

AUSTRALIAN INSTITUTE OF TRAFFIC PLANNING AND MANAGEMENT LTD

TRANSPORT MODELLING NETWORK

TERMS OF REFERENCE

Committee name: Transport Modelling Network

Committee type: Standing (permanent)

Establishment and authority:

The Transport Modelling Network is a Board Committee established by AITPM Inc National Council in March 2018. The current priorities were approved by AITPM Ltd National Board in June 2021.

Purpose

The Transport Modelling Network (the “Committee”) is established and dedicated to cultivating and catering for the interest, knowledge and expertise of transport and land use modellers across Australia. The Committee covers a broad range of Transport and Land Use Modelling activities for all modes of transport. This provides an opportunity for individuals from all sectors, including government, research, software development, data collection and consulting to interact, share knowledge and promote good practice within the modelling community and the wider transport industry.

Authority and Responsibilities

To fulfil its purpose, the activities of the Committee shall be:

- **AITPM National Conference**
 - **Transport & Land Use Modelling Stream** – Assist with the development of the transport and land use modelling stream by reviewing all abstracts and technical papers, and shortlisting and selection of keynote speakers (for the modelling stream) in collaboration with the local conference organising committee. The Committee will appoint a representative (preferably one of the two State/Territory members from the region in which the conference is being held) to coordinate all efforts to support this stream. There will be a sub-committee setup from the Committee to review abstracts/papers.
 - **Transport & Land Use Modelling Workshop** –Organise and coordinate a Transport & Land Use Modelling Workshop, as part of the National Conference program.
- **Events and Seminars**
 - **National Webinars** –Organise and facilitate at least two national transport & land use modelling webinars per year, focused on issues or topics that are faced nationally.
 - **Local Events (State/Territory based)** –Organise and facilitate at least one transport and land use modelling event per year in each state/territory, focused on local issues faced by modellers/planners/engineers. These events should be tabled at a monthly State Branch Committee Meeting and organised in conjunction with the local State Branch Committee. Ideally the local events should be of relevance to both “modellers” and “non-modellers”.
 - **Develop and maintain links with international modelling groups** - including NZMUGs, Modelling World (UK) and others as appropriate. Where possible, seek to run joint events using webinar or similar technologies.
- **Prepare annual operating budget and business case to support activities** – A draft annual operating budget will be presented to the Finance and Risk Committee in October each year and finalised in March of the following year (noting that the AITPM year runs from April to March). A business case will be prepared to support any application for specific additional funding for extra-ordinary events (i.e. events not identified within this Terms of Reference).

- **Attend State / Territory Branch Committee Meetings** – At least one of the two State/Territory TMN Committee members must attend State Branch Committee meetings in their state. TMN Committee members are not required to be but are not precluded from becoming a State Branch Committee member. TMN members may be co-opted on to a State Branch Committee.
- **Maintain and promote the Transport Modellers Code of Conduct** – Considering, reviewing and incorporating feedback on the code as appropriate. Promote the Code of Conduct and seek endorsement by organisations that undertake, or are involved in, transport modelling.
- **Knowledge Sharing Seminar and Workshop** - Organise an annual intergovernmental discussion on transport modelling, aligned with the annual National AITPM conference. Coordinated by TMN, the purpose of this event is to allow government modelling groups to discuss current issues, develop networks and to share knowledge & experiences.
- **Coordinate local networking opportunities** - In conjunction with local State/Territory Branch Committees, the TMN should for AITPM professionals having particular interest in transport modelling, to gauge interest in events, and organise support for events.
- **Liase with academia and like-minded organisations** - Progress discussions on emerging and priority issues.

Committee Composition

In a typical year, the TMN Committee will comprise of a maximum of twenty-one (21) members - sixteen (16) state-based members, three (3) co-opted national members, one (1) immediate past TMN chair and one (1) NZMUGS reciprocal member.

Committee Role	# of roles	Tenure	Voting rights
State / Territory members (maximum of 2 per state / territory)	16	2 years	Yes
Co-opted members (national)	3	1 year	Yes
Immediate past TMN National Chair	1	1 year	Yes
NZ MUGS reciprocal member	1	1 year	No
Total Members	21		

State / Territory members

The sixteen (16) State / Territory committee members will comprise of two (2) committee members from each mainland state of Australia plus Tasmania, ACT and NT – who are active in the application or development of transport and land use models and/or in the management of their use.

Terms for the TMN State / Territory members shall be two (2) years after which members shall retire or seek re-election. One member only from each state should ideally retire each year to ensure continuity of state representation (i.e. the tenure of the two members in each state / territory should be offset by one year).

The election process for State / Territory members will take place at the same time as the State Branch Committee elections in May-July of each year. AITPM members in each State Branch will vote for their preferred TMN State / Territory Committee Members in **circumstances where there are more nominations than positions available**. States or Territories without a local branch will be allocated or aligned to a State Branch. Nominees must be a current member of the AITPM.

To ensure continuity of state and territory representation for the TMN Committee this year (2021/22) it is necessary for one state or territory committee representative is willing to hold a two year term and the other representative a one year term. The following process will be used to decide which state or territory committee members will have two year terms and which will have a one year term:

- Where more than two nominations are received for any state or territory, there will be an election (as noted above), and the nominee with the highest number of votes will be granted the two year term and the nominee with the second highest number of votes, the one year term.
- Where only two nominations are received for any state or territory and there is no election or there is an election and there are equal numbers of votes, mediation may be required. The current member of the Board who has overseen the activities of the TMN shall contact the mediate between the two nominees individually noting who the other nominee is and ask them to individually or jointly (ie with the other nominee) consider who shall have the one and two year roles to come to a mutual agreement as to who shall be elected for the two and one year terms. If there is no agreement between the nominees can be reached then the nominated Board member shall make the decision, which shall be final.

Co-opted members

The Committee may seek co-opt members to the committee for a maximum period of one (1) year, after which the member shall retire or seek re-nomination. Selection of co-opt members shall be at the discretion of the TMN committee and ultimately the TMN Chair (if the committee cannot agree

Co-opted members are not required to be AITPM members.

Immediate past Chair

The TMN immediate past Chair is a one (1) year role allocated to a retiring TMN National Chair. The role is dedicated to support an incoming TMN National Chair and provide a smooth transition.

NZMUGS reciprocal member

The committee may also co-opt a NZ Mugs Reciprocal Member on a one (1) year term. The TMN National Chair will coordinate with the NZMUGS to determine who this will be.

Committee composition objectives

The TMN Committee recognises the benefits of diversity, while also recognising that diversity comes in many different forms:

- Diversity in gender, cultural, race and age.
- Diversity in representation across private and public sectors as well as academia.
- Geographical diversity through representation in all states and territories (a true national committee).
- Diversity in technical expertise (transport modelling - strategic through to microsimulation/traffic modelling, land use modelling, pedestrian modelling, etc.)

Committee Roles

The TMN Committee, once newly finalised for the forthcoming year will elect its own TMN National Chair, Secretary and/or Treasurer (only in years that it is relevant to do so). Nominees must be members of AITPM and come from the current Committee membership.

The election process will be managed by the TMN National Chair in years where they are not retiring, and Immediate Past Chair in years where there is a retiring TMN National Chair. Votes will be taken anonymously and in a 3,2,1 vote system.

Committee Role (*)	# of roles	Tenure
TMN National Chair	1	2 years
Secretary (also acts as Vice Chair)	1	1-2 years - in line with individual's tenure
Treasurer	1	1-2 years - in line with individual's tenure

Reporting

The Committee shall report through the AITPM CEO.

Notes from each meeting shall be taken. An annual report outlining the Committee's activities shall be prepared by the Chair of the TMN Committee and presented to scheduled meetings of the Board. The TMN National Chair may be invited to attend board meetings from time to time.

Time and frequency of meetings

The Committee shall meet monthly via video call, and via one coordination/planning session each year (typically within July - September each year prior to the budget).

Quorum

To constitute a quorum, over 50% of the members need to be present at meetings, including the Chair or the CEO. If this cannot be achieved, the meeting can still take place, but no decisions requiring votes can be made. Members who are unable to attend any meeting may assign a proxy who may vote on their behalf but only on matters that have been tabled prior to the meeting.

Dated: 25th June 2021