



**Minutes of the RCAF Executive Meeting
Wednesday, 15 October 2014
NZ Transport Agency, Room 2.28, 12.30-3.30pm**

Present: Kaye Clark, NZ Transport Agency
Tommy Parker, NZ Transport Agency
Murray Hasler, Gore District Council
Thomas Simonson, Local Government, NZ
Dave Jane, Department of Conservation
Jim Paterson, Western Bay of Plenty District Council
Steve Griffin, Buller District Council
Warren Furner, Ruapehu District Council
Andrew Scoggins, Auckland Transport
Debbie Bryant, NZ Transport Agency (admin convenor)

Apologies: Ross Paterson, Western Bay of Plenty District Council

Item	Discussion	Action
1. Welcome and apologies	Kaye welcomed new members to the Executive Committee – Thomas Simonson LGNZ, Steve Griffin Buller District Council, Tommy Parker, NZ Transport Agency, Warren Furner Ruapehu District Council Each member introduced themselves	
2. Minutes, matters arising, open actions from previous meeting	Minutes from the previous meeting 20 June 2014 were accepted Moved: Dave Jane Seconded: Murray Hasler Matters arising: none	

	<p>Open action list:</p> <p>4 – closed</p> <p>90 – closed – look to resources instead</p> <p>91 – leave open</p> <p>92 – closed</p> <p>96 – open still</p> <p>97 – ongoing - to be refined</p> <p>101 – open (amalgamate with 96)</p> <p>103 – ongoing</p> <p>Warren to talk to local zone 3 meeting re RCA and raise awareness</p> <p>He will require welcome/dates powerpoint and key objectives from RCA rules</p> <p>104 – on agenda</p> <p>105 – closed</p>	Action 106: Debbie to provide Warren with powerpoints/rules
3. Review of attendance at 8 August 2014 forum	<p>Moving the forum to different locations – Christchurch/Auckland – this did not have the desired effect of increasing the numbers attending the forum. 2015 forums returning to Wellington</p> <p>There will be no study tour for Wellington before the November forum</p>	
4. Forum agenda 28 November 2014	<p>Agenda items were discussed. Kaye will circulate the ideas to executive members for their input/speakers</p> <p>To be noted: 2014 is the 25th anniversary of the RCA forum – est 1989</p>	
5. Financial report	<p>Jim Paterson presented:</p> <ul style="list-style-type: none"> - Financial report - Paper on activities managed by IPWEA (Action 104) <p>IPWEA offer a good service</p> <p>Resolution: adequate due diligence on service provider</p> <p>Moved: Jim Paterson</p> <p>Seconded: Kaye Clark</p>	

<p>6. Research and Guidelines report</p>	<p>Murray Hasler presented the Research and Guidelines report. Note: The group has become a remote steering group with members dialling into meetings.</p> <p>LVR – Funding Heavy Vehicle Impacts Work group Funded through research and guidelines general funds for the current year.</p> <p>The Terms of Reference were tabled at the meeting and signed off by the RCA executive subject to following amendments:</p> <ul style="list-style-type: none"> - DOC and NZ Farm Forestry Assn to be added as interested sector groups - Under Purpose change to ‘local roads’ from ‘low volume roads’. <p>Moved: Warren Furner Seconded: Steve Griffin</p> <p>Stormwater research – go back to the working group to clarify what has been covered in previous research before supporting \$5,000 extra funding.</p> <p>Auckland Transport representative on Research and Guidelines Steering Group – draft letter to CEO</p> <p>The list of Members of Standards and Guidelines and who is part of each working group to be to be visible on website</p>	
<p>7. Alignment with IPWEA (RIMS, NAMS and IDS), LGNZ (eEquip) and One Network Road Classification</p>	<p>Discussed</p>	
<p>8. Proposed meeting dates for 2015</p>	<p>Executive Committee: Executive members to be consulted (March/June/October) Forums: 8 May, 7 August, 27 November</p>	

Meet closed at 4.00pm