

**MEETING NOTES OF THE RCAF EXECUTIVE
at**

Chews Lane Room 4.07

9.30 – 11.30 am Thursday 16 October 2008

Present:..

Ernst Zollner	New Co Chair RCA Forum – NZ Transport Agency
Dave Jane	Department of Conservation
Peter Bailey	Convenor – Research and Guidelines – PCC
Geoff Swainson	Local Government New Zealand
Kaye Clark	Convenor, Performance Monitoring – NZ Transport Agency
Jim Paterson	Convenor Finance - WBOPDC
Douceline Van Arts	Convenor - RCA Forum – NZ Transport Agency
Rachel Williams	Minute Taker

ITEM	DISCUSSION	ACTION
1. Welcome and apologies	Roly Frost and Lawrence Yule. Douceline introduced Ernst Zollner and welcomed him as the new co-chair on behalf of Roly Frost who resigned from the position. Ernst introduced himself to the Executive.	
2. Exec Meeting Notes/Matters Arising	Dave raised the billing for DOC membership. Discussion followed resulting in: The Exec to consider the Doc 10K contribution as the payment for 2008/2009 and as the standard annual contribution to be reviewed from time to time.	

ITEM	DISCUSSION	ACTION
	<p>Moved: Dave Jane Seconded: Peter Bailey</p>	
<p>3. Finance report – Jim Paterson, Convenor</p>	<ul style="list-style-type: none"> • Presented the auditors letter report for the year ended 31 March 2008 • To receive the financial report for 2008/2009 year to date • To receive and adopt the draft 2009/2010 budget as amended <p>Moved: Jim Paterson Seconded: Geoff Swainson</p> <p>Action: Douceline to follow up on the second billing for NZTA (Transit) of 15K.</p>	<p>Douceline</p>
<p>4. Research and Guidelines Group (RGG) – Peter Bailey, Convenor</p>	<ul style="list-style-type: none"> • Presented RG&G report and individual working group reports • Reports noted <p>Action: Peter to review/update the website database</p>	<p>Peter</p>
<p>5. Performance Monitoring – Kaye Clark, Convenor</p>	<ul style="list-style-type: none"> • Presented Performance Monitoring Report • Report noted 	
<p>6. Administration Report – Douceline Van Arts, Convenor</p>	<ul style="list-style-type: none"> • All website administration up to date – to update the Exec membership on the website • All Incorporated Society administration updated - new Exec members to be advised • Next RCA Forum is 5 December 2008 	
<p>7. Agenda items for RCA Forum 5 December 2008</p>	<p>Draft Agenda presented and reviewed.</p> <p>Action: Kaye and Peter to come back to Douceline on Smart Growth presentation. Douceline to make amendment as discussed</p>	<p>Douceline Kaye Peter</p>

ITEM	DISCUSSION	ACTION
8. Draft Operations Manual	<ul style="list-style-type: none"> • Douceline explained the purpose of the draft Operation Manual. • Discussion was held around the future of the RCA Forum and LGNZ rationalising the various groups after the elections. <p>Action:</p> <ul style="list-style-type: none"> • Exec to come back to Douceline with any comments by 30 November 2008 • The future of the RCA to be discussed at the next Executive meeting 	Executive
9. General Business	Geoff Swainson advised that LGNZ is reviewing the Utilities Advisory Group as to its future role, which is likely to differ from its current format.	
Next Meeting	<p>Executive meetings to be on Tuesday afternoons at 1.30 –</p> <p>Exec to confirm dates of 10 March, 7 July and 20 October 2009</p>	Executive

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							
Convener	Group Members 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				Conveners of working Groups Graeme Tong (Stormwater) George Ridley (Stock Crossings) Ian Marshall or John Sutton (CopTTM) Fiona Knight (NSWEG) TBA (Structures) Bill Horne (Rail Crossings)			
Budget approved	\$27,500		Date 30 June 2007			2008 budget		
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
Expenditure								
Budget		\$5,000	\$5,000	\$5,000	\$12,500	\$27,500	\$5,000	\$7,500
Expenditure								
Current Forecast		\$0	\$0	\$0	\$0	\$14,947	\$2,200	\$5,000
Expenditure								
Actual to date		\$401	\$249	\$612	\$13,685	\$14,947	\$2,182	\$0
Income								
Budget		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income								
Current Forecast		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income								
Actual to date		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Actions	Survey of members on guidelines; n planned to be undertaken in 2nd and suitable technical consultant							

Purpose	To develop best practice guidelines for stock movements across and along roads.						
Convenor	Group Members						
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			
Budget approved	\$3,000	Date 30 June 2007				2008 budget	
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
Expenditure Budget	\$2,000	\$1,000	\$0	\$0	\$3,000	\$1,500	\$0
Expenditure Current Forecast	\$0	\$0	\$0	\$0	\$4,471	\$4,800	\$4,200
Expenditure Actual to date	\$1,116	\$1,221	\$2,135	\$0	\$4,471	\$4,795	\$0
Income Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Current Forecast	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Actual to date	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Actions	<p>After a review of guidelines' use, SXWG agreed to develop a model bylaw and to revise the guidelines circulated, but final text has yet to be agreed; additional budget will be needed.</p> <p>Guidelines to be reviewed and new Budget for 2007/08 was based on assumption that SXWG had completed its task. Budget for meeting to finalise Model Bylaw, final draft Budget.</p>						

Purpose	To minimise the amount of stock effluent that spills on public roads from stock trucks by promoting: the standing of stock to minimise t the containment of effluent while in transit; the construction/maintenance of a complete disposal site network throughout NZ by 2012; i 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 in-transit and at destination points. 4. Encourage the disposal of collected effluent in an environmentally sustainable manner. 5. Review ongoing action plan.						
Convener	Group Members						
Fiona Knight	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			Tony Friedlander or Tom Cloke, RTFM Corresponding members Phillip Anstey (Stock & station agent) Trish Burborough (MAF) John Hutchings (Fonterra)			
Budget approved	\$25,000		Date 30 June 2007			2008 budget	
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
Expenditure Budget	\$2,500	\$10,000	\$10,000	\$2,500	\$25,000	\$6,500	\$6,500
Expenditure Current Forecast	\$0	\$0	\$0	\$0	\$24,700	\$5,000	\$12,000
Expenditure Actual to date	\$5,267	\$8,176	\$11,153	\$104	\$24,700	\$4,847	\$0
Income Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Current Forecast	\$0	\$0	\$0	\$0	\$0	\$0	\$1,750
Income Actual to date	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Actions							

Purpose	To encourage and promote practical solutions to stormwater management, by coordinating stormwater knowledge and making it available.								
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. 3. Ensure stormwater managers' interests are accounted for in policy-making and environmental regulations. 4. Participate in 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: right;">Nicci Wood, Wellington CC (RCA planner) Bruce Geden (Regional Council)</p>								
Budget approved	\$60,000			Date 30 June 2007			2008 budget		
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	
Expenditure Budget	\$8,500	\$26,500	\$12,500	\$12,500	\$60,000	\$11,000	\$13,500	\$11,500	
Expenditure Current Forecast	\$0	\$0	\$0	\$0	\$14,855	\$25,000	\$15,000	\$11,500	
Expenditure Actual to date	\$6,539	\$839	\$4,323	\$3,154	\$14,855	\$25,023	\$0	\$0	
Income Budget	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	
Income Current Forecast	\$0	\$0	\$0	\$0	\$10,209	\$0	\$0	\$0	
Income Actual to date	\$0	\$0	\$0	\$10,209	\$10,209	\$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 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. Current forecast for 2008 is \$14,500 over budget.</p>								

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								
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					
Budget approved	\$5,000			Date 30 June 2007			2008 budget		
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: (
Expenditure	Budget	\$2,000	\$1,000	\$1,000	\$1,000	\$5,000	\$2,000	\$2,000	
Expenditure	Current Forecast	\$0	\$0	\$0	\$0	\$1,633	\$1,000	\$1,000	
Expenditure	Actual to date	\$550	\$250	\$0	\$833	\$1,633	\$0	\$0	
Income	Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Income	Current Forecast	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Income	Actual to date	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Actions	<p>Review Deed of Grant</p> <p>Adopt Australian Level Crossings Assessment Mode (ALCAM)</p> <p>Review pedestrian level crossing issues ar</p> <p>Survey public and private le</p>								

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 roads to be managed quickly and easily while meeting appropriate safety and traffic standards. 3. to provide for nationwide consistency.								
Convener Ian Marshall or John Sutton	Group Members								
Budget approved	\$30,000			Date 30 June 2007			2008 budget		
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
Expenditure Budget		\$20,000	\$10,000	\$0	\$0	\$30,000	\$10,000	\$21,000	\$0
Expenditure Current Forecast		\$0	\$0	\$0	\$0	\$6,916	\$10,000	\$21,000	\$0
Expenditure Actual to date		\$3,597	\$2,210	\$543	\$566	\$6,916	\$0	\$0	\$0
Income Budget		\$30,000	\$10,000	\$0	\$0	\$40,000	\$0	\$8,000	\$0
Income Current Forecast		\$0	\$13,500	\$0	\$0	\$30,000	\$0	\$0	\$0
Income Actual to date		\$0	\$0	\$0	\$16,500	\$30,000	\$0	\$0	\$0
Actions	<p>Review of LRS: budget \$45,000</p> <p>Forecast take-up of LRS by another nine R... have done so, bringing total to 54.</p>								

Group Name

Report Date

31 December 2007

Purpose							
Key result areas							
Convener	Group Members						
Budget approved				Date 30 June 2007		2008 budget	
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
Expenditure Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Expenditure Current Forecast	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Expenditure Actual to date	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Current Forecast	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Actual to date	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Actions							