

Adjourned Annual General Meeting
Road Controlling Authorities Forum
Friday 20 November 2020 at 2.30pm - 3.00pm
Held via Virtual Zoom Meeting

DRAFT MINUTES

No.	Item
1.	<p>Welcome and call for apologies:</p> <p>Attendees:</p> <ul style="list-style-type: none"> • Mayor Don Cameron, Ruapehu District Council and RCA Forum Co-Chair • Mike Harrison, Waitaki District Council • Soon Teck Kong, Wellington city Council • Jamie McPherson, Tasman District Council • Murray Washington, Selwyn District Council • Peter Johns, Tararua District Council • Bryan Hudson, Waipa District Council • Chris Bopp, Clutha District Council • Simon Prince, Kiwirail (observer) • Jim Paterson, Western Bay of Plenty District Council • Philip Shackleton, Local Government NZ • Alec Louverdis, Nelson District Council • Suzanne Madsen, Waka Kotahi NZTA <p>The following apologies were read out and acknowledged by the Chair.</p> <ul style="list-style-type: none"> • Mayor Toby Adams, Hauraki District Council • Mayor Anita Baker, Porirua City • Dawn Shannon, Waka Kotahi NZTA • Kathryn Ross, Masterton District Council • Garry Dyet, Waipa District Council • Siobhan Procter, Wellington City Council • Jim Harland, Waka Kotahi NZTA and RCA Forum Co-Chair • Mayor Craig Little, Waipa District Council
2.	<p>Minutes of the previous AGM: Minutes of the RCA Forum 2019 AGM were received.</p> <p>Moved: Chris Bopp, Clutha District Council Seconded: Peter Johns, Tararua District Council Carried: Unanimously</p>
3.	<p>Adopting the 2019/20 Financial Report:</p> <p>Co-Chair Don Cameron and Executive members Philip Shackleton, Jim Paterson and Suzanne Madsen, took members through the financials noting that the bank account is healthy based on expenditure over the last year. The following points were raised;</p> <p>The budget covers all forums, webinars and information to be sent out to councils. There is a possibility that there will be a mix of live events and zoom meetings. However, the intention is to first find out what members want in terms of live events (via a survey) before dates and forum programmes are decided.</p>

The RCAF are upgrading the website and there is money in the budget for a refresh which is currently underway. This will mean that there will be a better online presence for members.

Quality conversations on the budget have been had by the Executive and they are working hard to deliver value for members. The Covid situation has made it difficult, but the Executive are committed to deliver value for the budget in the next 12 months which will include expenditure against the strategic focus areas.

In the past forum costs have been user pays, and the RCAF try to balance the cost of running the forums depending on attendance. It is assumed that there will be three live forums to budget for in 2021.

Administration and support is a non-cash payment and the RCAF benefit from Waka Kotahi who provide services for the RCAF via the Executive Administrator, Suzanne Madsen.

The sponsorship option for new/young members will be funded.

RCA Forum Executive Committee recommends to the RCA Forum AGM that the Audited Financial Accounts and Auditors Report for 2019/20 be received.

Moved:	Philip Shackleton, LGNZ
Seconded:	Soon Teck Kong, WCC
Carried:	Unanimously

4. Work programme

The highly valued knowledge facilitator and sector engagement portfolios were outlined by Philip Shackleton in the budget conversation (agenda item 3) of this meeting.

Under the capability portfolio, the Executive agreed to reconvene the Road Rail Working Group and invite members from the forum to participate in the group. The RCAF are looking for a group of technical experts and Warren Furner is in the process of getting that underway. If anyone is interested, they should get in contact with the RCAF.

Innovation and Influence portfolios are on hold until a survey is put out to members to direct the work in the right places.

5. Election of the Executive Committee for 2019/20- 2020/21:

Direct appointments to commence at the completion of the 2020 AGM:

- NZ Transport Agency – **Jim Harland** (Co-Chair)
- Local Government NZ – **Mayor Don Cameron** (Co-Chair)
- Department of Conservation – **Darryl Lew**
- Auckland Transport – **Duminda Wajayasinghe**

Existing Executive committee members re-elected at the 2020 AGM (2 year appointment)

- Local Government NZ – **Philip Shackleton**
- Wairoa District Council – **Mayor Craig Little**

Existing Executive Committee members offering themselves for re-election/appointment:

- Ruapehu District Council – **Warren Furner**
- Western Bay of Plenty District Council – **Jim Paterson**
- Nelson City Council – **Alec Louverdis**

Record of those standing down during prior to AGM:

- Greater Wellington Regional Council – **Helen Chapman**
- Wellington City Council – **Soon Kong**
- Department of Conservation – **Dave Jane**

Vacancies: Nominations had to be received at least seven days in advance (as per the rules): The below nomination was received and put to the membership for comment and discussion. There was no comment or discussion.

- Wellington City Council – **Siobhan Proctor**

Moved: Philip Shackleton, LGNZ
Seconded: Peter Johns, Tararua District Council
Carried: Unanimously

These appointments will commence at the completion of the 2020 AGM:

6. General Business

Mike Harrison raised the following concerns around the effects of dust on unsealed roads and suggested councils collectively work on the issue to help communities.

- regional councils are changing their position with use of waste oils for dust suppression and there has been mixed reviews on the benefit of other methods of controlling dust.
- The health impacts of dust is a moving feast and gaining momentum. Legal opinion he has received is that there is some responsibility for territorial authorities, mainly around activities which are measured on what the baseline dust level is.

There was general discussion on some of the different methods of dealing with the dust issue around rural dwellings and it was suggested that territorial authorities discuss these issues at a regional level and report back to the RCA Forum to establish guidelines and a next step forward.

Action: Include a question in the up and coming RCA Forum membership survey to find out members' views on dust on unsealed roads and issues that they may face.

General discussion took place around FAR rates and special purpose roads.

The AGM concluded at 3.37pm