

## **BOARD COMMUNIQUE**

### **July 2020 AITPM Board Meeting**

The following are the outcomes from the 28 July 2020 meeting of the AITPM Board of Directors, which was held by video conferencing.

## **GOVERNANCE**

### **Board Charter and Company Secretary**

Due to the upcoming departure of Dr Dan Sullivan as Company Secretary, the Board is undertaking a recruitment process for a replacement. The outcome of this process will be announced at the AGM in August 2020. The Board Charter is in the process of being amended in several areas to reflect that the Company Secretary is not required to be an existing member of the Board of Directors.

### **Welcome to and Acknowledgement of Country Protocol**

The Board has considered the role of undertaking a Welcome to or Acknowledgement of Country at AITPM events, including the National Conference and online events as an important aspect in recognition of indigenous culture in Australia. The Board has agreed that a Welcome to Country (or if not practical, an Acknowledgement of Country) be mandatory at the National Conference.

Acknowledgement of Country is also encouraged at all AITPM events, at the discretion by the Organisers. Guidance will be prepared to assist the branches and event organisers.

## **FINANCE, AUDIT AND RISK**

### **Audit**

A new Auditor (ASPARQ) was appointed, with a far more comprehensive audit process undertaken this year. The audit process has included transferring the FY2019-20 from cash to accrual basis. In doing so, this also required converting the FY2018-19 to accrual, to provide an appropriate starting point for FY2019-20. The AITPM will now be operating on an accrual basis for budgeting and financial reporting. YTD Branch financial reports will be provided in mid-late August following the final adjustments arising from this audit process.

The Auditor's Closing Report provides several recommendations for further improvements to our processes, including enforcing the requirement for branch credit card holders to provide copies of tax invoices for AITPM credit card transactions.

## Delegations Policy

The Board has adopted a Delegations Policy that outlines the various delegations to the staff and office bearers in relation to matters including procurement, banking, contracts, human resources, and membership.

❖ **REFER TO ATTACHMENT A**

## Commerce Policy

The Board has adopted a Commerce Policy as part of a requirement for entering into an agreement for the new payment gateway (eWAY) associated with the website development. The policy sets out a range of matters including refunds and cancellations. The policy is available on the website here:

<https://www.aitpm.com.au/commerce-policy-1>

## Event Pricing Guidelines

In consultation with Branch Presidents Event Pricing Guidelines have been adopted.

❖ **REFER TO ATTACHMENT B**

## MEMBERSHIP

### Student Membership

The current approach for free student membership refers to full-time students. A Membership Policy will be developed in the coming months by the Membership Committee and will include consideration of a category and definition for part-time students. Until this is developed, for the remainder of the FY20/21 membership period the free student membership will be available to any student joining the AITPM.

### Criteria for nomination to the Grade of Fellow

The Board has considered changes to the process and criteria for nomination for Fellow and the associated benefits. The criteria for eligibility for admission to the grade of AITPM Fellow are to be amended as per the below. Changes are highlighted in **bold** and underline.

*An applicant shall:*

- a) be nominated (and seconded) by an AITPM **Fellow or Life** member;
- and
- b) have had ten (10) years in active practice in the field of transport planning, traffic management **and/or operation**;
- and

- c) have had five (5) years in responsible charge of transport planning, traffic management **and/or operation** work;  
or, in lieu of b),
- d) have had **a combined ten (10) years** in responsible charge of important scientific, educational or managerial activities **related to the transportation and traffic engineering field** of a calibre equivalent to that required in b);  
and
- e) have held the grade of Member **of the AITPM** for at least five (5) years, subject to exception at the discretion of a majority vote of the Board of Directors;  
**and**
- f) **have served on a State Branch Committee for at least one (1) term or, in lieu of f),**
- g) **have made an equivalent contribution to the betterment of the AITPM, as recognised by the Board**  
and
- h) be prepared to be interviewed to establish suitability.

These changes will occur on the website during August and will be reflected in the Membership Policy that is being prepared. We continue to work under the existing policy until the new proposed amendments have been implemented. Branches will be advised when the new changes are implemented.

## **Fellow Benefits**

To better reflect the value and status we wish to attach to an individual attaining this level of recognition within the AITPM, the following benefits are to be offered, and responsibilities be sought from our Fellows:

*As a Fellow you will get all of the AITPM's standard member benefits, plus:*

*At a personal level:*

- *AITPM and peer recognition for your contribution to the profession.*
- *The post nominal letters FAITPM to use after your name.*

*At a State Branch level:*

- *Elevation of your profile at the State Branch level by way of introductions and participation in State Branch events.*
- *Fellowship listing by name and organisation on the AITPM website, along with a professional profile.*
- *The opportunity to participate in the AITPM mentoring program and becoming an ambassador for the Young Professionals Network (YPN) or the Transport Modellers Network (TMN.)*

*At a Board level:*

- *The opportunity to shape AITPM policy by becoming eligible to be invited to join and facilitate expert panels and online discussions.*
- *Eligibility to apply to join the 'Fellowship Sub-committee' to help identify and mentor other Members to become Fellows of the AITPM.*

A “Search for a Fellow” function has been added to the website. This is an opportunity for Fellows to raise their profile in nominating and seconding another member upgrading to fellow.

The establishment of a Membership Strategy Subcommittee is being pursued, which will be tasked with exploring several issues including:

- Formalise the Fellow application process including current Fellow guidelines.
- Investigating the inclusion of a new grade of Fellowship called an Honorary Fellow with no voting rights and no membership fee and with further criteria to be established by the subcommittee.
- Resolving the status and treatment of Overseas members.
- Investigating the inclusion of an additional opportunity for Fellow nominees to have held the grade of Member of the AITPM, or an equivalent grade in an equivalent organisation, for 5 years prior to nomination.
- Establishing of a Fellowship Sub-committee to help identify and mentor Members to become Fellows of the AITPM.

### **Diversity and supporting women in transport**

The Board is exploring issues and opportunities regarding improving gender balance within the AITPM and our various activities. A range of potential avenues are being considered including the Panel Pledge, as well as better understanding the other aspects of diversity. A Diversity working group has previously been considered and the concept will be reinvigorated following the AGM to consider these issues further, noting that there are also some members working on an outline for a Women in Transport network to also address these issues.

### **Transport Modelling Network**

The TMN provided a report to the Board on the key TMN activities which continue to develop and deliver structure and progress on behalf of AITPM.

## MEMBERSHIP UPDATE

As of 23 July 2020

### Individual members

	AFF	ASS 1YR	ASS 2YR	ASS	MEMBER	FELLOW	RETIRED	LIFE MEMBER	STUDENT	TOTALS
<b>NSW</b>	1	4	4	30	154	17	17	6	32	<b>265</b>
<b>QLD</b>	11	6	4	28	163	20	5	2	26	<b>265</b>
<b>SA</b>	1	1	1	7	58	3	12	2	12	<b>97</b>
<b>VIC</b>	6	5	3	12	129	8	10	1	37	<b>211</b>
<b>WA</b>	0	2	1	4	46	7	2	1	22	<b>85</b>
<b>OS</b>	2				6					<b>8</b>
<b>TOTAL</b>	<b>21</b>	<b>18</b>	<b>13</b>	<b>81</b>	<b>556</b>	<b>55</b>	<b>46</b>	<b>12</b>	<b>129</b>	<b>931</b>

### Corporate members

	CORP (3)	CORP (5)	CORP (10)	TOTALS
<b>NSW</b>	13	5	2	<b>20</b>
<b>QLD</b>	7	1	0	<b>8</b>
<b>SA</b>	7	2	0	<b>9</b>
<b>VIC</b>	7	0	0	<b>7</b>
<b>WA</b>	13	0	2	<b>15</b>
<b>OS</b>				<b>0</b>
<b>TOTAL</b>	<b>47</b>	<b>8</b>	<b>4</b>	<b>59</b>

## OPERATIONS

### Online Community

The new AITPM Online Platform is up and running, supporting the Online Conference Series. After an initial problem with the naming of the site, a poll of members is now going to be held to enable the members to engage in the naming of the platform.

Branch committees are strongly encouraged to engage with the platform – both for the Online Conference Series and the platform more generally.

### New Website and CRM

The new website and CRM transitioned in early July relatively seamlessly.

Adjustments continue to be made to improve the user experience and administration of the site. Integration with the Online Platform is also being explored.

# ATTACHMENT A

## Delegations Policy



# AUSTRALIA INSTITUTE OF TRAFFIC PLANNING AND MANAGEMENT LTD

## Delegations of Authority

Policy Document PD-008

Australian Institute of Traffic Planning and Management Ltd (AITPM)

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**AITPM Ltd**  
**DELEGATIONS OF AUTHORITY**  
**DOCUMENT AND DATA CONTROL**  
**PD-008**

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<b>REVISION STATUS</b>								
<b>Rev No</b>	<b>Date</b>	<b>Revision Description</b>	<b>Intl</b>	<b>Sign</b>	<b>Intl</b>	<b>Sign</b>	<b>Intl</b>	<b>Sign</b>
			<b>Prepared</b>		<b>Checked</b>		<b>Approved</b>	
V1		Original draft	KK		FARC Committee			
V2		Updated draft	KK		FARC Committee			
V3	11/03/2020	Final draft	KK					
V4	19/6/20	Updates	KK					
V4	22/6/20	Updates following FAR Committee review	KK					
V5	28/7/20	Approved by Board	KK					



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## **Acronyms**

CEO Chief Executive Officer

FAR Finance Audit and Risk Committee

NAO National Administration Officer

## 1 Summary

This policy document outlines the AITPM Delegations of Authority on the following matters:

- Financial – approval and authorization of payments
- Contracts – procurement and supply of goods and services
- Human resources – periods of absence, substitution of contractors
- Membership – admission, fees and discounts

This is a living document which should be reviewed and updated on a regular basis to capture issues as they arise.

## 2 Financial Delegations

The following outlines the financial delegations for the approval and authorization of payments.

### ***Banking Authorization***

The people holding the following positions be authorised as bank signatories with online banking approval authority as a standing practice:

- National President
- FAR Committee Chair
- At least 1 other FAR Committee Member, typically the Vice President
- CEO.

Payment type	Approver	Banking Authorization
<b>Contract payments</b>		
Contractors (excluding CEO) - within budget	CEO	CEO + 1 FAR member
CEO – within budget	National President	CEO + 1 FAR member
Contractors and staff - over budget	FAR Chair	CEO + 1 FAR member
<b>Purchases - National</b>		
Invoices < \$5,000 - Within budget	NAO	CEO + 1 FAR member
Invoices > \$5,000 - Within budget	CEO	CEO + 1 FAR member
Credit card transactions - Within budget – in accordance card transaction limit	Cardholder	-
Invoices or credit card transactions - Outside budget by < \$1000	CEO	2 FAR members (for invoices)

<b>Payment type</b>	<b>Approver</b>	<b>Banking Authorization</b>
Invoices or credit card transactions - Outside budget by > \$1000	FAR Chair	CEO + 1 FAR member (for invoices)
Establishment of credit card direct debits/autopay - Within the budget	CEO	2 FAR members
<b>Conference</b>		
Invoices or credit card transactions - within budget	Conference committee chair or State President	CEO + 1 FAR member (for invoices)
Invoices or credit card transactions - outside budget	National Conference Governance Chair	2 FAR members
<b>Purchases - State</b>		
Invoices	State President & Treasurer	CEO + 1 FAR member
Credit card purchases	State President or Treasurer	

### 3 Contracts

From time to time AITPM may be required to enter into contracts for the procurement or supply of goods and services, or other contractual arrangements including MOUs and confidentiality agreements.

	Financial limit	Approval	Signing authority
Contracts for <b>procurement</b> of goods and services – per payment, within budget	< \$20,000	CEO	CEO + FAR
Contracts for <b>procurement</b> of goods and services – per payment, within budget	>\$20,000	FAR	CEO + FAR
Contracts for procurement of goods and services – outside budget		FAR	CEO + FAR
Contracts for <b>supply</b> of goods and services – within budget	< \$20,000	CEO	CEO + FAR
Contracts for <b>supply</b> of goods and services – within budget	>\$20,000	FAR	CEO + FAR
Memoranda of Understanding		Board	CEO + National President
Confidentiality or Non-Disclosure agreements		Board	CEO + National President

### 4 Human resources

The AITPM employs staff and contractors with contractual clauses regarding periods of absence and key personnel substitution.

Approval	Authorization
Staff and contractor periods of absence – excluding CEO	CEO
Staff periods of absence – CEO	National President
Contractor key personnel substitution	CEO
Termination of contracts	Board
Establishment of new contracts	CEO

## 5 Membership

The following sets out the delegations for membership processes.

	<b>Recommendation</b>	<b>Final Approval</b>
<b>Category changes</b>		
Student to Associate grades	NAO	CEO
Within Associate grades (1 to 2 to Associate)	NAO	CEO
To Member	State President /State Committee	CEO
To Fellow	State President /State Committee  then Awards & Procedures Committee	Board
Retired	NAO	CEO
Overseas	NAO	CEO
<b>New joins</b>		
Affiliate	NAO	CEO
Student	NAO	CEO
Associate grades	NAO	CEO
Member	State President/ State Committee	CEO
<b>Fees</b>		
Setting of Annual Subscription fees and administration fees	FAR	Board
Waiver of administration fees  - Report on waivers to be provided to Finance Audit and Risk Committee and in Board reporting	NAO	CEO
Discounts and promotions  - Report on waivers to be provided to Finance Committee and in Board reporting  - Criteria to be developed for likely discounts such as parental leave, sabbatical and hardship and then added to the delegations	CEO	FAR

	<b>Recommendation</b>	<b>Final Approval</b>
Termination of membership due to non-payment of membership annual fees	State President/ State Committee	CEO

# ATTACHMENT B

## Event Pricing Guidelines

## AITPM Events Pricing Guidelines– July 2020

### Principles

1. Event pricing is a value signal – both the value of the event and the value of membership.
2. Member and non-member price differentiation signals that AITPM membership has value.
3. There is a risk with providing free events that they are not considered valuable as they have not been paid for which can increase the likelihood of non-attendance.
4. Clearly linking free events to membership value by promoting that they are part of the membership subscription can demonstrate member value, but they should be explicitly promoted as such – that there is a direct link to member value and an advantage over others that do not have a membership.
5. Events can grow membership by providing a platform to demonstrate the value of AITPM to non-members, by showcasing our relevance and highlighting the benefit of being a member.
6. Non-members should pay a fee to attend AITPM events to maintain the value differential to our members.
7. To engage non-members in events with a view to membership growth, tactics such as providing invitations with discount codes to participate as a guest (free or discounted) can be a useful approach.
8. This approach should still apply for sponsor events and sponsored events, with the use of discount/promotional codes to engage non-members where there is a desire to open an event up to a wider audience at a low cost/free.
9. Some membership segments have a different propensity and/or ability to pay, for example, Young Professionals.
10. Events have indirect and direct overheads that need to be considered, with some types of events having higher costs than others, including some online social events and face to face events.
11. Recovery of event costs, particularly direct costs where third parties such as quizmasters are required, needs to be strongly considered.
12. With online events being available nationally, some consistency in approach is required to be agreed and communicated to avoid it being rediscussed for each event.



## Regular online events

	<b>Members</b>	<b>Non-members</b>
<b>Webinars - technical content</b>	FREE	\$20
<b>Networking events - online</b>	FREE	\$10
<b>YPN networking events - online</b>	FREE	\$5
<b>Social events involving 3<sup>rd</sup> party costs – online</b>	TBD Subject to event direct costs	\$20 more than the member price
<b>YPN Social events involving 3<sup>rd</sup> party costs – online</b>	TBD Subject to event direct costs	\$10 more than the member price

## Promotion Codes

- Promotion codes are the mechanism for Sponsors and Corporate Members to access their membership entitlements.
- Codes are distributed to the Corporate Representative for each Corporate Member organisation and key contact for our Sponsors.
- Promotion codes are entered when they get through to the cart in the registration process.
- Promotion codes are also able to be used for other promotions such as a non-member invite – please contact Kirsty to agree the terms of the code.
- Where promotion codes are created for marketing purposes to encourage non-members to attend, the details will be captured and followed up to encourage the users to join AITPM.