

**Minutes of the Australian Institute of Traffic Planning and Management Ltd (AITPM)
2018 Annual General Meeting held on Wednesday 25 July 2018 at Perth Convention
and Exhibition Centre, 21 Mounts Bay Road, Perth, WA 6000 at 4.30pm**

1. Welcome

The meeting was opened at 4.40pm by the National President, Andrew Leedham.

2. Apologies/Attendance

No Apologies received. Attendance is as per attendance lists.

3. Confirmation of Minutes of Previous Meeting

The National Secretary confirmed that copies of the minutes of the previous Annual General Meeting held Wednesday, 16 August 2017 at Melbourne Convention & Exhibition Centre, Melbourne, Victoria at 5.30pm had been distributed earlier and had been available on the AITPM website.

4. Business Arising

There was no business arising from the minutes of the previous AGM.

5. Ordinary Business

5.1 Reports

Reports received and presented were the Reports of the Directors, Financial Report and Auditor Report for year ended 31 March 2018. Noted

5.2 Appointment of Directors

That in accordance with clause 34.5 of the constitution the following Directors have been duly nominated and consented to act and who is eligible under the constitution, be appointed an Elected Director subject to the constitution.

1. Appoint Dan Sullivan a Director
2. Appoint Kyriakos Tyrologos a Director
3. Appoint Gary Wood a Director

Resolution: Appoint the Elected Directors. Ratified and resolution passed.

National President, Andrew Leedham advised the appointment of the Board of Directors would be for two years.

5.3 Appointment of Auditor

That in accordance with clause 59.1 of the constitution and section 327B(1)(a) of the Corporations Act 2001 (Cth), Wayne Asher Pryor CPA, registered auditor 3576, of PBA Partnership be appointed auditor of AITPM.

Resolution: Appoint the Auditor. Ratified and resolution passed.

Meeting closed 4.45pm.

Andrew Leedham, National President

Signed:



Date: 25/07/2018



Attachment A – National President Annual Report and Financial Report

Australia Institute of Traffic Planning and Management Inc. (AITPM)

PRESIDENTS REPORT 2017-2018

Period ending 31 March 2018

KEY PRIORITIES

In the period ending 31 March 2018 National Council progressed the key priorities outlined in the Presidents Report to the 2017 AGM. In summary, these were to:

- Complete the transitions of the Institute from an Incorporated body to a company limited by guarantee and of National Council to a Board of Directors.
- Develop a strategy to reduce dependence on cash reserves to support operating budget and manage investments in new initiatives.
- Develop a Professional Development Program accessible to all members.
- Finalise the Transport Modelling Networks' Code of Conduct.
- Integrate the Institute's information systems and database to enable more efficient and effective delivery of services.
- Identify and proactively manage the key risks to the Institute and its members.
- Finalise and implement a strategic plan reflecting the Institute's core interests and priorities.

Progress on these initiatives is summarised in the following Table.

The Strategic Directions document was approved by National Council at the end of 2017 and has been posted on the website (attached to this report). This is complemented by allocations of funds approved by National Council for the 2018-19 financial year to invest in the development of initiatives in support of the key priorities.

The transition to a company structure and a Board of Directors does not at this stage include the appointment of an Executive Officer. This means that many of the management and operational tasks that would otherwise be delegated will remain with the Board. In that sense, National Council (and the new Board) is operating with a hybrid governance model assuming both strategic and management tasks. This has been and is intended to be managed effectively through:

- Appointment of additional part time resources on contract to provide administrative and financial support and bookkeeping services.
- Establishment of committees comprising members of National Council/Board of Directors supported by specialist resources as required, these being:
 - Governance
 - Finance and Risk
 - Professional Development
 - Information Systems and Reporting
 - Roles and Functions
 - Awards and Procedures
 - State Branch Presidents
 - National Conference Governance

FINANCIAL AND AUDIT REPORTS

The Independent Audit Report for the 12-month period ending 31 March 2018 is attached at the end of this report.

The Profit and Loss Statement shows a net loss of \$23,831 compared with a net loss of \$150,791 in the prior year. It should be noted that the Profit and Loss Statement includes both operational income and expenses and well as investments in initiatives funded from the Institute's cash reserves.

The financial position of the Institute remains sound. However, National Council has acknowledged that operational losses must be addressed, and cash reserves to cover risks, additional contract labour and fund new initiatives must be replenished. Accordingly, membership fees and the cost of sponsorship packages have been increased for 2018-19 to assist in reducing and eventually eliminating operating losses forecast within 3 years.

In the 2018-19 financial year, the Institute will adopt an accruals-based accounting system. This will assist in assessing our financial performance from year to year.

Key priorities and achievements

| Strategic Directions Priority | Key initiatives | Achievements | Comments |
|-------------------------------|--|--|--|
| Industry sustainability | Young Professional Network | YPN's are established in most states and thriving under strong leadership. YPN Coordinator reports to National Council. YPN active in preparations for the national conference and have prepared a business case for trialling the development and delivery of podcasts to communicate news items to members. | Funds allocated for implementing podcast trials |
| | Awards | The Awards continue to attract strong interest nationally. The New Zealand Study Tour Award attracted 12 applications. The Award assists in maintaining a strong relationship with Engineering New Zealand (Transport Group). The Excellence Award attracted 18 submissions. The Young Professional Awards attracted 33 submissions. The Ted Huxtable Research Grant was offered for the first time with up to \$10,000 funds available. Possible that a grant will be made later in 2018. | Funding will continue in 2018-19. The relevance of the awards will be monitored by the Awards and Procedures committee. |
| | Membership | Membership numbers continue to grow. Current membership is 1241 including 68 corporate, 228 student, and 12 life members. | The AITPM brand is attracting new members. There has been no concerted effort to recruit new members. |
| Accountability | Governance Strategic Plan Risk management Reporting | Formal documentation prepared and submitted to NSW Fair Trading and ASIC to terminate the Incorporated body and register the company. Strategic Directions document finalised and posted on website supported by allocation of funds to support key initiatives in 2018-19. Committees established with charters prepared for 8 committees each reporting to National Council/Board of Directors and chaired by an executive member of National Council. Risk register established and responsibilities assigned to committees to manage. | National Council has been operating in a manner commensurate with intended Board of Directors. State Branch Presidents now meet throughout the year to exchange ideas and information. National Council members to receive training in governance. |

| | | | |
|-------------------------------------|--|--|--|
| | | <p>Finance committee familiarisation with financial reporting requirements.</p> <p>Developed a role and duty statement for a professional bookkeeper.</p> <p>Determined benefits of transitioning to accrual-based accounting.</p> <p>Operational income and expenses critically reviewed and developed strategy to reduce operating losses within 3 years.</p> <p>Investigating integration of existing information systems and databases (including the website) and incorporation with future needs to improve understanding of members and sponsors needs and improve reporting.</p> <p>National Conference Governance Committee established to oversee the organisation of the national conferences which represents one of the major risks facing the Institute. Part time contract resources trialled to assist in conference activities.</p> | <p>Intention to appoint bookkeeper in first quarter of 2018-19.</p> <p>Member fees and cost of sponsorship increased to contribute to reduced operating losses.</p> <p>Funds allocated in 2018-19 to engage contractor to upgrade systems.</p> <p>Intention to appoint national resource to assist National Administration Officer with conference activities.</p> |
| Relationships and Networking | Establish and maintain professional relationships with kindred organisations | <p>Established formal MOA with Parking Australia.</p> <p>Liaising with Transport Australia Society regarding joint events and minimising competition.</p> <p>Engineering New Zealand (Transport Group) through the New Zealand Study Tour Award.</p> <p>Continue to provide networking opportunities at technical forums, social events, seminars and the national conference.</p> | |
| Professional Development | <p>Monthly Technical Forums</p> <p>Seminars</p> <p>National Conference</p> <p>Professional Development Program</p> | <p>State Branch Presidents now meeting regularly to seek opportunities to share technical forums/presentations.</p> <p>National conference continues to be the flagship event. International keynote speakers attract delegates and provide opportunity for a national technical tour of the other states providing benefits to members unable to attend the conference. Tools under development to assist in tracking the key conference milestones.</p> <p>A Professional Development Program is under development to replace the Education Program which will be offered to all members. AITPM working closely with Monash University to develop a pilot two-day seminar to be run initially in Victoria.</p> | <p>Cancel Education program and develop alternative MOU Monash University</p> <p>Intention will be to roll out the program nationally.</p> |

| | | | |
|-------------------------------|---|---|---|
| Industry Participation | <p>Transport Modelling Network</p> <p>Marketing and publicity</p> | <p>Code of Conduct endorsed by National Council. Comprises two parts and is posted on the website. National Council decided to “soft-launch” the Code rather than attempt to ambitiously seek endorsement from the public and private sector.</p> <p>TMN plays a vital role in the development of the modelling component of the national conference program.</p> | <p>Transport modellers will be encouraged to refer to and adopt the principles of the Code in their daily activities.</p> <p>Intention to review the TMN charter in 2018-19.</p> <p>Funds allocated to develop marketing and publicity materials to showcase our leadership capability.</p> |
|-------------------------------|---|---|---|

INVESTMENT ALLOCATIONS

2018/19

The allocation of funds to initiatives to support our Strategic Directions was approved by National Council on 24 March 2018. These funds have been made available through AITPM's cash reserves and are not part of the 2018/19 operating budget

| Priority | Initiative | 2018/19 Allocation |
|-------------------------------------|---|--------------------|
| Industry Sustainability | Ted Huxtable Grant | |
| Accountability | Governance training for National Council | |
| | Professional business advice – consultancy | |
| | Integration and upgrading of information systems and databases | |
| Relationships and Networking | Review and formalisation of national conference procedures manual | |
| Professional Development | Develop pilot workshop in Melbourne for trialling professional development program | |
| | Develop program of Podcasts to reach out to members | |
| Industry Participation | Provision to develop publicity materials to market AITPM's leadership in the industry | |
| | TOTAL | \$89,000 |



Australian Institute of Traffic Planning
and Management (AITPM)

Strategic Directions



About Us

The Australian Institute of Traffic Planning and Management Incorporated (AITPM) provides a central point of reference for practitioners in traffic and transport planning and management. Members of the Institute are linked primarily by a common vocational interest rather than by similar academic qualifications alone.

Traffic Planning and Management is an integrated activity involving traffic management and operations, transport planning, economics, freight, road safety, public transport, and non-motorised transport modes. The AITPM network is extensive, with its underlying strength being its own membership. The Institute started in 1966 and now has over 850 members and corporate members across Australia and New Zealand.

There are five state branches; Queensland, New South Wales, Victoria, South Australia and Western Australia. The membership is quite diverse across age, gender, qualifications, areas of practice and specialisation and employment sectors. Membership numbers continue to grow steadily each year. As such the AITPM is regarded as the peak traffic and transport body for practitioners in Australia.

AITPM is governed by a Board of Directors comprising five nationally elected executives and five State Branch Presidents elected by members in each state.

AITPM Vision

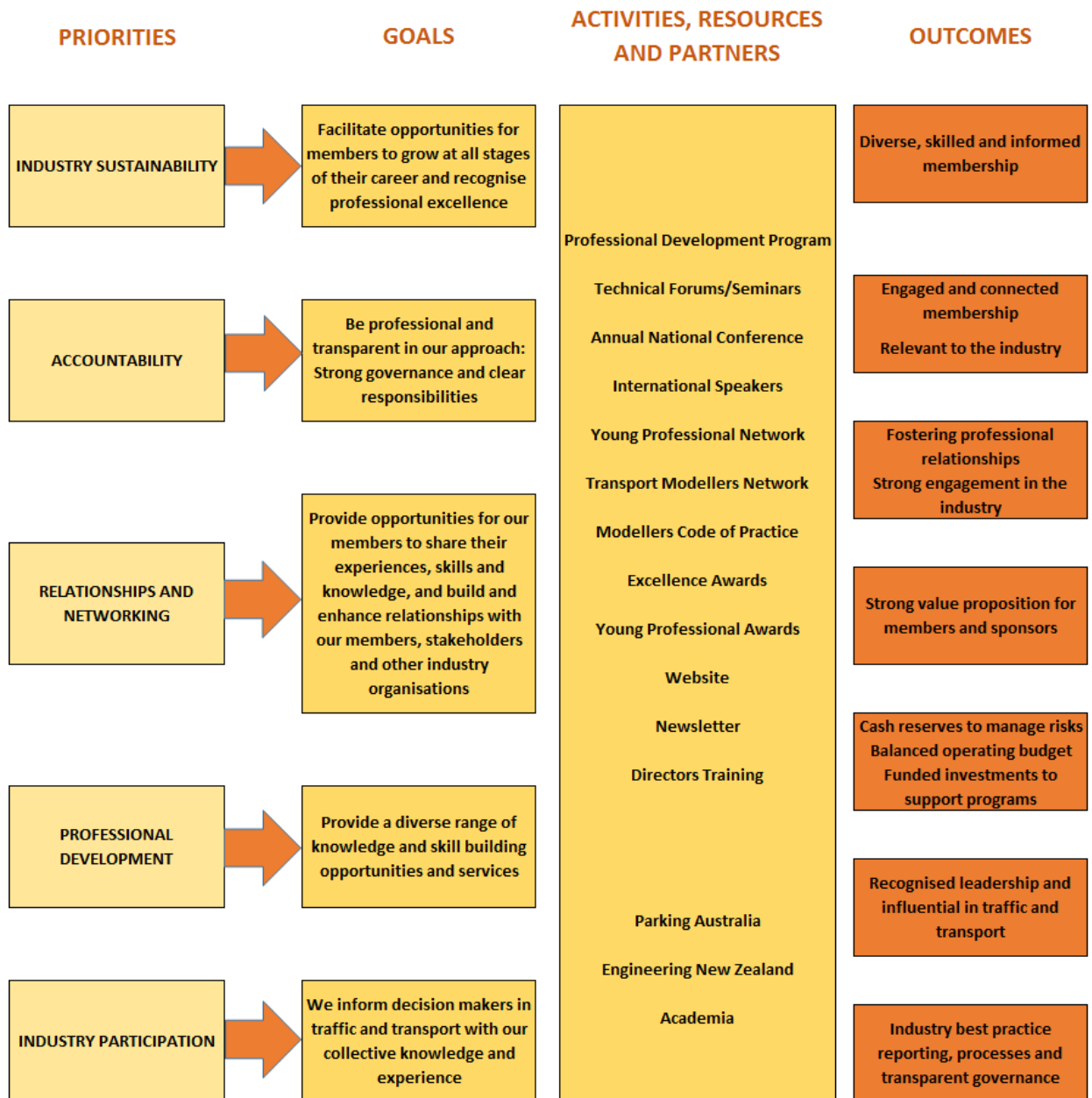
To provide leadership in traffic and transport by contributing to the development and management of a transport system that benefits all Australians.

Strategic Directions

The strategic directions emphasise our core areas of interest. The figure overpage shows our key priorities and goals, the things we do and who we collaborate with to achieve our desired outcomes. Each year we allocate funds to key activities in support of these. The annual budget is developed in March each year and is posted on our website [https://www.aitpm.com.au/aitpm/annual budget](https://www.aitpm.com.au/aitpm/annual%20budget).

Our strategic directions are reviewed periodically by National Council to ensure we remain relevant to our members, our sponsors, our partners and the industry.

STRATEGIC DIRECTIONS





AITPM

Leadership in
Traffic and Transport



AITPM National Secretariat
PO Box 1070, TOOMBUL QLD 4012
Phone: 0413 828 721
Email: aitpm@aitpm.com
www.aitpm.com.au

**AUSTRALIAN INSTITUTE OF TRAFFIC
PLANNING AND MANAGEMENT INCORPORATED**

ABN 28 062 495 452

**FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

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**AUSTRALIAN INSTITUTE OF TRAFFIC PLANNING AND MANAGEMENT
INCORPORATED**

COMMITTEE'S REPORT

Your committee members submit the financial report of the Australian Institute of Traffic Planning and Management Incorporated for the financial year ended 31 March 2018.

Committee Members

| | |
|--------------------|--------------------------|
| Andrew Leedham | National President |
| Paul Smith | National Vice President |
| John Stephens | Immediate Past President |
| Dan Sullivan | National Secretary |
| Jasmina Jovanovic | National Treasurer |
| Paul Froggatt | |
| Peter Kartsidimas | |
| Tessa Knox-Grant | |
| Kyriakos Tyrologos | |
| Emmanuel Natalizio | |

Principal Activities

The principal activities of the association during the financial year were to promote the positive and productive aspects of traffic and transport management.

Significant Changes

No significant changes in the nature of these activities occurred during the year.

Operating Result

The loss after tax from ordinary activities amounted to \$23,831.

Signed in accordance with a resolution of the members of the Committee.

.......... Andrew Leedham (President)

Dated this

4th

day of

July

2018

**AUSTRALIAN INSTITUTE OF TRAFFIC PLANNING AND MANAGEMENT
INCORPORATED**

**PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 31 MARCH 2018**

| | 2018 | 2017 |
|--|-----------------|------------------|
| | \$ | \$ |
| Income | | |
| Interest Received | 9,368 | 23,038 |
| ATO Interest | 30 | 17 |
| National Conference | 456,932 | 430,045 |
| Seminars | 6,445 | 13,189 |
| Sponsorships | 131,869 | 131,250 |
| Subscriptions | 179,508 | 123,068 |
| Miscellaneous | 246 | - |
| States GST claimed | 11,379 | 3,783 |
| | <u>795,777</u> | <u>724,391</u> |
| Expenses | | |
| Accountancy and Audit Fees | 4,501 | 5,390 |
| Bank Charges | 2,522 | 4,744 |
| Celebration 50 Year | - | 23,103 |
| Conference Co-ordination | 969 | 1,917 |
| Consultancy for Business Assessment | 9,000 | - |
| Depreciation | 2 | 6 |
| Education | 46,214 | 97,400 |
| Insurance | 6,450 | 5,829 |
| International Speakers | 2,472 | 3,361 |
| Miscellaneous | 3,521 | - |
| National Conference | 439,035 | 410,803 |
| National Council | 44,420 | 61,738 |
| Network Group | 3,612 | 6,831 |
| Newsletter, Production & Distribution | 31,384 | 36,217 |
| Paypal Fees | 6,517 | 895 |
| Promotions | 29,181 | 19,627 |
| Refunds | - | 1,175 |
| Secretarial and Office Services | 77,819 | 67,050 |
| State Branches | 65,150 | 54,600 |
| State Seminars | 6,445 | 13,209 |
| Website | 35,387 | 61,607 |
| | <u>814,601</u> | <u>875,501</u> |
| Net Profit / (Loss) before Income Tax | (18,824) | (151,111) |
| Less: Income Tax Expense | 5,007 | 3,678 |
| Add: Prior Year Income Tax Adjustments | - | 3,997 |
| Profit / (Loss) after Income Tax | <u>(23,831)</u> | <u>(150,791)</u> |

**AUSTRALIAN INSTITUTE OF TRAFFIC PLANNING AND MANAGEMENT
INCORPORATED**

**BALANCE SHEET
AS AT 31 MARCH 2018**

| | 2018 | 2017 |
|--------------------------------------|-------------------------|-------------------------|
| | \$ | \$ |
| Current Assets | | |
| Cheque Account | 95,492 | 42,978 |
| Conference Prepayments | 5,100 | 9,500 |
| Investment Account 1 | 593,367 | 589,329 |
| Investment Account 3 | 216,777 | 301,985 |
| Business Online Saver | 100,450 | 114,912 |
| | <u>1,011,186</u> | <u>1,058,703</u> |
| Non Current Assets | | |
| Computer Equipment - CWDV | 3 | 5 |
| Total Assets | <u><u>1,011,189</u></u> | <u><u>1,058,708</u></u> |
| Current Liabilities | | |
| Income In Advance | - | 28,125 |
| GST Payable/(Receivable) | 5,170 | 7,942 |
| Provision for Income Tax | (3,155) | (10,364) |
| Total Liabilities | <u><u>2,015</u></u> | <u><u>25,703</u></u> |
| Net Assets | <u><u>1,009,174</u></u> | <u><u>1,033,005</u></u> |
| Retained Profits brought forward | 1,033,005 | 1,183,796 |
| Profit / (Loss) | <u>(23,831)</u> | <u>(150,791)</u> |
| Members' Funds | <u><u>1,009,174</u></u> | <u><u>1,033,005</u></u> |

INDEPENDENT AUDIT REPORT

AUSTRALIAN INSTITUTE OF TRAFFIC PLANNING AND MANAGEMENT INCORPORATED

Scope

We have audited the financial statements of the Australian Institute of Traffic Planning and Management, being a special purpose financial report comprising the Profit and Loss Account and Balance Sheet for the year ended 31 March 2018. The committee is responsible for the financial statements and have determined that the accounting policies used are appropriate to meet the needs of the Association Incorporation Act (NSW) and the needs of the members. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members of the association. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial statements have been prepared for the purpose of fulfilling the requirements of the Association Incorporation Act (NSW). We disclaim any assumption of responsibility for any reliance on this report or on the financial statements to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements and statutory requirements so as to present a view which is consistent with our understanding of the association's financial position, the results of its operations and cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion, the financial statements present fairly in accordance with Accounting Standards and other mandatory professional reporting requirements the financial position of the association as at 31st March 2018 and the results of its operations for the year then ended.

PBA Partnership
Certified Practising Accountants


.....
Partner: W A Pryor

Date: 31st May 2018

**AUSTRALIAN INSTITUTE OF TRAFFIC PLANNING AND MANAGEMENT
INCORPORATED**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

Statement of Significant Accounting Policies

This financial report is a special purpose report prepared for use by the directors and members of the entity. The committee have determined that the entity is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the following applicable Australian Accounting Standards:

| | |
|------------|---|
| AAS 4: | Depreciation of Non-Current Assets |
| AAS 5: | Materiality |
| AAS 8: | Events Occuring after Reporting Date |
| AASB 1048: | Interpretation of Standards |
| AASB 108: | Accounting Policies, Changes in Accounting Estimates and Errors |

No other Accounting Standards, Australian Accounting Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this report.

Property, Plant and Equipment

Property, plant and equipment are carried at cost, independent or directors' valuation. All assets, excluding freehold land and buildings, are depreciated over their useful lives to the company.