

Annual General Meeting

Apologies:

- Mayor Carter, Far North District Council
- Mayor Cull, Dunedin City Council
- Mayor Justin Lester, Wellington City Council
- Mayor Wallace, Hutt City Council
- Mayor Donna, Ashburton District Council
- Mayor Jim Boulton, Queenstown Lakes District Council
- Chair Alan Livingston, Waikato Regional Council
- Mayor John Forbes, Opotiki District Council

Refer to your
registration
pack for
Meeting papers

18/19 Financial Report and 19/20 Budget

Draft Group	RCAF 2019-2020 Budget	Forecast Annual Expenditure (by quarter)				Annual Totals
		Period 1	Period 2	Period 3	Period 4	
Strategic Focus Areas						
Sector Engagement	Communications plans, forum facilitation	7,500	7,500			15,000
Knowledge Facilitation	Website, <u>communications</u> performance, road-rail			-	-	-
Sector Capability	Forum overview					-
Influence	Policy development and industry engagement					-
Innovation	Low volume roads and dust					-
	NZUAG	2,500				2,500
	Workgroup research and development	-	-	-	-	-
<u>Sponsorship</u>	Promotional	-	1,250	1,250	1,250	3,750
<u>Administration</u>	Financial transactions, accounting and reporting	3,945	3,945	3,945	3,945	15,780
	IPWEA administration	2,000	2,000	2,000	2,000	8,000
	Website service agreement & hosting	300	300	300	300	1,200
	Website security	500	500	500	500	2,000
	Website development					-
	Website depreciation				880	880
	Annual accounts preparation				5,770	5,770
	Annual financial audit				7,450	7,450
	Executive resources	-	-	-	-	-
	Research Group and Strategy Management	-	-	-	-	-
	Professional Indemnity Insurance	2,600				2,600
	Bank interest	- 50	- 50	- 50	- 50	- 200
<u>Forums</u>	NZTA Forum administration and support	6,143		6,143	6,143	18,429
	NZTA Forum administration and support	- 6,143		- 6,143	- 6,143	- 18,429
	Forums expense	7,000		7,000	7,000	21,000
	Forums income	6,444		6,444	6,444	19,331
Member subscriptions	Income	- 208,000				- 208,000
Totals		- 175,261	15,445	21,389	35,489	- 102,939
Draft		Forecast Annual Expenditure (by quarter)				Annual Totals
		1	2	3	4	Annual Totals
	Income total	-201,606	-50	6,394	6,394	-188,869
	Expenditure total	26,345	15,495	14,995	29,095	85,930
	Difference	-175,261	15,445	21,389	35,489	-102,939

Champion Sector Capability – Achievements and Future Focus

The successful pursuit of an efficient and effective transport corridor—our reason for being—is dependent on a sufficiency of capability within the sector, to make informed strategic decisions and implement them. We intend to implement a multi-modal framework involving meetings, training sessions using in-person and on-line channels. The objective is to fully understand our member's insights in contrast to network performance to identify and address capability gaps.

Achievements for 2018/19:

- Low volume roads – work completed and advice published.
- Active Modes – to continue with NZTA now as lead.

Future Focus for 2019/20:

- Need to finalise outputs of Road Rail Working Group.
- Biggest focus for 19/20 is to assess the capability needs across the sector within the National context, determine gaps and then to prepare a roadmap to upskill. Survey will be coming your way soon.

Highly Valued Knowledge Facilitator – Achievements and Future Focus

An up to date body of knowledge that is both well-researched and readily accessible is crucial to inform high-quality decisions within the sector. The RCA Forum will facilitate access to this information.

Achievements for 2018/19:

- New RCA Forum website established www.rcaforum.org.nz
- New supplier contract in place for ongoing website maintenance
- Links to central government activities and research
- Improved communication and reporting on Forums

Future Focus for 2019/20:

- Improved collaboration with Transport Knowledge Hub, NZTA and MoT to improve member access to research and transport information.
- Establishment of a regular member communications including access to updated online calendar of transport events.
- New links established to upload media and improve news and reporting through the website.
- Continue to monitor website usage to ensure it continues to meet member needs.

Sector Engagement – Achievements and Future Focus

An up to date body of knowledge that is both well-researched and readily accessible is crucial to inform high-quality decisions within the sector. The RCA Forum will facilitate access to this information.

Achievements for 2018/19:

- Three successful Forums held on 27 July 2018, 16 November 2018 and 29 March 2019.
- Average attendance 60.
- Themes covered; GPS, Mode neutrality and Tourism.
- New venue Rydges Hotel confirmed for future Forums.

Future Focus for 2019/20:

- Interesting and relevant programme of Forum's for 2019/2020 to share knowledge, network and debate proposals
- Attendance drive to broaden sector participation
- Member research to understand RCA Forum effectiveness

Innovation – Achievements and Future Focus

The RCA Forum will continue to undertake research within budget and staff capability boundaries. We will also work with other organisations operating in or associated with the sector that are undertaking research including NZTA, MoT, universities and membership organisations. Research will be made where it is a priority to the majority of members, and no other body is working or attempting to work in a timely fashion. To commission research that is relevant to our stakeholders. Outputs will be shared.

Research and Development:

- Ideas requested from members about where their needs are with respect to research and development.

Influence – Achievements and Future Focus

We intend to engage with appropriate central and local government agencies and stakeholders to advocate for effective policies to assist members in executing their roles.

Achievements for 2018/19:

- Finalised main areas for influencing policy.
- Identified desired connections with main policy makers in agencies.

Future Focus for 2019/20:

- Initiate connections with contact points in policy focused organisations.
- Identify key opportunities to engage with policy discussions.
- Identify and respond as appropriate to public discussion documents.
- Provide opportunities for forum members to engage in policy discussions.

Proposed Rule Change to RCA Forum Society Member Rules

2 Membership and representatives of members

New members (Member Organisations)

- 2.1 Any Organisation may become a member of the Society, either by virtue of being entitled to be a member, or upon application in accordance with these rules.
- 2.2 The following Organisations are entitled to be members of the Society and shall be admitted as members on provision of the information required by clause 2.9, and payment of the subscription in accordance with these rules:
 - 2.2.1 any NZ local authority or council controlled organisation ~~responsible for managing roads~~
 - 2.2.2 the NZ Transport Agency;
 - 2.2.3 the Department of Conservation;
 - 2.2.4 Local Government New Zealand;
 - 2.2.5 Auckland Transport,
 - ~~2.2.6 Any NZ Local Authority Council Controlled Entity or Joint Venture~~ (by deleting 'responsible for managing roads' in 2.2.1, 2.2.6 becomes redundant as regional councils are local authorities.

4 Executive Committee

Executive Committee to manage the Society

- 4.1 The Society is to be managed by the Executive Committee. The Executive Committee may exercise all the powers of the Society except those that the rules require to be exercised at an annual general meeting or special general meeting.
- 4.2 The Executive Committee comprises a group of Executive Members, who will be equally responsible for the effective management of the Society. The Executive Members shall be:
 - 4.2.1 A representative appointed by the NZ Transport Agency;
 - 4.2.2 A representative appointed by Local Government New Zealand;
 - 4.2.3 A representative appointed by the Department of Conservation;
 - 4.2.4 A representative appointed by Auckland Transport;
 - 4.2.5 A minimum of 4, but no more than 7 representatives elected in accordance with clause 4.8.

Election of Executive Members

- 4.8 The Executive Member roles on the Executive Committee (other than the representative Executive Members in clause 4.2.1 – 4.2.4) shall be elected by the majority of representatives of Member Organisations at the annual general meeting each year. All Executive Members must be a representative of a Member Organisation.

Election of the Executive Committee for 2019/20 – 2020/21

Direct appointments – will commence at the completion of 2019 AGM

- Local Government NZ and Co-Chair: **Don Cameron** – Mayor, Ruapehu District Council
- NZ Transport Agency and Co-Chair: **Jim Harland** – Regional Director, South Island
- Department of Conservation: **Dave Jane** – Business Manager, Partnerships, Historic and Visitor Unit
- Auckland Transport: **Duminda Wajayasinghe**, Programme Manager

Existing appointments – elected at the 2018 AGM (2 yr term)

- Ruapehu District Council: **Warren Furner** – Land Transport/Economic Development Manager
- Western Bay of Plenty District Council: **Jim Paterson** – Transportation Manager
- Nelson City Council: **Alec Louverdis** – Group Manager Infrastructure

Nominations Received – Up to a further four members can be elected

- Local Government NZ: **Philip Shackleton** – Principal Policy Advisor
- Greater Wellington Regional Council: **Helen Chapman**, Senior Strategic Advisor
- Wairoa District Council: **Craig Little** – Mayor
- Wellington City Council: **Soon Teck Kong**