



**NOTICE OF ANNUAL GENERAL MEETING, and  
CALL FOR EXECUTIVE COMMITTEE MEMBER NOMINATIONS**

Dear member,

This is to advise you of the upcoming annual general meeting of the members of the Road Controlling Authority Forum (NZ) Incorporated. The details of this meeting are as follows:

**Venue:**

**Via Teams Meeting**

Email [rcaforum@nzta.govt.nz](mailto:rcaforum@nzta.govt.nz) to advise of your attendance and to receive the agenda and calendar invite with the teams link.

**Date/Time:**

**Friday, 26 November 2021 at 2.00 pm to 2.30 pm**

**AGM Business:**

The meeting will consider annual reports for 2020/21, including the financial statements, and will confirm the Executive Committee for 2021 through elections and direct appointment as per the Forum rules. These rules provide for an Executive Committee with a minimum of eight members and a maximum membership of eleven members. Four members are directly appointed, four members have existing terms until 2022 and three remaining member vacancies are to be elected at the 2021 AGM. The term for an Executive Committee Member is a period of two years which commences at the completion of the AGM and can be renewed.

**Direct  
Appointments to  
the Executive  
Committee**

Direct appointments to the Executive Committee which will commence at the completion of the 2021 AGM:

- Local Government NZ and Co-Chair: **Don Cameron** – Mayor, Ruapehu District Council
- NZ Transport Agency and Co-Chair: **Steve Mutton** – Director Regional Relationships, Northland/Auckland
- Department of Conservation: **Darryl Lew** – Director Operations Planning
- Auckland Transport: **Murray Burt**, Chief Engineer

**Existing Executive  
Committee  
Members elected at  
the 2020 AGM  
(2 yr term)**

Existing Executive Committee members:

- Wellington City Council: **Siobhan Proctor** – Chief Infrastructure Officer
- Ruapehu District Council: **Warren Furner** – Executive Manager Infrastructure
- Western Bay of Plenty District Council: **Jim Paterson** – Transportation Manager
- Nelson City Council: **Alec Louverdis** – Group Manager Infrastructure

***Nominations for  
remaining Executive  
Committee  
Members***

Nominations are called for under the forum rules which allow for up to a further three members to be elected and appointed as committee members. Their terms will commence at the completion of the 2021 AGM:

**No nominations have been received to date.**

**End of two year term or standing down**

- Local Government NZ: **Philip Shackleton** – Principal Policy Advisor
- Wairoa District Council: **Craig Little** – Mayor

To be eligible for Election as an Executive Committee Member, you must be a person employed by a member organisation.

A nomination of a candidate for Election as an Executive Committee Member must be in writing and signed by 2 Individuals employed by 2 member organisations. It must be accompanied by a written consent of the candidate (which may be endorsed on the nomination).

It must be given to:

Suzanne Madsen: – Executive Administrator, (or a deputy) at least 7 days before the date of the annual general meeting on Friday 26 November 2021 – see details below.

If only one nomination is properly made for an Executive Committee Member role, the candidate nominated is to be treated as having been elected.

If no nomination is properly made for an Executive Committee Member role, further nominations must be called for at the annual general meeting.

A nomination Form is attached. **Completed nomination forms should be emailed to [rcaforum@nzta.govt.nz](mailto:rcaforum@nzta.govt.nz) no later than Thursday 18 November 2021.**



**NOMINATION FOR Executive Committee Member 2021/22 – 2022/23**

We ..... and .....  
(Proposer) (Seconder)

Of ..... and.....

Being employees of the above Member Organisations of the Road Controlling Authorities Forum (NZ) Incorporated,

hereby nominate .....

for the position of Executive Committee Member for the 2021/22 – 2022/23 year. The consent of the nominee is shown below.

Signed (Proposer) .....

Signed (Seconder) .....

Date ...../...../.....

**Consent of Nominee**

I .....

Being a person employed by a Member Organisation of the Road Controlling Authorities Forum (NZ) Incorporated, hereby consent to the above nomination.

Signed .....

Date ...../...../.....

Address .....

.....

Phone No .....

Email .....