

**MEETING NOTES OF THE RCAF EXECUTIVE
at**

Chews Lane Room 2.11

9.00 – 11.00 am Tuesday 8 July 2008

Present:

Roly Frost	Co Chair RCA Forum – Transit NZ
Lawrence Yule	Co Chair RCA Forum – Hastings DC
Dave Jane	Department of Conservation
Peter Bailey	Convenor – Research and Guidelines – PCC
Geoff Swainson	Local Government New Zealand
Kaye Clark	Convenor, Performance Monitoring – Transit NZ
Jim Paterson	Convenor Finance - WBOPDC
Douceline Van Arts	Convenor - RCA Forum – Transit NZ
Jay Tubb	Minute Taker
Rachel Williams	Minute Taker

ITEM	DISCUSSION	ACTION
1. Welcome	Rick van Barneveld, the out going Co-Chair welcomed Roly Frost, the Acting Co-Chair. Rick also welcomed Lawrence Yule, Co-Chair, and other members of the Executive. Rick thanked the Executive for their work and commitment and talked about the changes and times ahead. Rick explained that as of 1 August 2008 the NZ Transport Agency will take over the functions and responsibilities of LTNZ and Transit New Zealand and in the meantime, LTNZ and Transit will continue their usual operations under existing legislation. There is no requirement under the Rules of the RCAF (NZ) Inc for any changes to be made in relation to the NZTA. Lawrence thanked Rick, acknowledged the	

ITEM	DISCUSSION	ACTION
	essential role Rick has played in the RCA Forum and commented that the next 6 month or so will indicate how the RCA Forum will progress in the future.	
2. Exec Meeting Notes/Matters Arising	There were no matters arising	
3. Finance report – Jim Paterson, Convenor	<p>Financial Report details to be included.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • Confirm the 08/09 budget; • Advise the Forum that a further billing based on the same contribution rates will be required in December 08; and • 09/10 year advise Forum that we will be reviewing rates and propose to go to an annual billing in May 09. <p>Moved: Lawrence Yule Seconded: Roly Frost</p>	
4. Research and Guidelines Group (RGG) – Peter Bailey, Convenor	Report tabled as Attachment 1.	
5. Performance Monitoring – Kaye Clark	Report tabled as Attachment 2.	
6. Douceline Van Arts – Convenor Administration	<ul style="list-style-type: none"> • Advised that Rachel Williams is Douceline’s administration assistant • All Incorporated Society administration is up to date • All invoices and money collected from Fora registrations is managed by Ingenium. The Tax Invoice Registration form for the Fora now has the Ingenium Bank Account details <p>Action Douceline suggested that Convenors send reports to her two days before the Executive meetings to allow time for members to read and assimilate the information – this was agreed.</p>	<p>Peter Bailey Kaye Clark Jim Paterson</p>

ITEM	DISCUSSION	ACTION
7. Agenda items for RCA Forum August 2008	<ul style="list-style-type: none"> • The draft agenda was presented, discussed and amendments suggested <p>Action Douceline to amend agenda as discussed</p>	Douceline
8. General Business	No General Business	
Next Meeting	Thursday 16 October 9.30am at NZTA Chews Lane Wellington	

RCAF Working Group Report

Group Name

Research and Guidelines

Report Date

31 March 2008

Purpose	For the RCA Forum to be the acknowledged source for industry research and development of guidelines relating to asset ownership.									
Key result areas	1 review and update user requirements; 2 prioritise and manage development of guidelines relating to asset ownership; 3 improve use of RCA Forum meetings and database by practitioners.									
Convener	Group Members					Conveners of working Groups			Executive Officer	
Peter Bailey	Peter Bailey, Porirua City (urban) Nico Claassen, Rotorua DC (rural) James Hughes, Transit NZ Lyndon Hammond, Land Transport NZ John Stock, Department of Conservation LGNZ vacant					Graeme Tong (Stormwater) George Ridley (Stock Crossings) Ian Marshall or John Sutton (CopTTM) Fiona Knight (NSWEG) TBA (Structures) Bill Horne (Rail Crossings)			Wayne Newman	
Budget approved	\$27,500		Date 30 June 2007			2008 budget		Approval date		
Expenditure to date	\$14,947		31 March 2008			2008 expenditure				
Quarters	1st: Apr-Jun	2nd: Jul-Sept	3rd: Oct-Dec	4th: Jan-Mar	Annual Total 2007	1st: Apr-Jun	2nd: Jul-Sept	3rd: Oct-Dec	4th: Jan-Mar	Annual Total 2008
Expenditure Budget	\$5,000	\$5,000	\$5,000	\$12,500	\$27,500	\$5,000	\$7,500	\$7,500	\$7,500	\$27,500
Expenditure Current Forecast	\$0	\$0	\$0	\$0	\$14,947	\$2,200	\$5,000	\$12,800	\$7,500	\$27,500
Expenditure Actual to date	\$401	\$249	\$612	\$13,685	\$14,947	\$2,182	\$0	\$0	\$0	\$2,182
Income Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Current Forecast	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Actual to date	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Actions	<p style="text-align: center;">[Redacted]</p> <p style="text-align: center;">Survey of members on guidelines; review of website & database use: now planned to be undertaken in 2nd and 3rd quarters, due to delay in finding suitable technical consultant</p>									

RCAF Working Group Report

Group Name

Stock Crossings

Report Date

31 March 2008

Purpose	To develop best practice guidelines for stock movements across and along roads.										
Convenor	Group Members					Administration					
Murray Hasler	Murray Hasler, Gore DC Stephen Griffin, Buller DC Bill Greenwood, Land Transport NZ Nicola Ekdahl, Federated Farmers					William McGimpsey, Federated Farmers Ian Cox, Transit NZ Gavin Forrest, MAF Kevin Thompson, Rotorua DC George Ridley, Matamata-Piako DC					Wayne Newman
Budget approved	\$3,000		Date 30 June 2007			2008 budget		Approval date			
Expenditure to date	\$4,471		31 March 2008			2008 expenditure					
Quarters	1st: Apr-Jun	2nd: Jul-Sept	3rd: Oct-Dec	4th: Jan-Mar	Annual Total 2007	1st: Apr-Jun	2nd: Jul-Sept	3rd: Oct-Dec	4th: Jan-Mar	Annual Total 2008	
Expenditure Budget	\$2,000	\$1,000	\$0	\$0	\$3,000	\$1,500	\$0	\$0	\$0	\$1,500	
Expenditure Current Forecast	\$0	\$0	\$0	\$0	\$4,471	\$4,800	\$4,200	\$0	\$0	\$9,000	
Expenditure Actual to date	\$1,116	\$1,221	\$2,135	\$0	\$4,471	\$4,795	\$0	\$0	\$0	\$4,795	
Income Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Income Current Forecast	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Income Actual to date	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Actions	After a review of guidelines' use, SXWG agreed to develop a model bylaw and to revise the guidelines. Draft model bylaw has been developed and circulated, but final text has yet to be agreed; additional budget will be needed. Guidelines to be reviewed and new code finalised in 2nd quarter. Budget for 2007/08 was based on assumption that SXWG had completed its task. Budget for meeting to finalise Model Bylaw, final drafting and review of Guidelines needs to be added to 2008 Budget.										

RCAF Working Group Report

Group Name

Stock Effluent

Report Date

31 March 2008

Purpose	To minimise the amount of stock effluent that spills on public roads from stock trucks by promoting: the standing of stock to minimise the amount of effluent carried from farms onto transporters; the containment of effluent while in transit; the construction/maintenance of a complete disposal site network throughout NZ by 2012; and the discharge of collected effluent into appropriate sites designed to dispose of the effluent in an environmentally sustainable manner.									
Key result areas	1. Minimise the amount of effluent carried from farms onto transporters. 2. Contain effluent on transporters while stock are in transit. 3. Ensure there is a NZ wide network of disposalsites, both in-transit and at destination points. 4. Encourage the disposal of collected effluent in an environmentally sustainable manner. 5. Review achievements for previous two years and develop ongoing action plan.									
Convener	<p style="text-align: center;">Group Members</p> <p style="text-align: center;">Fiona Knight</p> <p style="text-align: center;">Roger Fisher, South Waikato DC (NI RCA) Ian Cox, Transit NZ Murray Riley, Land Transport NZ Bill McMaster, Environment Waikato Kevin Cresswell, Meat Industry Assoc. Oliver Suri (NI) or Hugh Hanna (SI), MoT</p> <p style="text-align: center;">Tony Friedlander or Tom Cloke, RTFNZ</p> <p style="text-align: center;">Corresponding members Phillip Anstey (Stock & station agents) Trish Burborough (MAF) John Hutchings (Fonterra)</p>								<p style="text-align: center;">Administration</p> <p style="text-align: center;">Wayne Newman</p>	
Budget approved	\$25,000		Date 30 June 2007			2008 budget		Approval date		
Expenditure to date	\$24,700		31 March 2008			2008 expenditure				
Quarters	1st: Apr-Jun	2nd: Jul-Sept	3rd: Oct-Dec	4th: Jan-Mar	Annual Total 2007	1st: Apr-Jun	2nd: Jul-Sept	3rd: Oct-Dec	4th: Jan-Mar	Annual Total 2008
Expenditure Budget	\$2,500	\$10,000	\$10,000	\$2,500	\$25,000	\$6,500	\$6,500	\$11,000	\$6,000	\$30,000
Expenditure Current Forecast	\$0	\$0	\$0	\$0	\$24,700	\$5,000	\$12,000	\$7,000	\$6,000	\$30,000
Expenditure Actual to date	\$5,267	\$8,176	\$11,153	\$104	\$24,700	\$4,847	\$0	\$0	\$0	\$4,847
Income Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Current Forecast	\$0	\$0	\$0	\$0	\$0	\$0	\$1,750	\$0	\$0	\$1,750
Income Actual to date	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Actions	Frig magnet campaign costs to come in 2nd quarter: \$10,500									

RCAF Working Group Report

Group Name

Stormwater

Report Date

31 March 2008

Purpose	To encourage and promote practical solutions to stormwater management, by coordinating stormwater knowledge and making it available to practitioners.									
Key result areas	1. Put up-to-date stormwater treatment best practice in the hands of practitioners, whether they are large or small organisations. 2. Identify gaps in best practice and how to fill those gaps. 3. Ensure stormwater managers' interests are accounted for in policy-making and environmental regulations. 4. Participate in reviewing research to ensure useable and realistic outputs.									
Convener Graeme Tong	<p style="text-align: center;">Group Members</p> <p style="text-align: center;">Graeme Tong, Palmerston North CC (urban) Russell Hawkes, Southland DC (rural) Carl Reller, Transit NZ H.O. Dale Nicholls, Transit NZ, Napier Balt Gregorius, Land Transport NZ</p> <p style="text-align: center;">Nicci Wood, Wellington CC (RCA planner) Bruce Geden (Regional Council)</p>								Administration Wayne Newman	
Budget approved	\$60,000		Date 30 June 2007			2008 budget		Approval date		
Expenditure to date	\$14,855		31 March 2008			2008 expenditure				
Quarters	1st: Apr-Jun	2nd: Jul-Sept	3rd: Oct-Dec	4th: Jan-Mar	Annual Total 2007	1st: Apr-Jun	2nd: Jul-Sept	3rd: Oct-Dec	4th: Jan-Mar	Annual Total 2008
Expenditure Budget	\$8,500	\$26,500	\$12,500	\$12,500	\$60,000	\$11,000	\$13,500	\$13,500	\$4,500	\$42,500
Expenditure Current Forecast	\$0	\$0	\$0	\$0	\$14,855	\$25,000	\$15,000	\$10,000	\$4,000	\$54,000
Expenditure Actual to date	\$6,539	\$839	\$4,323	\$3,154	\$14,855	\$25,023	\$0	\$0	\$0	\$25,023
Income Budget	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0
Income Current Forecast	\$0	\$0	\$0	\$0	\$10,209	\$0	\$0	\$0	\$0	\$0
Income Actual to date	\$0	\$0	\$0	\$10,209	\$10,209	\$0	\$0	\$0	\$0	\$0
Actions	<p>Management tool for sensitive receiving environments has been delivered and is being trialed, with results due to be reported in 2nd quarter. Budget for development was provided in 2007 4th quarter, but came to charge in 2008 1st quarter.</p> <p>FAQ and case-studies sections are being developed for the web-site, with costs coming to charge monthly, over 1st and 2nd quarters, in conjunction with ongoing review of web-site use. Current forecast for year is \$11,500 over budget.</p>									

RCAF Working Group Report

Group Name

Level Crossings

Report Date

31 March 2008

Purpose	To develop best practice guidelines for road/ rail crossings.									
Key result areas	1.Develop policy for road/rail crossings. 2.Develop protocol for maintenance access to rail corridor. 3.Adopt Australian Level Crossing Assessment Model (ALCAM) for NZ use.									
Convener Bill Horne	Group Members Bill Horne, Rodney DC Bob Gibson, Land Transport NZ Allan Neilson, ONTRACK Helen Fielding, Ministry of Transport Clark Simmonds, FRONZ					Administration				
Budget approved	\$5,000	Date 30 June 2007				2008 budget		Approval date		
Expenditure to date	\$1,633	31 March 2008				2008 expenditure				
Quarters	1st: Apr-Jun	2nd: Jul-Sept	3rd: Oct-Dec	4th: Jan-Mar	Annual Total 2007	1st: Apr-Jun	2nd: Jul-Sept	3rd: Oct-Dec	4th: Jan-Mar	Annual Total 2008
Expenditure Budget	\$2,000	\$1,000	\$1,000	\$1,000	\$5,000	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Expenditure Current Forecast	\$0	\$0	\$0	\$0	\$1,633	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Expenditure Actual to date	\$550	\$250	\$0	\$833	\$1,633	\$0	\$0	\$0	\$0	\$0
Income Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Current Forecast	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Actual to date	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Actions	<p>Review Deed of Grant Adopt Australian Level Crossings Assessment Mode (ALCAM)</p> <p>Review pedestrian level crossing issues and rail bridge strikes Survey public and private level crossings</p>									

RCAF Working Group Report

Group Name

Code of Practice Temporary Traffic Management Local Roads Supplement

Report Date

31 March 2008

Purpose	To develop and administer a local roads supplement to CoPTTM.									
Key result areas	1. to enable temporary traffic management on local roads to be more suited to local conditions and circumstances. 2. to allow local road traffic management plans to be developed quickly and easily while meeting appropriate safety and traffic standards. 3. to provide for nationwide consistency.									
Convener Ian Marshall or John Sutton	Group Members					Administration				
Budget approved	\$30,000		Date 30 June 2007			2008 budget		Approval date		
Expenditure to date	\$6,916		31 March 2008			2008 expenditure				
Quarters	1st: Apr-Jun	2nd: Jul-Sept	3rd: Oct-Dec	4th: Jan-Mar	Annual Total 2007	1st: Apr-Jun	2nd: Jul-Sept	3rd: Oct-Dec	4th: Jan-Mar	Annual Total 2008
Expenditure Budget	\$20,000	\$10,000	\$0	\$0	\$30,000	\$10,000	\$21,000	\$20,000	\$10,000	\$61,000
Expenditure Current Forecast	\$0	\$0	\$0	\$0	\$6,916	\$10,000	\$21,000	\$20,000	\$10,000	\$61,000
Expenditure Actual to date	\$3,597	\$2,210	\$543	\$566	\$6,916	\$0	\$0	\$0	\$0	\$0
Income Budget	\$30,000	\$10,000	\$0	\$0	\$40,000	\$0	\$8,000	\$4,000	\$24,000	\$36,000
Income Current Forecast	\$0	\$13,500	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0
Income Actual to date	\$0	\$0	\$0	\$16,500	\$30,000	\$0	\$0	\$0	\$0	\$0
Actions	<p style="text-align: center;">Review of LRS: budget \$45,000</p> <p>Forecast take-up of LRS by another nine RCA's during year; three have done so, bringing total to 54.</p>									

RCAF Working Group Report

Group Name

Report Date 31 December 2007

Purpose										
Key result areas										
Convener	Group Members								Administration	
Budget approved	Date 30 June 2007				2008 budget			Approval date		
Expenditure to date	31 December 2007				2008 expenditure					
Quarters	1st: Apr-Jun	2nd: Jul-Sept	3rd: Oct-Dec	4th: Jan-Mar	Annual Total 2007	1st: Apr-Jun	2nd: Jul-Sept	3rd: Oct-Dec	4th: Jan-Mar	Annual Total 2008
Expenditure Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Expenditure Current Forecast	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Expenditure Actual to date	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Current Forecast	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Actual to date	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Actions										

Attachment 2

RCA Forum Working Group Report

Date: 8 July 2008

Group Name	Asset Performance Monitoring						
Purpose	To create a set of high-level benchmark indicators that Road Controlling Authorities (RCA) can use to: <ul style="list-style-type: none"> show progress on against the objectives of the Land Transport Management Act 2003 (LTMA); and drive and demonstrate continuous improvement. 						
Key Result Areas	Establish and populate a set of performance indicators. Create a benchmarking club where case studies can be presented and learning's shared. Consider development of an interactive member's website for benchmarking analysis.						
Convenor Kaye Clark Transit NZ	Group Members Rob Daniels – Westland District Council Siri Rangamura – Northshore City Council Chris Parkman – Transit NZ Balt Gregorius – Land Transport NZ Joe Hewitt – Wellington regional Council Consultant Peter Cenek – Opus Central Laboratories						
Budgets	2007/2008			2008/2009			
Approved	\$20,000			??			
Quarter	2 Jul- Sept	3 Oct- Dec	4 Jan- Mar	1 Apr- Jun	2 Jul- Sept	3 Oct- Dec	4 Jan- Mar
Exp - Budget							
Exp - Forecast							
Exp - Actual							
Inc - Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inc - Forecast	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inc - Actual	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Meetings	3 July 2008 – Phone conference 9 July 2008 – Wellington						
Achievements	<ul style="list-style-type: none"> Phone conference and scheduling of face to face meeting Have invited Carolina Lukkien (MoT), Doug Millar (LTNZ) and Peter Cenek (Opus) to attend meeting on 8th July 2008. 						
Next Actions	<ul style="list-style-type: none"> Update website Review indicators in light of updated NZ Transport Strategy (uNZTS) targets, Government Policy Statements (GPS), Land Transport Management Amendment Bill, and Long Term Council Community Plans (LTCCP) processes, and MoT's Transport Monitoring Indicator Framework (TMIF) and Transport Sector Strategic Directions (TSSD) Review documentation of indicators, populate with data and upload onto website Review group membership and resources Prepare business case and present options for direction of project at RCA forum 15 August 						