

AITPM Board Communique – March 2023

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

Governance and Strategy Matters

Strategic Governance Review

The Board has been engaged in a strategic review of AITPM governance, working with the firm Board Matters over the past 6 months. The process included surveys of members, Branch and TMN Committees, and a series of in person board workshops. In conjunction with this meeting, the Board held a workshop to review the draft final report and recommendations. The final recommendations, particularly relating to constitutional changes, will be presented to the Board's June meeting.

Arising from the review several matters were identified that do not require constitutional change and that are able to be acted upon more quickly. Work has commenced on these matters which includes engagement with the Branches, Young Professional Network and TMN regarding updating the Branch Charter. The intent is to provide more guidance on the structure and framework for YPN committees, and to broaden the range of people eligible to nominate for Branch committees.

CEO Annual Review

A review committee undertook the CEO Annual Review and reported back to the Board. In assessing the CEO performance, the panel looked at the workload, staff management, environmental challenges, and leadership the CEO provided throughout the year. The Board acknowledged the three-year milestone since Kirsty started as CEO with AITPM.

Delegations and Partnership Policy

As an early outcome from Board Matters in the strategic review of AITPM, it was recommended that the CEO Delegations be reviewed to provide clear authority between the Board and CEO. Delegations are a key element in effective governance and management and provide formal authority enabling the CEO to operate the organisation. The Board approved a new Delegations Policy. In addition, a Partnership Policy to be read in conjunction with the CEO Delegations was also endorsed to provide the CEO and Board strategic guidance.

Finance, Audit and Risk Matters

FY2022-23 YTD Financials

The Board noted the year-to-date financials and revised forecast landing position for year-end as being on track for delivery of a surplus well beyond the budgeted annual surplus. It was acknowledged that the surplus recoups the losses made in the prior two years during Covid and since the additional expense of employing a CEO has been incurred.

FY24 budget

The Board endorsed the FY24 summary budget including some allocation for strategic initiatives, with a modest forecast a profit of \$38k.

Reporting dashboards

The Finance Audit and Risk Committee shared activity-based tracking dashboard reporting provided by management on the deployment of human resources and costs against several activities. The dashboard reporting will be used to monitor use of resources to better understand the evolving AITPM business models.

Tax Status

AITPM has completed the self-assessment of the NFP status of the organisation. AITPM will not be assessed for tax liabilities on its declared profits for 2022/23 or on-going years.

Capital Expenditure

Full time and casual employees have been using their own personal laptops when working for AITPM. AITPM is obligated to provide the necessary tools for employees to undertake their duties. A provision has been made in the FY24 Capital Expenditure budget for the necessary equipment to support AITPM operations.

Other matters

Forward Major Event Calendar & National Conference location 2024 and 2025

In accordance with the Board endorsed RACI matrix for the National Conference, the Board agreed a calendar of proposed key major events and milestones for the coming years presented by the CEO. The Forward Major Event calendar includes the timing of key operational steps for the National Conference and the Online Technical Conference. It was agreed that Perth be the host city for the 2024 National Conference to be held in the period of late August to September, subject to venue availability. The Online Technical Series will commence process in late 2023, with the live component to be held in February 2024.

Discontinuation of the Excellence Awards

The Excellence Award has been offered by AITPM in some form since 2007, with varying levels of support, particularly in recent years. An independent review has been undertaken and found that while having an award aligns with the Strategic Plan, the scale and interest in our Excellence Award does not lend itself to expansion into a program that would create sufficient critical mass to make it worthwhile to achieve our strategic objectives. On the recommendation of the CEO, the Board agreed to discontinue the Excellence Award in its current form and divert efforts to other activities aimed at increasing the profile of the transport community.

Operational, Branch and Network Matters

The CEO, Branches and TMN provided an update on their progress against the Strategic Plan strategic priorities for the FY22-23. The TMN Chair was invited to attend the meeting in person to present on the work of the past year and strategic initiatives proposed for the coming year.