

Notice of Special General Meeting of the Road Controlling Authorities Forum

Dear member,

This is to advise you of a Special General Meeting of the Members of the Road Controlling Authorities Forum (New Zealand) Incorporated. The details of the meeting are as follows:

Date: 24 March 2026
Time: 2:00pm – 3:00pm
Venue: Online via Microsoft Teams
Purpose: Society Re-registration and Constitution Matters

A meeting invitation will be sent to all Member Organisation contact persons, please accept or decline this invitation to advise your attendance, and to receive the agenda. Please forward the invitation to an Authorised Representative to attend on behalf of your organisation if relevant.

Business of the Special General Meeting

The meeting will consider and, if thought fit, pass the following resolutions:

1. Resignation of Executive Committee Members (for noting, no resolution required)

Two of the three current Executive Committee Members have resigned their positions:

- Steven Mutton (Chair) has resigned his position following his departure from NZTA and change of role with Auckland Council.
- Murray Burt has resigned his position following his resignation from Auckland Transport, Murray is now employed by Auckland Airport which is not a Member Organisation and so is not eligible to be an Officer of the Society.

2. Governance Transition to the Road Efficiency Group (REG) Governance Group

That, subject to adoption of the new Constitution, the Road Efficiency Group (REG) Governance Group will serve as the Executive Committee of the Society in accordance with the new Constitution.

3. Adoption of Revised Constitution

That the Constitution dated March 2026 be adopted in substitution for the existing Rules in order to meet the requirements of the Incorporated Societies Act 2022, and to update the Executive Committee transition above.

4. Re-Registration under the Incorporated Societies Act 2022

That the Society endorse its reregistration under the Incorporated Societies Act 2022, and authorise the Executive Committee to undertake all necessary actions to effect that reregistration.

5. Financial statements (for noting, no resolution required)

In addition to the above, the most recent financial statements, performance report, and audit opinion for the 2024/25 financial year are provided. These have previously been received and approved by the Executive Committee and submitted to the Charities Commission. These documents are provided for Member's information only.

No other business will be transacted at this Special General Meeting.

- Materials:** An explanatory report and the draft Constitution will be circulated to Members as soon as they are finalised and no later than 10 March. Members are encouraged to review these materials in advance of the meeting.
- Voting:** Each Member Organisation is entitled to one vote at the Special General Meeting. Votes are to be exercised by an Authorised Representative of the Member Organisation present at the meeting.

If you have any immediate questions regarding this Notice or the meeting arrangements, please contact the Officer (Administration) at rcaforum@nzta.govt.nz.

We look forward to your participation.

Yours sincerely,

Alec Louverdis

Executive Member and nominated Chairperson for the Special General Meeting

Road Controlling Authorities Forum (New Zealand) Incorporated