

**MEETING NOTES OF THE RCAF EXECUTIVE  
at**

**TRANSIT NEW ZEALAND**

**2.00pm Wednesday 28<sup>th</sup> June 2006**

**Present:**

Rick van Barneveld  
Graeme Weld  
Dave Jane  
Gary Main  
Roly Frost  
Geoff Swainson  
Kaye Clark  
Jay Tubb  
Moya McConnell

Co – Chair, RCAF, Transit  
Co – Chair, RCAF, WBOP DC  
Department of Conservation  
Convenor – Finance and Reporting – WBOP DC  
Convenor – Research and Guidelines – Transit  
Local Government New Zealand  
Convenor – Asset Performance Monitoring  
Minute Taker  
Minute Taker

Item	Discussion/Decision	
1. Apologies	<ul style="list-style-type: none"><li>• Douceline Van Arts</li></ul>	
2. Meeting Notes/Matters Arising	<ul style="list-style-type: none"><li>• All covered by the agenda</li></ul>	
3. Finance Report and Legal Entity Update	<b>Completed the Action points from March 30 Meeting</b>	

Item	Discussion/Decision	
Gary Main - Convenor	<p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>a. That the Executive Committee adopts the RCAF annual financial statements as presented on note 10 of the INGENIUM annual financial statements and that these represent to the best knowledge of the RCAF executive Committee a true and fair view of the financial position, changes in financial position and results of operations.</li> <li>b. That the RCAF Executive Committee appoints the public auditors: Business One Ltd, the same auditors as were appointed by the INGENIUM members at their 2006 AGM.</li> <li>c. That the executive committee ask Gary Main to pass the above resolutions to the INGENIUM CEO</li> <li>d. That Gary Main document financial operating procedure for advice to Douceline to incorporate in the RCAF operating procedure manual</li> <li>e. That Gary Main and Douceline prepare an RCAF newsletter about the new entity and inviting formal membership linking this to the strategic plan</li> </ul>	
4. Asset Performance Monitoring - Kaye Clark - Convenor	<p><b>Completed the Action points from March 30 Meeting</b></p> <ul style="list-style-type: none"> <li>• Presentation was made to the April RACF.</li> <li>• Working group met on the 28<sup>th</sup> June for presentation of work to date by Opus Consultants.</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• To put a full progress report onto web page</li> <li>• 30 minute presentation for the RCAF in August</li> <li>• Next group meeting day before Forum</li> <li>• Continue to refine subset of performance measures</li> <li>• Develop business case to move forward</li> <li>• Prepare to apply for research funding</li> <li>• For the meantime continue to position the RCAF as the benchmarking club and</li> </ul>	

Item	Discussion/Decision	
	<p>budget accordingly within the accounting structure as a forum including allowing for buying resources to assist and on the basis that a business case for LTNZ financial assistance would be a good idea</p> <ul style="list-style-type: none"> <li>• Some further funding to support benchmarking through to business case may be required and if so a memo will be circulated out of session for the Executive to sign off</li> </ul>	
<p>5. Research and Guidelines Group (RGG) – Roly Frost- Convenor</p>	<p><b>Completed the Action points from March 30 meeting</b></p> <ul style="list-style-type: none"> <li>• DOC to confirm member of RGG group</li> <li>• Roly establishing a systematic reporting process for working groups</li> <li>• Roly to consider the functions of the various working groups</li> <li>• Reference group to consider the implications of the Building Act and if this is worth further consideration for study</li> </ul>	
<p>6. Agenda Items for RCA Forum 11 August.</p>	<p><b>Completed the Action points from March 30 meeting</b></p> <p><b>Draft Agenda Items for 11 August RCAF:</b></p> <ul style="list-style-type: none"> <li>• Items as tabled agreed</li> <li>• UAG Update agreed</li> <li>• Prompt LTNZ to cover RSAP</li> <li>• Prompt OAG to update RCAF on LTCCP Audits focussing on transportation and their audit plan</li> <li>• Prompt Transit on “Reverse Sensitivity Guideline”</li> <li>• Prompt MOT to report on the Transport sector involvement in recent CD Exercises and events (Bruce Johnstone)</li> </ul>	

Item	Discussion/Decision	
7 General Business	<p><b>Resolved</b></p> <ul style="list-style-type: none"> <li>• That the Executive retrospectively approves the sponsorship of NZEE Awards at up to \$7500 depending on LTNZ contribution</li> <li>• That Douceline report back to the Executive on establishment of a stand alone web page for the RCAF</li> <li>• That at the next executive meeting performance against strategic plan objectives be reviewed on the basis of prior circulated reports from convenors to be facilitated by Douceline</li> <li>• That Douceline proceed to establish an maintain a manual of RCAF operating procedures</li> <li>• That Gary document an appropriate budget management planning process for the RCAF for inclusion in our procedures manual</li> </ul>	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>• Proposed date of 9 November 2006</li> </ul>	