



ABN 28 062 495 452

**Minutes of the AITPM 2016 Annual General Meeting held on Wednesday, 27 July 2016 at The Westin Sydney, 1 Martin Place, Sydney, NSW at 5.30pm**

**1. Welcome**

The meeting was opened at 5.35pm by the National Secretary, Mr Dan Sullivan.

**2. Apologies/Attendance**

Apologies were received from H. Yousif and O. Sannikov.  
Attendances 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 29<sup>th</sup> July 2015 at Brisbane Convention Centre, Greg Street, South Bank, Brisbane, QLD 4101 had been distributed earlier. Mr Dan Sullivan moved; seconded Mr John Reid.

**4. Business Arising**

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

**5. Election of members**

The National Secretary Mr Dan Sullivan advised the AGM of the results of the National Council Nominations. Mr Andrew Leedham – National President, Mr Dan Sullivan – National Secretary, Ms Jasmina Jovanovic – National Treasurer and Mr John Stephens – Immediate Past President. Thank you John for your service over the past two years as President and previous positions as Vice President and NSW Branch President.

Mr Dan Sullivan advised the AGM there were two nominations for Vice President role and the results of the National Council Vice President Ballot. The Independent returning officer advised that a total of 180 votes were returned. Total number of votes for Mr Paul Smith was 112, total number of votes for Mr Peter Kartsidimas was 58. Total number of informal (invalid) votes was 10. Mr Paul Smith was declared National Council Vice President.

Mr Dan Sullivan advised the Ballot was carried out in accordance with the Constitution and in accordance with the timeframes required in the Constitution.

## 6. Annual Reports

The National President, Mr John Stephens, presented his National President's report. Mr John Stephens congratulated Mr Andrew Leedham as the National President and Mr Paul Smith as National Vice President.

Mr John Stephens also acknowledged the hard work of Mr Craig Wooldridge over a number of years and the initiatives that he personally drove, including the Education program. Whilst Mr Craig Wooldridge will be stepping down from his role as Immediate Past National President, Craig will continue managing this important Program and report back to National Council on its progress.

The National Treasurer, Ms Jasmina Jovanovic presented her National Treasurer's report.

The National Secretary, Mr Dan Sullivan presented his National Secretary's report.

## 7. Branch Reports

The State Branch Presidents' presented reports on branch activities from Western Australia, Victoria, South Australia, New South Wales and Queensland.

## 8. Any Other Business

Mr Dan Sullivan advised Mr Gary Wood has agreed to retain the role as Coordinator of the Young Professional Network as an ongoing role. We acknowledge and thank Gary to continue to stay on that role.

Questions from the floor: Nil

All reports were moved by Mr Garry Mason. The motion was seconded by Mr Lindsay Oxlad. Motion was carried.

As no other business was raised for consideration, the 2016 Annual General Meeting was closed at 6.20pm.

Dan Sullivan, National Secretary

Signed:



Date: 27/07/2016

John Stephens, National President

Signed:



Date: 27/07/2016



## **Attachment A – National President Annual Report**

# 2016 AITPM AGM National President's Report

It has been a privilege over the last two years to lead AITPM and I can't believe where the last two years have gone. I now step down and pass on the role to Andrew Leedham and also congratulate Paul Smith in being elected National Vice President. Furthermore, I thank both our valued Secretary and Treasurer for their on-going dedication and nominating themselves again.

It would be remiss of me not to acknowledge the hard work of Craig Wooldridge over a number of years and the number of initiatives that he personally drove, including the Education program that commenced as a Traffic and Transport Diploma project and has now evolved into piloting the Traffic and Transport Foundations Program, mostly on-line at reduced costs to members. Craig, whilst stepping down from his role as Immediate Past National President at this Conference, has kindly offered to continue managing this important Program and report back to National Council on its progress. Craig was also closely involved with the introduction of the new website and in engaging our webmaster.

I pass on my deep gratitude to all. The Institute is in great hands.

In the last two years with the assistance of National Council, we have continued the evolution of AITPM and the work of past Presidents. I am pleased that over this time that we have been able to deliver a new website that enabled us to update and deliver the newsletter from October 2014 in html format. The previous *Industry News* and *What the Media Said* sections were transferred to the website in the members' only area.

Under the adopted Strategic Plan 2013-2017, we engaged Associations Forum (AF) and commenced reviewing our governance structure with assistance from our members through an on-line survey and participation at last year's National AGM. A couple of the key recommendations of the AF review were to engage an executive officer and review our constitution. The report also recommended setting up an annual strategic planning day and this commenced from last November's National Council meeting. Additionally, National Council meetings have moved from a one day duration to two days to allow more time to focus on strategic business items. These key recommendations and other report recommendations continue to be discussed at National Council meetings with the outcome that other governance models should also be considered. Hence, the view has to be taken to carefully consider all options before commencing the engagement of an executive officer and hopefully this can occur within the next few months.

Over the last few National Council meetings, the Council has considered another model for delivering education to members instead of a Diploma and investigated delivering a pilot. This will involve a module that contains three online courses and one face to face capstone course. The initial module will be Transport Impact Assessments and education industry expert Fran Morris has been engaged to work with our network to develop the module. Members can undertake the study at a reduced cost and the program is also open to non-members with participants open to undertake any number of courses or the whole module. Work has commenced on the first module and details will be announced at this Conference and via an email to members after the Conference. The initial unit will be offered later in 2016.

At the end of 2014 saw the resignation of our long serving national administration officer, Josephine Mitton who we fondly farewelled. In early 2015, we successfully recruited Karen Hooper to take over this very important role and Kaz has done an exceptional job demonstrated by the seamless transfer of this very important role.

National Council since the last National AGM has met in Sydney on 27-28 November 2015, 18-19 March 2016 in Adelaide and Monday and Tuesday this week in Sydney.

Teleconferences were also held on 20 August 2015 and 27 May 2016 with National Council and two separate conferences with National Executive in November and March.

In my role, I also attended the following meetings:

- Met with Mike Veysey, NSW Chair of Transport Australia society
- Again met with Lorraine Duffy, CE of Parking Australia

Apart from discussing operational matters, key issues of the Strategic Plan are considered. Delivery of the key elements has been progressing with a number of initiatives being completed, some part the way through delivery and others slated to commence in the coming years. Items completed include:

- Re-branding;
- Continuing three streams at the National Conference;
- Continued enhancement of the monthly newsletter and website;
- Development of budget forecasts to three years out from the current financial year;
- Approach changed from Diploma to Traffic and Transport Education Program with proposed modules of three online units and one face to face cap-stone unit
- Delivery of a National Council Communiqué;
- Further development of the Young Professional Network and the Transport and Land Use Modelling Network
- New Networks to be set up in 2016:
  - Traffic Engineering/Network Operations
  - Transport Planning
- National Traffic and Transport Information Officer (voluntary position) - engaged Mona Mosalla
- National Conference Co-ordinator (voluntary position) - engaged Bill Cirocco

Where to from here? As AITPM continues to successfully evolve, I still believe we will need to recruit an executive officer whether that role is part-time or full-time. This should occur in the next few months to enable the other governance issues to be considered and implemented where necessary. A review and update of the Strategic Plan will then follow.

### **A Big Thank You to all**

Without the assistance of the National Executive, National Council, members and paid contractors i.e. Karen Hooper, David Brown and Jacqueline Larsen my role would have been considerably more difficult.

Travelling to the National Council meetings in the different states, I saw firsthand the incredible drive and commitment of our branch committees and I know the Institute is in good hands for the future. This is also seen and realised by meeting and communicating with our Network groups.

Also, thank you to all our valuable sponsors for your tireless commitment to AITPM over many years from our Platinum, National, Major State, State and National Conference sponsors.

To my NSW Branch Committee and all our members around Australia, thank you for your contributions and support.

Finally, I wish to acknowledge and thank my beautiful wife and daughters for their support and patience given to me over the last two years, especially noting the time commitment required with this role.

**John Stephens, National President, July 2016**



## **Attachment B – National Treasurer Annual Report**

# Australian Institute of Traffic Planning and Management Inc.

## Treasurer's Annual Report



1 April 2015 to 31 March 2016

### FINANCIAL RESULTS

The breakdown of the key activities are summarised below (amounts are inclusive of GST).

Total Income <b>\$682,880</b>	Total Expenses <b>\$646,241</b>
\$359,876 National conferences	\$307,839 National conferences
\$142,568 Membership subscriptions	\$38,268 National Council
\$136,250 Sponsorships	\$70,593 Secretarial and office services
\$31,891 Interest on Term Deposits	\$29,974 Newsletter
	\$44,309 Website
	\$35,600 State branch allocations
	\$16,525 Promotions
	\$15,741 Audit, bank fees, insurances
	\$18,731 Business assessment
	\$22,700 Traffic/Transport Qualification
	\$22,817 International Speakers

*Note: The above amounts are exclusive of state branch finances (including seminars) which are managed by the respective state branches on behalf of national council.*

The 2015/2016 financial year concluded with the Profit after Income Tax of **\$27,174**. Accumulated Reserves (term deposits and cheque account) are **\$1,183,795**.

### AUDIT

The financial records have been audited by PBA Partners and a copy of their report is available for inspection after the meeting.

A comparison of the financial performance with the previous year shows increase in both subscription and sponsorship support. The significant subscription increase was expected due to the low income last financial year because of late timing of subscription letters.

Expenditure on most items is similar as last year, however there were few investments including the Traffic and Transport Qualification development program, International Speakers and engagement of consultancy to assess our business.

### 2016/2017 BUDGET

The 2016/2017 budget was adopted at the National Council meeting in March 2016. Details of the budget are available on request and the operating budget summary is as follows:

Income	\$331,620
<u>Expenses</u>	<u>\$394,554</u>
Deficit/Loss	\$62,934

The Institute continues to be in a strong financial position as a result of our successful national conference, loyal sponsor support and growing membership base. This is a good position for new programs and initiatives planned for the forthcoming years to provide better service to our members.

We have planned the investments budget of \$215,000 including the following:

- 50 Year Celebrations \$20,000,
- Business Consultancy Report \$20,000,
- International speakers \$25,000
- Traffic/Transport Qualification Development \$150,000

The investment budget has an additional \$50,000 allocation for establishment of an executive officer & bookkeeper pending on further decisions of the institute governance in future.

I wish to acknowledge the support of the National Committee, the five state branch treasurers, as well as Karen in the secretariat for their dedicated assistance. Thanks all for your support.

Jasmina Jovanovic  
National Treasurer  
July 2016



## **Attachment C – National Secretary Annual Report**

# **Australian Institute of Traffic Planning and Management Inc.**

## **National Secretary Annual Report AGM Sydney, NSW 27 July 2016**

2015/2016 has again been a busy year for the institute and for me as National Secretary. This AGM also represents the end of my second two-year term as National Secretary and I was pleased to accept the nomination to remain in the role for a further term.

As National Secretary, a number of important administrative tasks and projects have continued to be advanced in the past 12 months. The key roles tasks include administrative documentation, reviewing the existing policy and procedures, review of existing procurement processes, logistics and general administration of the institute. Another major role has been to provide the National Council and the State Presidents with information and actions as the needs arise as well as interpretation of the Constitution or operating guidelines of the Institute.

Many of the traditional administrative roles are being undertaken via the AITPM National Secretariat. A lot of the Secretariat role remains as support to the National Council and AITPM Members as well as providing advice where possible on membership matters.

The key National Secretary actions completed / undertaken in the past year are as follows;

- **Administration / Secretariat**

In March 2015, Karen Hooper was appointed to the role of National Secretariat.

The Secretariat provides all the Institute's administration support services. This role also provides support to Conference Conveners, our National Conferences, and local events wherever they may be held. Based in Brisbane, Queensland, all members are generally sent emails as this provides information about activities in each state. Processing and managing of new membership is also carried out in this role.

The first of two one year extensions to the contract between Karen and AITPM was exercised in March 2016. A second extension is available to be exercise in March 2017 which would extend Karen's contract to March 2018. At that time new contract negotiations would be entered into.

The hourly rate in the current contract has been maintained in line with the previous contract. The monthly hours for the contract have been increased due to the expanding role of the Secretariat.

The contract is considered to represent excellent value for the Institute and Karen has quickly come up to speed in providing the assistance and knowledge of the AITPM requirements ensures the continued smooth running of the Institute.

- **Constitution, Bylaws and Policy and Procedures Manual**

A significant review of the Constitution, Bylaws, Branch Charters and Policy and Procedures Manual was completed in 2014/15. This growing set of documents had developed a level of inconsistency in a number of areas with the Institute's operations and with current technologies. Legal advice was also been sought with regards to the layout and content of the constitution and bylaws and to try and move some of the more procedural matters out of these documents.

Since the initiated review of the institute structure in 2015, the review and redrafting Constitution and By-Laws has been placed on hold. It is now intended that a comprehensive review be undertaken as part of the review of the Institution by Institute constitution experts. It is intended that the revisions to the Constitution will be completed so as to be fully enacted at the 2017 AGM.

The Branch Procedures manual is being populated on an on-going basis to provide an increased level of consistency in the Institute's activities. When complete, the AITPM manual will reflect the current Institute policies and procedures. A version of this document will be available on the AITPM website. This version will include the Branch Charters, sponsorship manuals, presidents kits, Conference manuals as well as workplace health and safety guidelines. It will be updated periodically.

- **Awards**

This year has been a busy year for Awards within AITPM.

The New Zealand Study Tour award received 13 applications in 2016 reflecting a continued strong profile of the award. This year's award was won by Ms Alice Shi from Cardno in Queensland. All applications received were of a high standard. It is considered desirable that the profile of this award continue to be raised. It is intended to strengthen the relationship further with IPENZ and other international organisations through this mechanism.

The AITPM Excellence Awards (with the winner awarded the Janet Brash Memorial Award) also attracted a good number of applications in each of the three categories and will continue to be strongly supported. These awards are being presented at the 2016 National Conference with the 2017 awards to be opened to nominations in late 2016.

The Young Professionals Awards has continued to grow in strength in 2016 with 32 applications received for the five State based awards including 12 applications in QLD (a record for any state). The award includes both first year graduates as well as current students and recognises that many professionals in traffic and transport engineering do not have strong opportunities to study in this field at tertiary level. These awards remain AITPM's most popular awards category with numerous nominations in each state. The 2016 awards winners are all present at this year's conference with several of the award winner's employers having also recently expressed their delight with these awards.

- **Insurances**

All institute insurances are current

Public liability insurance for AITPM was renewed in April 2016. The frequency and attendance at events was expanded due to the increasing popularity of the AITPM technical seminar series. This ensures full coverage of all AITPM events. The Liability insurance cover was increased to reflect increased requirements in the market.

Indemnity insurance is due for renewal in September 2016 with a renewal details just received. The coverage of events in this insurance will also be expanded to match AITPM's current event and activities schedules.

Directors declarations for all State and the National committee will be completed shortly after the 2016 AGM upon confirmation of all new committees.

- **Membership**

Membership continues to expand with a number of both individual and corporate memberships received throughout the year.

- **Governance**

The key area that I intend to focus on over the coming 12 months is ensuring that the Governance of the institute is undertaken in accordance with the relevant legislation. As our financial position has improved, and as the range of activities undertaken continues to increase, it is critical that the institute continues to meet its obligations through proper governance. This will be even more critical as look to the continued evolution of the institute. It is considered appropriate that the Institute Directors undertake the necessary

Governance training to ensure that we all meet our responsibilities to the Institute and its members.

I am focussed on completing the bulk of the improvements to the Constitution, Bylaws and our Procedures Manual to assist in positioning AITPM to move forward in future years as we continue to expand. I relish the opportunity to make an investment in our industry for the future to ensure that our industry retains its technical capability, credibility and remains sustainable for the future.

The key challenge that will face the Institute in the near future is the rapidly increasing workload on the volunteer committees who all undertake an enormous amount of work in their own time outside their other job. The challenge to face AITPM is to manage this expanding workload while continuing to provide excellent value for our members.

**Dan Sullivan, National Secretary, July 2016**