

MEETING NOTES OF THE RCAF EXECUTIVE

at

Chews Lane Room 5.07

2.30 – 4.30pm 4 November 2009

Present: Ernst Zollner Co Chair RCA Forum – NZ Transport Agency
Peter Bailey Convenor – Research and Guidelines – PCC
Douceline Van Arts Co Chair RCA Forum – NZ Transport Agency
Geoff Swainson Local Government New Zealand
Jim Paterson Convenor Finance - WBOPDC
Kaye Clark Convenor, Performance Monitoring – NZ Transport Agency (Via Video Link)

Rachel Williams Minute Taker

Apologies: Dave Jane Department of Conservation

ITEM	DISCUSSION	ACTION
1. Welcome and apologies	Apologies from Dave Jane Ernst suggested a change in the order of the agenda items – to bring the RCA Forum 4 December agenda item forward. Due to the lengthy discussions on that item it was agreed the Research and Guidelines report would be discussed by teleconference on Tuesday 10 November at 3.30pm	
2. Executive Meeting notes – Matters Arising	Douceline’s explanation of her role is in the RCA Operations Manual.	
3. Review of September 09 Forum	Chris Olsen’s presentation raised a challenge to the Exec.	

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	<p>General Discussion re agenda feedback from last Fora:</p> <ul style="list-style-type: none"> • To avoid disruption to the Forum meeting day consider providing options for people to leave for flights – Ernst and Douceline to discuss • Agenda not to be too political • Extremely valuable meeting • No negative feedback • Remove the agenda colour coding – no longer applicable under new concept • First section of the agenda to have a theme?? • Invite members to stay for the whole meeting and book later flights 	<p>Ernst and Douceline to discuss the agenda for 4 December</p>
<p>4. Completing the RCA Strategic Review – Stage 2</p>	<p>The draft result of Stage 2 of the Review were discussed</p> <ul style="list-style-type: none"> • Take the diagram on page 4 out as it is not correct. • Peter Bailey to send update of words for page 5. • Objectives 2009 • 1 week for any further feedback from the Exec • Ernst/Douceline to take back to Amarjit then a further week to make changes • Present to the Forum for feedback and comment 	<p>Peter BAILEY Exec members Ernst/Douceline</p>
<p>5. Future Administrative support for RCAF Inc</p>	<p>Douceline spoke to the Ingenium proposal to administer the RCA Forum (NZ) Inc:</p> <ul style="list-style-type: none"> • Geoff Swainson explained the withdrawal of LGNZ as the other possible administrator put forward • Discussion followed on the Ingenium proposal and Jim drew attention to the draft 2010/2011 budget in which he had allowed for the Ingenium administration cost. • Exec endorsed the proposal on basis Douceline stays as the NZTA advisor and link with Ingenium and Forum. It was noted that it is the NZTA's final decision on how it manages the administration of the RCA eg to outsource or mange through 	

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	<p>an internal administrator</p> <p>Action</p> <p>Douceline to contact Angela Tempest and follow up on the signing of the proposal and arrange a time for handover</p>	<p>Douceline</p>
<p>6. Jim Paterson – Finance Report</p>	<p>Presented 2009/2010 expenditure year to date report and the draft 2010/2011 budget which retained the 2010/2011 membership subscriptions at the 2009/2010 level.</p> <p>The executive considered the current year budget surplus and the draft 2010/2011 surplus as well as timing of the 2010/2011 subscription billing.</p> <p>Amendments included changes to Structure WG \$8000, Business case expected from NZUAG, additional amount for \$40,000 for R&G group research initiatives, additional amount of \$30,000 for additional income from NZTA and expenditure for forum administration (previously provided by NZTA as staff time), increase the forum subsidy by \$2000.</p> <p>The draft 2010/2011 budget will be presented to the December 2009 forum for adoption.</p>	<p>Jim</p>
<p>7. Peter Bailey - Research and Guidelines Report</p>	<p>This item was discussed by teleconference on Tuesday 10 November.</p> <ul style="list-style-type: none"> • Peter presented a detailed report on the working groups and the funding allocations/requests –document attached • It was noted that NZUAG are likely to request a contribution towards it's activities and the funding request would likely come at the 4 December Forum • Discussion resulted in the decision that the working groups would have a collective budget amount until the review of the working groups early next year • Peter flagged the difficulty in obtaining volunteers for working groups and the level of work required as councils are very under pressure with resources 	

ITEM	DISCUSSION	ACTION
	<p>Action</p> <ul style="list-style-type: none"> • The Exec to engage with working groups, review scope of existing working groups and their budgets • Douceline to arrange a date in February for an Exec half day workshop 	Douceline
8. Kaye Clark – Performance Monitoring Report	No further work in this area at this stage.	
9. Agenda items for 4 December 2009 RCA Forum	<p>After discussion on the topics put forward from the call for items the decision was to have a safety theme for the morning session of the Forum</p> <ol style="list-style-type: none"> 1. Freight Plan – 30 min – Marinus 2. Safer Journeys – proposal update prior launch – 30 min – Wayne Donnelly, Part B Kiwi Rap 3. Review LTMA 4. Review Public Transport Act – Wayne Donnelly 5. National Infrastructure Advisory Board - Geoff 6. Improving Traffic Data in RAMM – cover in working group 7. Illegal Street Racing – LGNZ update 8. Road Marking – Dennis Davis/Colin Brodie – Audio Tactile (early afternoon, ask) 9. Road Lighting – Doug Miller (ask) 10. Gorge rest areas and fatigue – case study – Kaye Clark (target at a more Local Road area/rural) 11. SH1 rest/no corner compliance – Mark Yaxley 12. Police, Paula Rose, how things are done differently, drugs, speed cameras etc 13. Who pulls data out of CAS procedures/how report comes together in NZTA (ask) 	Ernst and Douceline to discuss and develop the agenda and send out to members for approval

ITEM	DISCUSSION	ACTION
	14. Overweight Vehicle Dimension Rule – MOT (gradual)	
10. General Business	No General Business Meeting closed at 4.40pm Teleconference completion of the meeting to be held at 3.30pm Tuesday 10 November	
Next Meeting	TBA	

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