



IPENZ TRANSPORTATION GROUP

PORTFOLIO ROLES AND RESPONSIBILITIES

AUGUST 2009

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INTRODUCTION

The IPENZ Transportation Group is a Technical Interest Group of IPENZ and does not have a separate legal or financial identity. The National Committee, elected at the Transportation Conference Annual General Meeting (AGM), has the overall responsibility for managing the IPENZ Transportation Group affairs.

1. NATIONAL COMMITTEE

The management structure of the National Committee comprises the following portfolios:

- Chairperson
- Deputy Chairperson
- Treasurer
- Administrator
- Membership Secretary
- Transportation Conference Liaison
- Branch Committee and Technical Sub-group Liaison
- Roundabout Editor
- Submissions Co-ordinator
- Awards Co-ordinator

In addition to these portfolios, the Group has a Website Administrator and a Conference Technical Convenor who liaise closely with the National Committee.

The Chairperson, Secretary, and Treasurer are elected at the AGM for a term of one year. No member of the Group shall be prevented from holding office on the National Committee by reason of their prior service on the Committee, except that the prior permission of the IPENZ Board is required for a member who has served for three or more one-year terms as Chairperson to be elected for a further term.

The financial year of each Group is the same as IPENZ being 1 October to 30 September with the AGM required to be held within three months of the end of the financial year.

2. BRANCH COMMITTEES

The IPENZ Transportation Group has five local geographic branches as follows:

- Auckland/Northland
- Waikato/Bay of Plenty
- Central
- Canterbury/West Coast
- Southern

Each local branch is managed by a Branch Committee which has the responsibility to provide for their local members, primarily by informing and educating them about matters related to transportation engineering and planning, and by allowing them to network with their peers and with related professions. Each Branch Committee, including a Chairperson, is elected at their respective AGMs. In order to ensure the effective management of the Branch, each Branch Committee will have a Deputy Chairperson, Treasurer, Administrator, and Submissions Co-ordinator with these portfolios being agreed by the Branch Committee at the first Branch Committee meeting following their AGM.

3. TECHNICAL SUB-GROUPS

The IPENZ Transportation Group has several Technical Sub-groups as follows:

- Signals NZ User Group (SNUG)
- NZ Trips and Parking Database Bureau (NZTPDB) (Note this is an Incorporated Society)
- Transportation Planning (in abeyance)
- Urban Design
- NZ Modelling User Group (NZMUGS)

Each Technical Sub-group is managed by a Committee who have the responsibility to provide for the Group members with an interest in the domain of interest of the Technical Sub-group. Each Technical Sub-group Committee, including a Chairperson, is elected at their respective AGMs. In order to ensure the effective management of the Branch, each Technical Sub-group will have a Deputy Chairperson, Treasurer, and Administrator and these may be elected at the respective AGM or agreed by the Technical Sub-group Committee at their first Committee meeting following their AGM.

1. NATIONAL COMMITTEE PORTFOLIOS

1.1 CHAIRPERSON

1. Chair the AGM, any SGM, and National Committee meetings. This requires a close working relationship with the group administrator to ensure agendas and minutes assist process and are accurate. Provide leadership at meetings by proposing processes to resolve issues and being very clear of what actions are required and who is to do them.
2. Ensure sensible Committee structure, so that each member has a portfolio and responsibilities. This means that at the National Committee meeting there will be a series of reports on the agenda relating to these portfolios.
3. Provide leadership for the National Committee and encourage members to undertake appropriate tasks. This often means assisting them, e.g. being on a judging panel for the awards, etc.
4. Ensure that the funds of the Group are well managed through sound financial planning.
5. Keep Committee members informed on what is happening in the industry and identify issues and activities appropriate for the group to be involved in.
6. Lead the regular review and revision of the Strategic Plan. This may involve getting each committee member to report on their portfolio and then integrating their reports or comments. Branch Committees may also be involved.
7. Lead the development of an annual Action Plan, which will contain the top priority items within the Strategic Plan that will be pursued in the year ahead.
8. Represent the Group as necessary (e.g. present Group submission to Select Committees, attend IPENZ Forum, NZ Engineering Excellence Awards, etc.) including maintaining contact with IPENZ National Office.
9. Support new initiatives (e.g. establishment of new Technical Sub-groups, arranging and supporting talks by visiting overseas experts).
10. Write a one page "Chairman's Chat" for each edition of Roundabout. This is an opportunity to be provocative and encourage people to think about the issues relevant to the Group, and to stimulate thought, discussion and action.
11. Prepare an Annual Report for the AGM.
12. Prepare an Annual Technical Interest Group Activities Report for the IPENZ Annual Report.

1.2 DEPUTY CHAIRPERSON

1. Chair the National Committee meetings when the Chairperson is unavailable.
2. Deputise as Chairperson as requested.

1.3 TREASURER

1. Manage the Group budget.
2. Ensure payments are authorised by all signatories and forwarded to the IPENZ National Office for payment. The National Committee adopted, in 2003, that the Group signatories be increased from two to four and that a minimum of two signatures be required for authorising payment from Group accounts by IPENZ National Office. Typically the signatures will be those of the Treasurer and the Chairperson. Payments are to be made against original invoices or receipts that include GST registration number, except for awards and honoraria.
3. Investigate and follow up on payment queries raised by vendors with the IPENZ National Office.
4. Prepare monthly reports on budget progress of Actual vs Budget for Committee meetings.
5. Assess requests for sponsorship and provide recommendations to the Committee for discussion and approval as appropriate.
6. Prepare a budget for the coming financial year, 1 October to 30 September, for confirmation by the National Committee prior to forwarding the budget to IPENZ in July each year. In addition, the National Committee is to confirm the subscription levy and membership classes to IPENZ by 1 September with the subscription levy to be confirmed at an AGM, usually held earlier in the year. After 30 September IPENZ will send out a set of reports for confirmation.
7. Present Annual Budget report and draft budget for the coming financial year to the AGM.
8. Oversee the budget for the Transportation Conference on behalf of the Committee. Provide a budget template to the respective organising committees, and keep a record of each year's Conference fees.
9. Ensure that payments are made to the Prize Winners preferably at the Transportation Conference but no later than one month following the Transportation Conference.

ADDITIONAL NOTES

Transportation Conference

The National Committee in 2004 capped annual increases in registration fees to the Transportation Conference attendees to a maximum of 10% over the previous year.

The National Committee provides seed funding to the Transportation Conference organising committee. The policy is that the funding is to be paid back before the end of the financial year. Payment of the Transportation Conference surplus to the National Committee is to occur in the following financial year.

The expectation of the National Committee is that the budgeting process for the Transportation Conference should start out with an expected surplus of approximately \$10,000. However, there is no expectation by the National Committee that any individual workshop should return a \$10,000 surplus.

The use of a Professional Conference Organiser (PCO) is preferred in organising the Transportation Conference and Harding Consultants via Glenda Harding is the preferred PCO given her experience with previous Transportation Conferences.

Honoraria

The National Committee currently pays honoraria for the following tasks:

- Group Administrator – Hourly rate as per contract.
- Roundabout Editor – Rate per edition as agreed by the National Committee.
- Submission Co-ordinator – Rate per submission as agreed by the National Committee and based on the length and complexity of the submission.
- Conference Technical Convenor and Judges – Conference registration plus \$100 honorarium.

Branch Funds

The policy is that a budget of \$1,000 is available for each Branch annually. In general, the Branch funds should cover the day to day costs of holding meetings and local events / local speakers, as well as any day to day minor expense items. The management and use of the fund is covered by the IPENZ Transportation Group Branch Financial Procedures.

1.4 ADMINISTRATOR

1. Keep the records of the Group which in the main consists of receiving and sending correspondence and keeping the minutes of each National Committee meeting.
2. Work with the Chairperson to ensure that all National Committee members are fully informed and meetings function well. This means advising meeting times, booking venues, and providing an agenda and minutes.
3. Liaise closely with National Committee members to ensure that they are delivering what is expected of them on time.
4. Collate minutes of the previous AGM, Annual Reports, and any Notices of Motion for the AGM and ensure they are available to all Group members one month before the AGM. Annual Reports for the AGM will be required from :
 - Chairperson
 - Treasurer
 - All Branches
 - All Technical Sub-groups

In addition, the Treasurer is to provide a Draft Budget for the coming financial year.

5. Provide assistance to the Co-ordinator of the Technical Papers as required.

1.5 MEMBERSHIP SECRETARY

1. Receive and vet applications from potential members and forward applications approved by the National Committee to IPENZ. Note that IPENZ will process all invoicing and keep the Group membership database up to date.
2. Send a welcome letter and copy of “A Wheel On Each Corner” to new members.
3. Prepare lists of new members for Roundabout.
4. Receive membership reports from IPENZ and/or present membership information at National Committee meetings.
5. Communicate any changes in membership to the respective Branch Secretaries monthly.
6. Annually review the student membership with IPENZ to identify those students who are now in employment and are changing membership grade.
7. Act as a point of contact for membership enquiries between IPENZ and the Group.

1.6 TRANSPORTATION CONFERENCE LIAISON

1. Liaise with the Branch Committee organising the Transportation Conference and the Professional Conference Organiser for the promotion and advertising of the place and dates of the next Conference and provide advice and assistance as required.
2. Provide monthly reports to each National Committee meeting on progress with organising the Transportation Conference.
3. Provide assistance to the Conference Technical Convenor as required.

1.7 BRANCH COMMITTEE AND TECHNICAL SUB-GROUP LIAISON

1. Liaise with the Branch Committees and Technical Sub-groups and provide monthly reports to each National Committee meeting.

1.8 ROUNDABOUT EDITOR

1. Co-ordinate and manage production of Roundabout at notionally quarterly cycles throughout the year.
2. Liaise with external advertisers as to acceptability of proposed materials into Roundabout as per the Policy for Advertising Inserts in Roundabout.
3. Liaise with IPENZ to confirm printing numbers and to confirm distribution has occurred.
4. Provide an electronic copy of Roundabout to the Group Website Administrator.
5. Inform the Treasurer of any invoices that need to be sent to those advertisers who have advertising inserts sent out with Roundabout.

ADDITIONAL NOTES

Roundabout Structure

A typical structure for Roundabout will be:

- Chairpersons Chat
- Editorial
- New members and application form to join
- Information on national events or matters of national importance
- Invitations to provide input on national submissions
- Copy of submissions made by the Group (where space allows)
- Items of technical interest from the National Committee or Group members
- Relevant training courses and conferences
- Miscellaneous notices

Process of Publication

The current process of publication for Roundabout is:

1. The Editor receives all the inputs via E-mail and collates the Roundabout. It is important to ensure that the number of pages in total is a multiple of four.
2. The Editor e-mails the PDF file to Axel Wilke at ViaStrada, who then delivers the PDF file to the Christchurch City Council printers along with the quantity to be printed. The Christchurch City Council printers invoice IPENZ who will provide the invoice to the Treasurer for payment.
3. The CCC printers print and courier the magazine to IPENZ.
4. IPENZ put the magazine in the envelopes (along with any approved inserts) and distribute to Group members.

POLICY FOR ADVERTISING INSERTS IN ROUNDABOUT

Background

From time to time, advertisers may request to have their fliers (for any form of product or service) inserted into the envelope that is used to post out Roundabout. This policy is to assist in determining what advertising inserts should be approved.

It is noted that inserts into the magazine itself (such as occurs with vacancies or transportation conference notices) are not covered by this policy. These continue to be inserted at the discretion of the editor of Roundabout.

Approval of Inserts

1. The approval will be given by the Editor of Roundabout. Where the Editor requires further input (owing to the nature of the insert or potentially any conflicts of interest), then the Editor will seek the input of the Chairperson of the Group who may decide that the wider Committee should be consulted.
2. The first step in the process will be for the advertiser to produce a copy (electronic or otherwise) of what is to be inserted. Approvals are only to be given once the advertising material has been viewed.
3. In determining if an insert is relevant for the readers of Roundabout, consideration will be given to the overall purpose of the insert and the presence of Transportation Group members as speakers (if it relates to a conference or workshop)
4. There is a general desire to have the number of inserts to a minimum per issue. This should also be considered when determining if further inserts are approved for an issue. Where possible, encouragement to insert advertisements into the document rather than as loose leaf fliers should be made to minimise overall paper usage.
5. Once a decision has been made, this should be advised to both the advertiser and to the IPENZ Technical Group Administrator in Wellington along with confirmation of:
 - (i) Number of copies of the insert required to be delivered to IPENZ
 - (ii) Time that they are required to be at IPENZ
 - (iii) Cost of including the inserts (refer below)
 - (iv) Advice that the exact timing of each issue of Roundabout is not certain until the date of publication

Process of Putting Inserts Into Roundabout

The person who has made the request for the insert is responsible for getting the necessary numbers of copies to the IPENZ Technical Group Administrator.

Costs for Inserts into Roundabout

IPENZ Head Office will charge the Transportation Group for their costs to include the inserts. This is currently (2008) running at a rate of \$3 per 100 copies per insert – or around \$30 per insert for the current print run.

The Roundabout Editor will then make a recommendation to the Committee on whether costs should be sought from the person requesting the insert to be included with Roundabout. Consideration will include:

- (i) The commercial nature of the insert or business being advertised, and
- (ii) The relevance to the group members

Where costs are sought, an administrative charge of One Hundred Dollars (\$100) (+GST) is to be included in the invoice.

1.9 SUBMISSIONS CO-ORDINATOR

1. Maintain awareness of issues relevant to the industry by scanning websites, being on mailing lists with relevant organisations, and receiving documents or discussion papers on which comments or submissions are sought.
2. Collate any information and assess whether the Group or Branch should make a submission. If the National Committee agrees that the issue is of national applicability and importance to the Group, the National Committee would provide a submission. If the assessment is that the issue is more of local applicability and importance, the Branch Committee would prepare a submission.
3. Liaise with IPENZ and/or others to identify matters where a Group submission should be part of an IPENZ submission or other joint submission.
4. Organise a Group member or members to prepare a draft submission.
5. Have the draft submission placed on the Group website and publicised through Branch Submissions Co-ordinators with an invitation for members to add to or comment on the draft.
6. Ensure any final submission is agreed on by the National Committee and submitted before the deadline.
7. Provide an electronic copy of all submissions to the Group Website Administrator to be placed on the website.

ADDITIONAL NOTES

Submissions

Group submissions should be restricted to matters of national applicability and importance. This means for example that the Group would not be expected to make submissions on a Regional Land Transport Strategy but could potentially make a submission on a Transit NZ national draft guideline. A Branch committee itself may however wish to make a submission on regional transportation issues and matters.

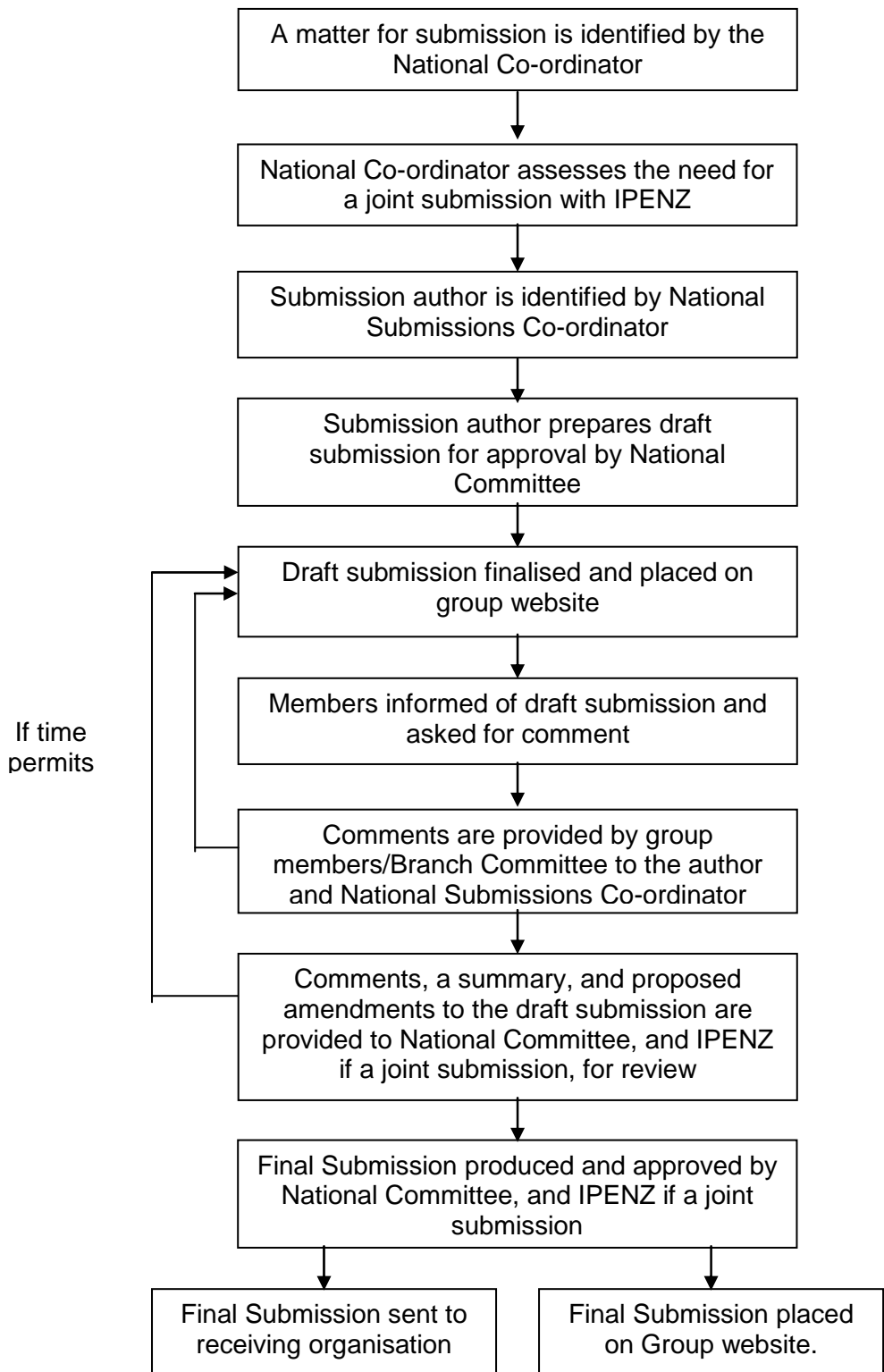
Resolving Conflict

The submissions process should be “consensus” based where we are striving for consensus of the issues rather than a consensus of opinion. With the size of the Group and the range of views represented it is often impossible to reach consensus of opinion. In these situations it is important that we agree as to the issues and provide the case for both opinions e.g.

“Generally the Group feels Option A is the best because of..... However a number of our members would suggest that Option A is not the best solution as it..... and Option B is better as it will..... We feel you should consider and address these aspects in your decision.”

The Process

The process is summarised in the flow chart on the following page:



1.10 AWARDS CO-ORDINATOR

1. Promote and advertise the AITPM Conference Award, Study Award, and 3M Traffic Safety Innovation Award in Roundabout and on the IPENZ Transportation Group website.
2. Receive all applications and entries, organise scoring sheets, and arrange the judging of all applications and/or entries by an Awards Sub-Committee comprising members of the National Committee including the Awards Co-ordinator.
3. Inform the Chairperson of the winners or recipients with this information to be retained in confidence until the IPENZ Transportation Group AGM. The Chairperson and Awards Co-ordinator are to liaise with the 3M Representative who will make the announcement of the recipient of the 3M "Traffic Safety Innovation Award" prior to the IPENZ Transportation Group AGM.
4. Liaise with the Conference Organiser to ensure time is provided for presentations by the previous winner of the 3M "Traffic Safety Innovation Award" and for all entrants for the current 3M "Traffic Safety Innovation Award",
5. Following the Transportation Conference, ensure the winners and their projects are publicised in Roundabout and on the IPENZ Transportation Group website.
6. As required by the National Committee, review the conditions of entry and methods of judging for the Awards.
7. Ensure that Certificates are prepared for presentation to the Prize Winners at the Transportation Conference.

ADDITIONAL NOTES

The indicative timeframe for the judging and announcement of the Awards at the Transportation Conference is shown below. Where the Transportation Conference is held in the February to April period, the timeframe should be adjusted by a month to provide for those members on leave in the period prior to Christmas Day and/or following New Year's Day.

- AITPM Conference Award
 - Promote 5 months before the Transportation Conference
 - Close entries 3 months before the Transportation Conference
 - Judge 2 months before the Transportation Conference
 - Announce at the Transportation Conference AGM
- Study Award
 - Promote 5 months before the Transportation Conference
 - Close entries 3 months before the Transportation Conference
 - Judge 2 months before the Transportation Conference
 - Announce at the Transportation Conference AGM
- 3M Award
 - Promote 5 months before the Transportation Conference
 - Close entries 2 months before the Transportation Conference
 - Judge 1 month before the Transportation Conference
 - Inform 3M Representative of the successful recipient of the Award for their announcement at the Transportation Conference Dinner.

2. BRANCH COMMITTEE PORTFOLIOS

2.1 CHAIRPERSON

1. Chair the Branch Committee meetings and the Branch AGM. Provide leadership at meetings by proposing processes to resolve issues and being very clear of what actions are required and who is to do them.
2. Provide leadership for the Branch Committee and encourage members to undertake appropriate tasks.
3. Ensure that the funds of the Branch are well managed.
4. Keep Branch Committee members informed on what is happening in the industry and identify issues and activities appropriate for the Branch to be involved in.
5. Prepare an Annual Report for the Group AGM.

2.2 DEPUTY CHAIRPERSON

1. Chair the Branch Committee meetings when the Branch Chairperson is unavailable.
2. Deputise as Branch Chairperson as requested.

2.3 TREASURER

1. Manage the Branch budget.
2. Ensure payments are authorised by all signatories and forwarded to the IPENZ National Office for payment in accordance with the Transportation Group Branch Financial Procedures. Typically the signatures will be those of the Treasurer and the Chairperson. Payments are to be made against original invoices or receipts that include GST registration number.
3. Investigate and follow up on payment queries from Branch vendors with the IPENZ National Office.
4. Prepare monthly reports on budget progress for Branch Committee meetings.
5. Assess requests for sponsorship and provide recommendations to the National Committee for discussion and approval as appropriate.
6. Present Annual Budget report and draft budget for the coming financial year to the Branch AGM.

2.4 ADMINISTRATOR

1. Keep the records of the Branch which in the main consists of receiving and sending correspondence and keeping the minutes of each Branch Committee meeting, including ensuring a copy is sent to the Group Administrator.
2. Work with the Chairperson to ensure that all Branch Committee members are fully informed and meetings function well. This means advising meeting times, booking venues, and providing an agenda and minutes.
3. Liaise closely with Branch Committee members to ensure that they are delivering what is expected of them on time.
4. Maintain awareness of upcoming local events and training of benefit and interest to Branch members.

3. TECHNICAL SUB-GROUP PORTFOLIOS

3.1 CHAIRPERSON

1. Chair the Technical Sub-group meetings and the Technical Sub-group AGM. Provide leadership at meetings by proposing processes to resolve issues and being very clear of what actions are required and who is to do them.
2. Provide leadership for the Technical Sub-group Committee and encourage members to undertake appropriate tasks.
3. Ensure that the funds of the Technical Sub-group are well managed.
4. Keep Technical Sub-group Committee members informed on what is happening in the industry and identify issues and activities appropriate for the Technical Sub-group to be involved in.
5. Prepare an Annual Report for the Group AGM.

3.2 DEPUTY CHAIRPERSON

1. Chair the Technical Sub-group Committee meetings when the Technical Sub-group Chairperson is unavailable.
2. Deputise as Technical Sub-group Chairperson as requested.

3.3 TREASURER

1. Manage the Technical Sub-group budget.
2. Ensure payments are authorised by all signatories and forwarded to the IPENZ National Office for payment. Typically the signatures will be those of the Treasurer and the Chairperson. Payments are to be made against original invoices or receipts that include GST registration number.
3. Investigate and follow up on payment queries from Technical Sub-group vendors with the IPENZ National Office.
4. Prepare monthly reports on budget progress for Technical Sub-group Committee meetings.
5. Present Annual Budget report and draft budget for the coming financial year to the Technical Sub-group AGM.

3.4 ADMINISTRATOR

1. Keep the records of the Technical Sub-group which in the main consists of receiving and sending correspondence and keeping the minutes of each Technical Sub-group Committee meeting, including ensuring a copy is sent to the Group Administrator.
2. Work with the Chairperson to ensure that all Technical Sub-group Committee members are fully informed and meetings function well. This means advising meeting times, booking venues, and providing an agenda and minutes.
3. Liaise closely with Technical Sub-group Committee members to ensure that they are delivering what is expected of them on time.
4. Maintain awareness of upcoming local events and training of benefit and interest to Technical Sub-group members.

5. Collate minutes of the previous Technical Sub-group AGM and ensure they are available to all Technical Sub-group members one month before the AGM. Annual Reports are required for the AGM from :

- Chairperson
- Treasurer

In addition, the Treasurer is to provide a Draft Budget for the coming financial year.

4. OTHER GROUP PORTFOLIOS

4.1 WEBSITE ADMINISTRATOR

1. Keep the website up-to-date including contact details for National Committee members, Branch Committee Chairpersons, Secretaries, and Treasurers, and Technical Sub-group Chairpersons and Secretaries, as well as conferences and training/education opportunities.
2. Liaise with Submissions Co-ordinator to ensure that all submissions are placed on the Group website.
3. Liaise with Roundabout Editor to ensure that Roundabout is available on the Group website.

4.2 CONFERENCE TECHNICAL CONVENOR

1. Liaise with the Professional Conference Organiser for the closing dates of Papers, Technical Notes and Remits, namely, the submission of :
 - o Abstracts of the above being offered
 - o Initial written copy
 - o Final copy for presentation and publication
2. Arrange for the appointment of the Judges, typically three including a Chairperson, to :
 - o Review the Abstracts being offered
 - o Review the final Publications
 - o Judge the presentations and determine the winners of the Prizes

Currently, the Transportation Conference Prizes comprise:

- o NZ Automobile Association Prize for Overall Best Technical Paper
 - o Best Technical Paper and Runner-up(s) in each category
 - o Best Technical Note
 - o Best Young Author (under 30 years)
3. Liaise with the Judges to determine the list of Papers, Technical Notes and Remits being provisionally accepted (and rejected) for the Transportation Conference.
 4. Provide all the submitting authors of Papers, Technical Notes and Remits with :
 - o Guidelines for Written Presentation
 - o The date of Submission for the final review and acceptance.
 5. Liaise with the Judges to determine the final list of Papers, Technical Notes and Remits accepted (and rejected) for the Transportation Conference.
 6. Advise all submitting authors of the above and the proposed arrangements at the Transportation Conference for their presentation.
 7. Liaise with the Professional Conference Organiser, the Group Chairman and the Branch Committee organising the Transportation Conference to :
 - o finalise the Transportation Conference programme

- assist in ensuring the Conference is of value to the participants as well as being efficiently and effectively managed
 - assist in presenting the Transportation Conference Prizes.
8. Prepare a brief report on the Transportation Conference for publication in Roundabout.