AITPM Board Communique – March 20222

The AITPM Board met virtually in March 2022. The following key matters arising from these meetings, may be of interest to AITPM members.

Governance and Strategy Matters

Replacement of the Auditor
The Finance Audit and Risk Committee (FARC) presented report to the Board to appoint a new Auditor and proposal from MFLA regarding the process for the removal and appointment of a new audit firm. The Board agreed to the necessary steps to remove ASPARQ and appoint MLFA as the AITPM auditor for the 2022-2023 Financial Year. A General Meeting of Members will be held on Monday 4th April 2022 to consider and, if thought fit, pass the resolutions to remove the Auditor and appoint new Auditor.

Board Evaluation Audit Update
An annual review of the compliance frameworks and controls is required to ensure compliance with relevant laws, regulations, and industry codes. The Company Secretary is undertaking compliance check against the Board Charter and the CEO is seeking three quotes for the Governance and Strategy Committee to review for the Evaluation Review and Strategic Review of the Board.

CEO Annual Review and 2022 Priorities Aligned to Strategic Plan
In December 2021, the Governance and Strategy Committee appointed panel members to undertake the CEO Annual Review which took place on Thursday 20 January 2022 and the summary of the assessment against 27 activities initiatives were provided in the Governance and Strategy Committee report. The priorities for 2022, that will be used in next year's CEO Annual Performance Review are aligned to the new AITPM Strategic Directions incorporating the outcomes of the Strategic Directions Prioritisation Workshop held with the Board in December 2021.

Succession for the Board and Committees
The Board discussed the upcoming governance processes associated with the call for nominations for Directors and committee positions, noting that it is important to consider succession planning for office bearers. As a result, it was agreed that the Governance and Strategy Committee will prepare greater promotion to encourage members to apply.

Finance, Audit and Risk Matters

FY2022 YTD (January 2022) financials
The budget for the FY2022 was for a loss of $47K, as part of the 3-year plan for the on boarding of a CEO. Despite the cancellation of the National Conference (Brisbane July 2021), tight financial management and the success of the Online Conference Series has enabled the financial position to remain close to budget, and a slight improvement is estimated to be achieved by the end of the financial year

Risk Register
Committee Chairs and Branch Presidents are reminded to include a review of this register on their committee meeting agendas and to update the risk register.

Budget FY2022-23
Consistent with the aim to deliver an operating neutral budget within three years of CEO appointment, the Board endorsed a modest profit of just over $46k, which is based on:

- Operating a reduced face-to-face conference in Sydney and an Online Conference Series, with a conservative forecast for sponsorship and registrations due to ongoing uncertainty of COVID impacts.
- Minor increase in membership fees with moderate membership growth targets.
- Including additional human resources cost to support the operation of both a National Conference and Online Conference Series, plus growth in activity on strategic priority projects.
- New income from job advertising.
- Allowances for Board review strategic project and digital projects that may be required for our technology to keep pace throughout the year.
- Continuation of the implementation of the new partnership packages with some additional partners budgeted, but at conservative levels.
- Realignment of the branch budgets to incorporate branch sponsorship.

Membership Strategy

Membership Model
The Board accepted a shift in focus from a Service Provider membership model towards a Community membership model, as proposed by the Membership Strategy Committee.

Subscriber benefits
Adjustments have been made to the benefits for subscribers, along with refinement of the subscription types to include a Government Subscriber category. The intent is to provide great clarity and ease of use of the subscription packages, as well as to

grow the involvement of professionals from local, state, and federal government in AITPM.

Approval of Membership applications and upgrades

The AITPM Delegations Policy has been updated to expedite the membership application process. The requirement for the branch committee as a whole to review and make recommendations on membership applications, has been changed to be only the Membership Coordinator and State President or Vice President to review and then make a recommendation to the CEO for the Member grade or to the Board for upgrades to Fellow.

National Conference Governance

Sydney Conference 2022

The Sydney conference has been scaled back to a two-day event with social events to be planned closer to the date when the potential risks can be better managed. Draft program is currently being developed with the tag line of the conference being Reshaping Mobility. The three main themes will be Climate, Communities, and Inclusivity.

Online Conference Series (OCS) 2022

Communique circulated for the National Conference announcement included calls for Expression of Interest for the OCS organising team to assist with Abstracts, review presentations, assisting coordinating the live sessions, etc.

Melbourne Conference 2023

Planning for the Melbourne Conference has been put on hold until after the 2022 National Conference. Conference Objectives will need to be reviewed in line with the lessons learnt.

Risk Assessment Log

A risk assessment log has been launched for the NCGC and Conference Committees to actively manage potential risks.

Branches and Networks

The Branches and TMN provided an update on the operations of their Branch or Network and their current / planned activities. The key challenges for some of the committees are:

- Committee succession planning.
- Generating enthusiasm for face to face committee meetings and events.
- Seeking to better engage with sponsors (in alignment with the roll-out of the new sponsorship structure nationally).
- Value to Partners. Understanding more about partner events and opportunities.
- YPN committee – align the same structure for each state.
- Tapping into academics – the TMN have developed a comprehensive list (80+) of Australian/NZ-based academic researchers focussed on transport and land use modelling.