

**MEETING NOTES OF THE RCAF EXECUTIVE  
at**

**TRANSIT NEW ZEALAND NATIONAL OFFICE**

**2.00pm Wednesday 27 June 2007**

**Present:**

Rick van Barneveld  
Dave Jane  
Jim Paterson  
Peter Bailey  
Geoff Swainson  
Douceline Van Arts  
Jay Tubb

Co – Chair, RCAF, Transit  
Department of Conservation  
Convenor – Finance and Reporting – WBOP DC  
Convenor – Research and Guidelines – Transit  
Local Government New Zealand  
Convenor - RCA Forum - Transit  
Minute Taker

| ITEM                             | DISCUSSION  | ACTION |
|----------------------------------|---|--------|
| 1. Welcome and apologies         | Apologies from Kaye Clark and Peter Bailey.   |        |
| 2. Meeting Notes/Matters Arising | <ul style="list-style-type: none"><li>• Carry forward Building Act. DoC's registered interest in this activity</li><li>• Review of the Strategic Plan needs a 'bring up' in the first quarter of 2008.</li></ul> <p><b>Action: Ask Convenors to review targets and report to the December RCA Forum.<br/>At that time resolve what needs doing in the strategic plan.</b></p> |        |

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| <p>3. Matters arising from the RCA Forum</p>      | <ul style="list-style-type: none"> <li>• Ratify new Stormwater members – confirmed by the Executive</li> <li>• Approve the work programme for Stormwater – work programme supported except that proposed research initiative will require a Business Plan prior to work being commissioned</li> <li>• Consider Heavy Haulage website proposal and scope the project – executive considers that for the meantime at least there are enough geospatial alignment projects underway to make the merit of an RCA Forum initiative questionable at this time.</li> <li>• MED – approve funding and ratify volunteers – to be covered in Finance report</li> </ul>   | <p><b>Report back to the 10 August Forum</b></p> |
| <p>4. Finance report – Jim Paterson, Convenor</p> | <ul style="list-style-type: none"> <li>• Request the Convenor Research &amp; Guidelines to advise the Chair of the CoPTTM group that executive prefers to hold off the review to the 08/09 financial year acknowledging the valid risks around continued availability of the CoPTTM team.</li> <li>• Consistent with the decision to require a Business Plan for the Stormwater Group research project, the funding for this has not been included in the 07/08 budget at this time, but will be considered for budget review if necessary.</li> <li>• While for the meantime the NZUAG budget has been included in our 07/08 budget this is subject to the Convenor Research and Guidelines, clarifying the relationship between sector representative funding and RCAF funding to the satisfaction of the Finance Convenor, who will circulate the proposal to the Executive before it is ratified.</li> <li>• Agreed to make a \$3,000 total provision for legal and insurance costs.</li> <li>• Agreed to include a \$2,000 additional sum under administration for unforeseen costs.</li> <li>• Agreed that a second billing should be shown at this time in the 4<sup>th</sup> quarter to result in an adjusted budget likely showing a small surplus.</li> <li>• Requests the Convenor Research and Guidelines to clarify with the Stormwater and LRS groups their expenditure and income projects for the balance of 06/07 and advise Convenor Finance accordingly.</li> <li>• The budget as amended adopted for advice to the Forum in August.</li> </ul> |  |

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| 5. Research and Guidelines Group (RGG) – Peter Bailey, Convenor    | Apology from PB. Handover yet to occur.  |  |
| 6. Administration - Douceline Van Arts, Convenor.                  | <ul style="list-style-type: none"> <li>• All administration for the Forum and the Executive is up to date.</li> <li>• The SLA for the website is being utilised for extra admin as required if the 9 hours per month are not utilised</li> <li>• Executive agreed not to support the NZ Cycling Conference with a display but instead refer conference organisers to individual road controlling authorities who may wish to do so.</li> </ul>   |  |
| 7. Next Steps Review – RCA Forum future positioning/administration | Executive noted advice from CE Transit that pending establishment of a new Land Transport Entity it will only strengthen working relationships in the sector and simplify administration of the Forum. For the meantime at least absolutely no change required.  |  |
| 8. Agenda items for RCA 10 August                                  | <ul style="list-style-type: none"> <li>• Alan Thompson to be asked to do an update on implementation of Next Steps Review and other significant issues.</li> <li>• Wayne Donnelly to do an update on implementing the 07/08 NLTP.</li> <li>• Ask the OAG to make a presentation on their recent road management collaboration report and a response from Transit.</li> <li>• If time permits Tourism NZ could be invited to present their Tourism Trip Modelling presentation</li> </ul> <p><b>Action: Douceline to make amendments as discussed</b></p> |  |
| 9. General Business  | There was no general business  |  |
| <b>Next Meeting</b>  | Douceline to arrange another date for the next meeting (31 October not suitable for Dave Jane)   |  |