW the research was undertaken). Kaye and Peter to discuss and Angela to draft agenda.</p> <p>2 September General items (AM) Road Maintenance Task Force (Minister/Dave Brash/Bob Alkema) Stats on staff numbers Procurement methodology and styles Review of NZS 3910 Landscape Planning Open session after presentations</p> <p>Research Topics (PM): Research Scene Setting Bob Alkema– Directed research Case studies (eg RIMS projects, traffic, stormwater, university, etc)</p> <p>Updates FAR Review update</p>	<p>Angela: Invite Regional Councils Wellington, Waikato, WBOP (emailed executive 22/8/11 for contact details)</p>

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	<p>December Tale of Two Cities - how to deal with a decade of earthquakes</p> <p>Research Topics (PM): Jumped to Peter's Report</p>	
6. Finance Report	<p>a) Profit and Loss Year to Date 29 June 2011 Jim spoke to his report.</p> <p>Jim stated that the website has been fully depreciated and a new website needs to be scoped and a decision made about who should undertake the project management task. A discussion took place on doing a review of who is using the website in terms of who is using it, what they are visiting, etc.</p>	<p>Angela to liaise with Wayne and the Comms Team in NZTA and bring a report to next meeting.</p>
7. Research and Guidelines Report	<p>Peter tabled a report.</p> <p>Peter has been asked to be a sponsor for LGNZ</p> <p>Technical Advisory Role – discussion on this Peter gave an outline of how he sees this working.</p> <p>Funding University (section 9c) Kaye spoke to this item giving out an outline on this subject. Discussion on this topic took place and it was decided that this was not appropriate for RCAF to fund this.</p>	<p>Peter to send a paper to the Executive on a Technical Advisory Role and then either Conference Call or e-mail</p>

8. General Business	There was no General Business to be discussed.	
9. Next Meeting	16 November 2011	

Meeting closed at 3.40 pm

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	