



National Committee  
Chair : Bruce Conaghan  
C/- Dunedin City Council  
PO Box 5045  
DUNEDIN

## **2008 ANNUAL GENERAL MEETING**

**HELD AT TSB SHOWCASE, NEW PLYMOUTH**

**ON 3 NOV 2008, 5.15PM**

### **1. NOTICE AND AGENDA**

#### **1.1 NOTICE OF ANNUAL GENERAL MEETING 2008**

Members of the IPENZ Transportation Group are formally advised that the 2008 Annual General Meeting of the IPENZ Transportation Group is to be held from 5.15pm on Monday 3 November 2008 at the TSB Showcase, New Plymouth. All Group members are warmly invited to attend.

#### **1.2 AGENDA**

1. Apologies
2. Minutes of Previous Meeting (8 October 2007)
3. Chairman's Report
4. Treasurer's Report
5. Branch Reports
6. Technical Sub-group Reports
7. Matters Arising
8. IPENZ Transportation Group Rules
9. Life Membership Award
10. Transportation Conference 2009 and 2010
11. General Business
12. Election of National Management Committee
13. Closing

Background material and reports to be delivered to the AGM will be circulated prior to the meeting.

**Bruce Conaghan**  
**Chair**

## 2. AGM 2007 MINUTES

### MEMORANDUM

**To** IPENZ Transportation Group National Committee

**From:** Bruce Conaghan

**Date:** 8 October 2007

**Subject** **DRAFT MINUTES OF ANNUAL GENERAL MEETING 2007**

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**Venue:** Sebel Trinity Wharf Hotel, Tauranga

**Time:** 1.30pm, 8 October 2007

Agenda item	Discussion / decisions / actions	Who?
Present	<p>Bruce Conaghan (Chair), Katy Marriot (Treasurer), David Wilmott, Don McKenzie, Tim Brown, Matt Ensor, Roger Dunn, (of the National Committee)</p> <p>Mark Apeldoorn, Toni Dakers, Joanna Towler, Ben Muirhead, Wayne King, Gary Tang, Dave Gamble, Steve Reddish, Peter McCombs, Robyn Denton, Tony Denton, Malcolm Douglass, Ian Clark, Eliza Sutton, Larry Cameron, Patrick Nanaray, Craig Nicholson, Darrell Statham, Tony Spowart, Andrew Murray, Stuart Bullen, Colin Goble, Wayne Osmer, Daniel Tate, Megan Fowler, Melissa Foster, Bob Gibson, Bridget Burdett, Michelle Te Wharau, Daniel Newcombe, Graeme Bean, Mairi Joyce, Liz Angell, Matthew Hinton, Simon James, Wayne Thompson, Cliff Griffiths, Mike Peters, Axel Wilke, Andrew Macbeth, Wes Edwards, Roger McLeay, Ian Appleton, Sue Philbin, Fergus Tate, Andrew McKillop.</p>	
1. Apologies	<p>Bill McMaster, Glenn Connelly.</p> <p>Moved "That the above apologies be accepted".</p> <p style="text-align: right;"><i>Conaghan / McKenzie- CARRIED</i></p>	
2. Notice of AGM	<p>The IPENZ Transportation Group rules state that "Notice of each AGM shall be circulated to each member and associate member to be received not less than fourteen days before each meeting".</p> <p>This was not provided therefore it was moved that:</p> <p><i>"The members in attendance agree that the matters</i></p>	

Agenda item	Discussion / decisions / actions	Who?
	<p><i>transacted at this meeting and resolved at this meeting be deemed to be a true and correct record of this AGM”.</i></p> <p>Moved : Bruce Conaghan            Seconded : Roger Dunn            Voted : Majority support for the motion on a show of hands.</p>	
3. Minutes of Previous Meeting	<p>Moved <i>“That the minutes of the previous meeting on 8 October 2006 (Queenstown) be taken as a true and correct record”.</i></p> <p style="text-align: right;"><i>Conaghan / Dunn - CARRIED</i></p>	
4. Chairman’s Report	<p>Bruce Conaghan presented the Chairman’s report for 2006/7 highlighting:</p> <ul style="list-style-type: none"> <li>• the establishment of a Transport Modelling Focus Group;</li> <li>• the current membership which stands at 930 is up from 864 in 2005/06;</li> <li>• the submission by the National Committee on ‘Land Transport Rule : Omnibus Amendment 2007’ and the concern over the short time frame for submissions limiting the time available to obtain comments from members;</li> <li>• the formation of the Standards and Guidelines Traffic Control Devices Steering group;</li> <li>• the preparation of the Group History;</li> <li>• the revision to the rules to recognise life membership; and</li> <li>• the development of the Transportation discussion paper which is available on the Web.</li> </ul> <p>Moved <i>“That the Chairman’s report for 2007 be received”.</i></p> <p style="text-align: right;"><i>Conaghan / McBeth - CARRIED</i></p>	
5. Treasurer’s Report	<p>Katy Marriot presented her report and reported on the updated accounts of the group highlighting; the subscriptions for the next two years will be increased by \$5 to cover the costs of publishing ‘A Wheel on Each Corner’, the branch grants have been set at \$1,000, a pool of money covering all items under ‘professional development’ will be created, a \$15,000 allowance for a financial contribution to the Transport policy is expected to come from reserves, \$2,500 will go towards upgrading the website, a net loss of \$8,500 was reported compared with a budgeted loss of \$18,500, reserves of approximately \$166,000.</p> <p>Comments sought back from the group on the policy and member submissions are encouraged, with the National Committee coordinating members’ comments with the submission.</p>	

Agenda item	Discussion / decisions / actions	Who?
	<p>Moved <i>“That the Treasurer’s report for 2006/07 and draft budget for 2007/2008 be received”</i>.</p> <p style="text-align: right;"><i>Marriott / Appleton - CARRIED</i></p>	
6. Matters Arising	Nil.	
7. Update on Draft Rules and Life Membership	<p>Draft rules outlined by Bruce Conaghan as circulated to the group.</p> <p>Moved <i>“That the Group endorses the Draft Rule incorporating Life Membership in principle and the National Committee finalise the rules for reporting back to the 2008 AGM”</i>.</p> <p style="text-align: right;"><i>Conaghan / Dunn - CARRIED</i></p> <p>Representations by Peter McCombs for Malcolm Douglass – citation attached.</p> <p>Representation by Roger Dunn for John Toomath – citation attached.</p> <p>Moved <i>“That Malcolm Douglass and John Toomath be elected as Life Members of IPENZ Transportation Group”</i>.</p> <p style="text-align: right;"><i>Dunn / McCombs - CARRIED</i></p>	
8. Membership Fees	<p>Moved <i>“That the membership fees for 2007/2009 be set at \$30.”</i></p> <p style="text-align: right;"><i>Marriott / Gottler - CARRIED</i></p>	
9. Group History	<p>Moved <i>“That Malcolm Douglass be thanked for his outstanding work in having the Group History completed and published”</i></p> <p style="text-align: right;"><i>Conaghan / McKenzie - CARRIED</i></p> <p>Moved <i>“That the Group History Steering Committee be thanked for their role in having the Group History published.”</i></p> <p style="text-align: right;"><i>Conaghan / McKillop - CARRIED</i></p>	
10. Transportation Conference 2008 and 2009 and Conference Format	<p>2008 Conference is tentatively proposed for New Plymouth and to be co-ordinated by the Central Branch. Potential venues for the 2009 Conference were discussed with Nelson, Christchurch and Dunedin all suggested. Concern was raised with Nelson being isolated and a potential clash with the TRAFINZ Conference. It also means a double up for the Central Branch.</p> <p>National Committee to follow up with the Christchurch Branch for the 2009 conference:</p> <p>Note: A paper has been circulated on the draft revised Conference format for information and discussion. Comments are sought on the paper back to the National committee.</p>	Bruce Conaghan

Agenda item	Discussion / decisions / actions	Who?
11. General Business	<ul style="list-style-type: none"> <li>• Peter Doupe confirmed representation on behalf of AITPM.</li> <li>• Bruce Conaghan gave a note of thanks to Katy Marriott for her services as Treasurer.</li> </ul>	
12. Election of National Committee	<p>Moved “That Bruce Conaghan be elected as IPENZ Transportation Group National Committee Chairman.” <i>Dunn / Gottler - CARRIED</i></p> <p>Moved “<i>That Michelle Harvey, Matt Ensor, Tim Brown, Terry Brown, Roger Dunn, David Willmott, Ian Greenwood be elected to the National Committee</i>”. <i>McKillop / King - CARRIED</i></p>	
13. Closing	<p>Bruce Conaghan expressed thanks to the Conference Organising Committee for another successful conference and offered National Committee support to the Central Branch in preparing for the 2008 conference.</p> <p>Meeting closed 2.15pm</p>	

### **3. CHAIRMAN'S REPORT**

#### **3.1 ANNUAL REPORT 2007/2008**

##### **3.1.1 Introduction**

The Auckland-based National Committee has completed the second year of its three year term managing the affairs of the IPENZ Transportation Group. The five Branches of the Group (Auckland/Northland, Waikato/Bay of Plenty, Central, Canterbury/West Coast and Southern) have continued, with the aid of a small annual grant of \$1,000 each, to provide services for members within their areas, as described in their respective Branch reports.

##### **3.2 GROUP STRUCTURE**

The Group remains as a Technical Interest Group (TIG) of IPENZ and as such, is bound by the IPENZ Rules for TIGs. The National Committee has completed the review of our Rules to ensure they are in accordance with the revised 2008 IPENZ rules for TIGs. The final draft of the new Group Rules has been provided with the 2008 AGM Agenda to provide members the opportunity to review them prior to discussion on them at the AGM. Following this, any amendments will be made prior to the National Committee sending them through to IPENZ for approval.

##### **3.3 MEMBERSHIP**

According to IPENZ, the current number of members is 998, up from 930 in the 2006/2007 year. The gain in membership is largely due to the growing number of people being employed in the transportation planning and engineering sector. A breakdown of the membership records reveals that those with 20 or more members are employed in the following organisations (the number of members is shown in parentheses): Opus International Consultants (97), Transit New Zealand (73), MWH NZ Ltd (55), Beca (50), Traffic Design Group (48), Land Transport New Zealand (39), GHD Limited (31), Maunsell Limited (28), and North Shore City Council (21).

##### **3.4 SUBMISSIONS**

The National Committee has in the past year made three submissions on:

1. Manual for Traffic Control Devices Part 9 : Level Crossings
2. RTS14 Guidelines for Blind and Vision Impaired Pedestrians
3. Land Transport (Road User) Amendment Rule [2009] (Rule 61001/4)

In addition, comments were provided to IPENZ to provide a joint submission on the Update to the New Zealand Transport Strategy.

The timeframe for making submissions has been improved from previous years but in some cases, there may not be sufficient time available for obtaining comments from Group members on draft submissions. The National Committee recognises that some matters upon which submissions are made can be contentious as reflected by the diversity of the members of the Group and should not preclude our making a submission on such matters. The National Committee believes that when there is a view held by a clear majority of members, then it should be made known to decision-makers but that such a submission should recognise opposing viewpoints. I must acknowledge those members who do take the time to provide comments as this feedback and comment is much appreciated by the National Committee.

The National Committee continues to push for changing the intersection priority rules and has provided a revised submission, taking into account all previous submissions of the Group, with the submission on Land Transport (Road User) Amendment Rule [2009] (Rule 61001/4).

### **3.5 PROFESSIONAL DEVELOPMENT AND AWARDS**

The IPENZ Transportation Conference remains as the Group's flagship professional development event. Over the last few years, there has been a change in that the number of traditional short remits has reduced significantly but the revised conference format, which is more oriented around the presentation of more substantial papers describing research or developments in transportation engineering practice, does provide for knowledge sharing and discussion throughout the conference.

The numerous Branch meetings continue to provide plenty of opportunities for members to develop professionally, with meetings often involving speakers from overseas or other areas of NZ. The National Committee continues to look to facilitate meetings with those overseas visitors who have expertise relevant to the Group.

The Group continues to be viewed favourably within IPENZ as being very active in providing services to its members. In this regard, the National Committee supports grants to members to attend various conferences and workshops (e.g. the Australian Institute of Traffic Planning and Management (AITPM) Annual Conference), with reporting back to the Group via articles in Roundabout and the conference, provides a substantial study award to research overseas practices, and provided funding for overseas experts to make presentations to Branches. The National Committee will be looking at further professional development opportunities while reviewing the Strategic Plan in the 2008/2009 year.

We are pleased that 3M New Zealand has agreed to continue sponsorship of the annual "3M Traffic Safety Innovation Award", which was won in 2007 by a team comprising George Jason Smith, Bill Greenwood, and Mark Gordon for the Development of a Simple Road Safety Deficiency Database. This year, there were six applicants for the award and the National Committee encourages members to consider submitting applications for the safety-related projects being implemented around the country.

### **3.6 STANDARDS AND GUIDELINES**

Development of the Traffic Control Device Specifications and Manual for Traffic Control Devices continues with progress being made on sections for Traffic Signs being developed. It is noted that there has been some delay in overall progress due to the merging of Land Transport New Zealand and Transit New Zealand to form the New Zealand Transport Agency.

Over the last few months, Standards Australia and Standards New Zealand have provided a number of draft standards for public comment. The most recent of these have been draft standards related to lighting for roads and public spaces and lighting plays an important role in improving safety, security, and accessibility both on-street and off-street.

As practitioners, we need to take the opportunity to provide feedback on draft standards and guidelines both as a Group and as representatives of our employing organisations if we are to have any influence.

### **3.7 PROMOTION**

Members of the Group continue to seek promotion of transportation planning and engineering as a challenging and satisfying career. IPENZ is receiving substantial

Government funding for its “Futureintech” initiative, which is aimed at increasing enrolments in tertiary study in technology, science and engineering, and ensuring that teachers and career advisors have the right information and resources to inform high school students and inspire them to pursue careers in technology, engineering and science professions. Our efforts to promote transportation planning and engineering need to be aligned with the Futureintech initiative, to maximise the effect of IPENZ and our activities.

The profile of transportation within the engineering profession is recognised by IPENZ as a “practice field”, and Group members are encouraged to indicate “Transportation” when completing forms relating to technical competence.

### **3.8 PUBLICATIONS**

Four issues of the Group’s main publication (Roundabout) have been produced in the last 12 months. Each issue contained about 40 pages of new items and technical articles, plus the traditional humorous items. The perennial problem of gathering and presenting information about Group activities around the country (as well as relevant developments overseas) continues, and it would help if members sent articles for publication given that the Roundabout is one means of networking among Group members. The work of Ian Greenwood in managing and editing Roundabout is much appreciated.

The Group’s webpage on the IPENZ website has been extended, with the addition of more material (including copies of papers presented at the Group’s Technical Conference). The work of Matt Ensor in maintaining the website is much appreciated.

### **3.9 FINANCIAL REPORT**

A statement of the Group’s financial situation is contained in the Treasurer’s report. It shows that we continue to be in a very sound position, with reserves of about \$154,000. The National Committee has continued paying an honorarium to the Roundabout Editor in recognition of the effort involved in this role and has contracted a part time Group Administrator to assist with the day to day administration of the Group.

### **3.10 RECOGNITION OF OUTSTANDING SERVICE**

While a number of Group members have been promoted to Fellows of IPENZ in the last few years, it is noted that there are likely to be members of the Group who are deserving of such promotion. It is important that such members be recognised in a timely manner and the National Committee will be looking to develop and maintain a register of such members and their contributions to both the transportation profession the IPENZ Transportation Group. The amended Rules include the ability to grant Life Membership to those members that have rendered exceptional and outstanding service over many years to both the transport engineering profession and the work of the Group.

### **3.11 OTHER MATTERS**

Some members of the Group have worked with IPENZ in the development of the IPENZ publication “Transport: Engineering the Way Forward” which is available on the IPENZ website. For those members that have been involved in assisting with this, my thanks firstly for being involved, and secondly for wanting to be involved.

The National Committee has put together a document outlining the roles and responsibilities of the Group Portfolio holders within the National Committee, Branch Committees, and the Technical Sub-groups. This is effectively an aide memoire for each of the roles and will aid those wishing to become a Committee member and hold a portfolio on that Committee. These are available on the Group website.

In addition, the National Committee has worked with IPENZ in developing Branch Financial Procedures for the Branch Committees. These are based on the financial procedures used by the National Committee. I acknowledge that the change in financial procedures may not be to the satisfaction of some of the Branch Committees, but they do allow for easier administration and management of the Branch Committee finances through IPENZ in terms of electronic payments and monthly reports.

### **3.12 CONCLUSION**

I believe the Group is in good shape and well placed to continue to grow in strength in the future. We have an important and challenging role to play in terms of the New Zealand Transport Strategy and our contribution to achieving its outcomes. It does mean that we do need to think laterally, and in doing so, will continue to hold the IPENZ Transportation Group in high esteem.

On behalf of the National Committee, I pass on my thanks to the Branch Committees, the Technical Sub-group organisers, and the organisers of the 2008 Transportation Conference for their contributions to the well-being of the Group over the last year.

In closing, I pass on my thanks to all of the National Committee members for their assistance and commitment throughout what has been a very busy and demanding year. There have been some Committee members who took on additional tasks throughout the year and I pass on special thanks to them for achieving positive outcomes.

A handwritten signature in black ink that reads "B Conaghan". The signature is written in a cursive, flowing style.

Bruce Conaghan  
Chair  
IPENZ Transportation Group National Committee

September 2008

## 4. TREASURER'S REPORT

### 4.1 ANNUAL REPORT 2007/2008

#### 4.1.1 2007/2008 Financial Report

It is anticipated that for the 2007/2008 year, total expenditure will be \$69,459 and total income will be \$40,553, giving a net deficit of \$28,906 (against a budgeted loss of \$20,000). This financial year saw the completion and printing of the Group's history "A Wheel on Each Corner" which accounted for \$17,000 of the expected deficit. In addition, there was an extraordinary expenditure of \$18,850 (General / Sundry) for 50 side thrust gauges which was not expected although income from sales is expected in the 2008/2009 financial year.

The financial year started with the current account overdrawn by \$34k, which has now been paid from reserves and this leaves reserves of approximately \$154,000 at 30 September 2008.

Once the final figures are provided for the 2007/2008 financial year, I will communicate these to all members in a revised report.

#### 4.1.2 2008/2009 Draft Budget

The draft budget for the 2008/2009 financial year ending 30 September 2009 is shown on the following page along with the budget figures and expected actual figures for 2007/2008 for comparison. The draft 2008/2009 budget identifies an expected surplus of \$18,000 for the 2008/2009 financial year which is related to the sale of the side thrust gauges purchased in the 2007/2008 financial year. The following notes explain proposed variances from the 2007/2008 budget:

##### Income

- The Sales – Sundry Income has been budgeted at \$19,000 with \$18,000 expected from the sale of the side thrust gauges.

##### Expenditure

- The Prizes and Awards Expenses have been set to reflect actual expenditure from the 2007/2008 financial year.
- The Roundabout Printing and Postage Expenses have been increased to cover increased postal costs and printing costs.
- The Transport Group History was completed in the 2007/2008 financial year and no funding is required in the 2008/2009 financial year.

Feedback on the draft budget is invited from members at the AGM. The National Committee will make the final decision on the budget at their first committee meeting following the AGM.



Bruce Conaghan  
Acting Treasurer  
IPENZ Transportation Group National Committee

October 2008

## 4.2 IPENZ TRANSPORTATION GROUP 2008/2009 BUDGET

		2008/09 Budget	2007/08 Actual	2007/08 Budget
<b><u>INCOME</u></b>				
T350.3050.202	Advertising Income - Roundabout	\$0	\$124	\$0
T350.3400.200	Interest IPENZ Current Account		-\$96	
T350.3400.201	Interest - Westpac	\$11,000	\$12,287	\$9,500
T350.3500.000	Member Subscriptions	\$27,000	\$27,150	\$25,000
T350.3900.000	Sales - Sundry	\$19,000	\$1,088	\$1,000
T350.3990.000	<b>Total Income</b>	<b>\$57,000</b>	<b>\$40,553</b>	<b>\$35,500</b>
<b><u>EXPENSES</u></b>				
T350.4400.203	Visiting Speakers and Seminars	\$1,000	\$2,000	\$1,000
T350.4420.000	General / Sundry	\$2,000	\$21,207	\$2,500
T350.4420.201	Grants to Branches	\$5,000	\$5,000	\$5,000
T350.4660.000	Prizes and Awards Expenses	\$12,000	\$11,537	\$7,900
T350.4700.000	Print Transport Group History		\$17,572	\$20,000
T350.4700.202	Roundabout Honorarium	\$2,000	\$2,000	\$1,600
T350.4700.203	Roundabout Printing & Postage	\$14,000	\$12,894	\$12,000
T350.4780.201	Administration Honorarium	\$1,000	\$859	\$2,000
T350.4780.202	Submissions	\$500		\$1,000
T350.4900.000	Travel & Meeting Expenses NZ	\$1,500	\$1,390	\$2,500
T350.4990.000	<b>Total Expenditure</b>	<b>\$39,000</b>	<b>(\$69,459)</b>	<b>(\$55,500)</b>
	<b>Net Result</b>	<b>\$18,000</b>	<b>(\$28,906)</b>	<b>(\$20,000)</b>

## **5. BRANCH REPORTS**

### **5.1 AUCKLAND/NORTHLAND BRANCH COMMITTEE ANNUAL REPORT FOR IPENZ TRANSPORTATION GROUP AGM 2008**

#### **5.1.1 New Committee**

The year commenced with the formation of a new committee. The majority of the 2007 committee remained and two additional members were elected onto the committee at the AGM. The one significant change was that our chairperson, Murray Noone resigned from the committee due to other commitments. Pravin Dayaram was nominated as the 2008 chair and accepted the position. Since the AGM we have had a further three members join and two resignations, leaving us with a total of 15 members.

#### **5.1.2 General**

As a large proportion of the 2007 committee remained for 2008, this year has been spent continuing and building on the work completed during 2007. We have continued to organise the technical group meetings and as a result of planning undertaken in 2007 have organised two events for young transportation professionals and also been able to become more actively involved in providing comments on National Committee submissions as well as providing submissions on issues relevant to our local branch area.

#### **5.1.3 Branch Technical Meetings**

Five meetings have been held in 2008 so far with another one planned in addition to the annual Christmas function before the end of the year. A brief description of the meetings held so far is given below:

- February 2008: Chris Geerlings, Auckland City Council, on the Eden Park development and Bevan Woodward, Cycle Action Auckland, on his visit to the European Transport Conference in Holland.
- April 2008: Clive Fuhr and Paresh Shingadia, Transit New Zealand, on the SH20 Waterview connection.
- June 2008: Derek McCoy, Sinclair Knight Merz, on the Waitemata Harbour Crossing study – options for a third crossing.
- August 2008: Ian Greenwood, OPUS, on the Ontario Infrastructure Asset management Framework, and Kevin Doherty, Transit New Zealand, on the Auckland Motorway Alliance project.
- September 2008: Alf Guebert, Institute of Transportation Engineers, on ITS response to transportation challenges, making a difference. This was a joint technical meeting with the ITE.

The committee is currently finalising one more meeting for the beginning of November. In addition the annual Christmas function has been organised for 27 November and will be held in the Auckland University Engineering School Atrium.

#### **Thanks**

The Committee is appreciative of the time and effort put in by the presenters in sharing their knowledge with the Branch members. The Committee also thanks the various sponsors for their support in providing the food at the technical group meetings.

#### **5.1.4 Young Transportation Professionals Events**

With the aim of attracting additional members, encouraging networking amongst young professionals and including all professionals working in the transportation field, the committee organised two evening events aimed at young transportation professionals. The events were marketed as social evenings but also included presentations from different young professionals on the work they were involved in on a daily basis.

- April 2008: Event held at Wagamammas in Newmarket and included two presentations from young staff members at Sinclair Knight Merz on their daily jobs.
- October 2008: This was a joint event with the New Zealand Planning Institute. The event was sponsored by NZTA and included two presentations from young staff members at NZTA on their daily work as well as an overall presentation on the creation of NZTA, its role and opportunities for young professionals.

Both events were very successful and attracted between 50-70 attendees each. We have maintained a list of attendees that we can use to encourage attendance at our technical group meetings and other events. The committee aims to organise further events of this kind in 2009.

#### **5.1.5 Membership**

At September 2008 the Auckland/Northland branch membership was 397. This is an overall increase of 29 members since the beginning of 2008.

#### **5.1.6 Conclusion**

I thank all the committee members for their commitment and dedication to their tasks and roles on the committee in the last year. This has played a considerable part in the work we have managed to achieve as a team.

We hope that the Auckland/Northland Branch Committee has served the branch members well in 2008 and that the Committee will continue to do so in 2009.

*Pravin Dayaram.*

Pravin Dayaram  
Chairman  
IPENZ Transportation Group – Auckland/Northland Branch

10 October 2008

## **5.2 WAIKATO / BAY OF PLENTY BRANCH COMMITTEE ANNUAL REPORT FOR IPENZ TRANSPORTATION GROUP AGM 2008**

### **5.2.1 Branch Membership**

Branch membership stands at 114 (September 2008).

### **5.2.2 Group Conference**

The primary focus for the branch over the 2007/2008 year was organisation and management of the 2007 Group Conference held in Tauranga in October 2007. The branch received a number of accolades for a well-run, worthwhile conference.

### **5.2.3 Branch Meetings**

- AGM and Technical Meeting: comprising two speakers:
  - Engineering Logistics associated with running a V8 Street Race (Tim Cavanagh, Hamilton City Council)
  - Speed Management Study Tour, Transportation Group Study Award Presentation (Bridget Burdett, Maunsell)

The AGM covered the following:

- a. Report on branch activities including conference
  - b. Financial update
  - c. Branch Committee Elections :
    - Elected as Chair – Mark Apeldoorn
    - 2007/2008 Branch Committee Members :

Mark Apeldoorn (Chair)	Bridget Burdett (Secretary)
Bill McMaster (Treasurer)	Robyn Denton (Events Coordinator)
Andrew McKillop	Colin Brodie
Ian Carlisle	Brian Hodge
Wayne Thompson	Simon James
- Technical Meeting: Challenging the Myth of the Attentive Driver (Dr Samuel Charlton, University of Waikato)
  - Technical Meeting: The Three Es Working Together: Achievements of Waikato and Bay of Plenty Regional Contracts (Colin Brodie, Transit New Zealand)

### **5.2.4 The Year Ahead**

The group intends to organise a range of meetings and events for members in the 2008/2009 year, with a particular focus on involving members from throughout our large geographic region.

Mark Apeldoorn  
Chairperson  
IPENZ Transportation Group – Waikato / Bay of Plenty Branch

8 October 2008

### 5.3 CENTRAL BRANCH COMMITTEE ANNUAL REPORT FOR IPENZ TRANSPORTATION GROUP AGM 2008

#### 5.3.1 Branch Membership

Current membership for the Central Region stands at approximately 185 members in Wellington (including Lower Hutt, Upper Hutt and Porirua) and the outer-lying areas of Nelson, Wairarapa, Taranaki, Wanganui, Manawatu and Hawke's Bay.

#### 5.3.2 Branch Meetings

Eleven lunchtime meetings were held between October 2007 and September 2008, including a number of topics outside our usual mix of roading projects, and the opportunity for our members to hear from several international speakers. Attendance at the presentations varied between 30 and 60 attendees. Meeting topics were:

Date	Topic	Speaker
17 Oct 2007	Annual Monitoring Report	Joe Hewitt and Leonie Waayer - Greater Wellington Regional Council
31 Oct 2007	Business Case for walking/cycling - and outline of why it is good for business, good for employers	Bob Chauncey – National Centre for Bicycling and Walking (USA)
16 Nov 2007	Crash Testing of Cars and Consumer Programmes	Anne Logan – Land Transport NZ
12 Dec 2007	Transit Regional Update / AGM	Graham Taylor - Transit
26 Feb 2008	Auckland's Travel Demand Project – Lessons, Challenges and Tales	Peter McCombs – Transit
1 April 2008	ISA Intelligent Speed Adaptation	Fergus Tate - MWH
29 April 2008	Role of the Expert Witness	Sylvia Allan - MWH
10 June 2008	Infill Housing Review	Cr Andy Foster and Paul Kos : WCC
2 July 2008	Urban Design and Transport (Joint presentation with NZPI)	Phil Jones – CABE Space Enabling Panel and Institute of Highways and Transportation's Urban Design Group
29 July 2008	Bonding urban land form with transportation	Dan Burden - Glatting, Jackson, Kercher and Anglin
23 Sept 2008	ITS / The Role of ITE (Joint presentation with ITE)	Alf Guebert -Institute of Transportation Engineers

Our members also attended the following meetings and conferences:

- *Making a Difference in Transportation Safety*, ITE 2008 Technical Conference and Exhibit, Miami, FL, USA, March 30–April 2, 2008
- *MAKING CONNECTIONS*: AITPM (Australian Institute of Traffic Planning and Management) Conference, Perth Australia, September 2008

### **5.3.3 Liaison with Chartered Institute of Logistics and Transport**

Of further note is the ongoing reciprocal agreement with the local branch of the Chartered Institute of Logistics and Transport (CILT), whereby an ongoing invitation to members of both groups is being extended for all presentations of interest. One such invitation included the opportunity to hear from the transportation spokesperson for each of the political parties in the lead up to the 2008 election.

Eliza Sutton  
Branch Secretary  
IPENZ Transportation Group – Central Branch

8 October 2008

## 5.4 CANTERBURY/WEST COAST BRANCH COMMITTEE ANNUAL REPORT FOR IPENZ TRANSPORTATION GROUP AGM 2008

### 5.4.1 Branch Meetings

The Canterbury branch has had a positive year in 2007-08. We have had a good number of speakers, both local and visiting from overseas. These are summarised below. The meetings are generally held at lunchtime, and continue to be reasonably well attended with some 20-30 usually attending from across a variety of organisations. Speakers this year have included:

Date	Topic	Speaker
5 Feb 2008	Christchurch-Rolleston & Environs Transport Strategy Development	Murray Fletcher and Ryan Cooney
22 Feb 2008	Canadian Road Safety	Eric Hildebrand
10 Mar 2008	Accession & CUBE modelling software developments	Tor Vorraa
6 June 2008	The road safety issues associated with a Chilean hydro project	Mike Smith
28 July 2008	International pedestrian planning overview	Dan Burden
19 Aug 2008	'One Transportation Planet' successes and failures of transport planning in Christchurch	Malcolm Douglass
19 Sept 2008	The Land Transport Management Amendment Act and its Implications for Regional Land Transport	Robert Woods
19 Sept 2008	Positive Provision for Pedestrian Safety	Tim Hughes
22 Sept 2008	'ITS Response To Transportation Challenges'	Alf Guebert (International President of ITE)

We also supported and promoted a number of relevant presentations organised by other professional groups, including the local IPENZ and NZPI branches. Again, we promoted a number of seminars which were arranged by the University of Canterbury.

### 5.4.2 General

The committee this year has seen a number of new faces come on board, which has added to the reach of the local branch into transport agencies, and given a wider input to committee activity. We have a developing and capable committee taking us forward again, and the local branch is in very good health.

Stuart Woods  
Chairman  
IPENZ Transportation Group – Canterbury/West Coast Branch

6 October 2008

## **5.5 SOUTHERN BRANCH COMMITTEE ANNUAL REPORT FOR IPENZ TRANSPORTATION GROUP AGM 2008**

### **5.5.1 Southern AGM - 2007**

The 2007 AGM for the Southern Transportation Group was held on 12 December 2007. Election of officers resulted in the committee comprising of the following representatives:

- **Chair:** Ross McCammon
- **Secretary:** Ron Minnema
- **Treasurer:** Diana Munster
- **Committee:** Dave Gamble, Don Hill, Simon Underwood, Phil Dowsett, Dave Marsh, Teresa Matassa, Ian Duncan, Henriette Rawlings, Steve Markham, Bruce Conaghan

### **5.5.2 Committee Meetings**

Committee meetings are held on the first Thursday of the month, on an eight week cycle. Focus areas for the committee during 2008 included:

- Support for local scholarship.
- Co-ordination with IPENZ and NZPI branch activities.
- Succession planning within the Transportation Sector.
- Recruitment drive for new members. (membership grew approximately 10% over 2008 )
- Providing advice to the local Futureintech co-ordinator re potential ambassadors who could assist her with the Futureintech programme

Committee meetings were on the whole well attended by committee members. The Chair passed on his appreciation to all members for their support during 2008, particularly Ron and Diana.

### **5.5.3 Technical Presentations/Site Visits etc**

Generally technical presentations/site visits, etc, were programmed every two months supplemented by member invitations to seminar/presentations convened by the local IPENZ and NZPI branches. Presentations and site visits included:

- 13 March 2008, 'Technology in Transport', Peter Mortimer (Downer Works EDI)
- 8 May 2008, 'World Class Aspirations and the Transport Task', Rick van Barneveld (Transit NZ)
- 7 July 2008, 'Achieving Synergy between Highway and Urban Design', Phil Jones (Phil Jones Associates, Transport Planning Consultants, UK)
- 11 September 2008, 'Pathway to the Future', Neil Campbell (Ontrack)
- 13 November 2008, CVIU, Jeff Fluery (NZ Police)

We have had no problems in arranging a variety of quality speakers involved in different areas of transportation. The meetings have been generally well supported with the numbers of attendees varying from between six to in excess of forty.

#### **5.5.4 Correspondence**

Mailings extended beyond the local transportation group members, to local IPENZ Branch, IPENZ's Futureintech, local NZPI Branch, local contractors, Otago Polytechnic, and Council transport and roading managers in Otago and Southland.

#### **5.5.5 Southern AGM - 2008**

The 2008 AGM is to be held on 13 November 2008. As at 2 October 2008, the Southern Group had an account balance of \$1,656.98.

Ross McCammon  
Chairman  
IPENZ Transportation Group – Southern Branch

8 October 2008

## **6. TECHNICAL SUB-GROUP REPORTS**

### **6.1 URBAN DESIGN SPECIAL INTEREST GROUP ANNUAL REPORT TO IPENZ TRANSPORTATION GROUP AGM 2008**

The Urban Design SIG is a Technical Sub-group of the IPENZ Transportation Group interested in the practice of urban design and particularly the interplay of transportation and urban design.

Some members of the group have been active in making submissions regarding national policy, but there have been no other organised group activities.

One of the more significant events over the past year in urban design has been the establishment of the Urban Design Forum (UDF). This is administered by the NZ Planning Institute and supported by IPENZ. All members of this SIG and members of the Transportation Group are encouraged to join the UDF and contribute.

We have a Yahoo group ipenz\_urban\_design available for discussion of urban design and transportation issues. To date we have only a few members and little discussion. More members and discussion are welcome.

Wes Edwards  
Auckland

### **6.2 SIGNALS NEW ZEALAND USER GROUP (SNUG) ANNUAL REPORT TO IPENZ TRANSPORTATION GROUP AGM 2008**

SNUG currently has 126 members registered and in contact on the Group's Yahoo User Group.

The current committee are:

Convenor –	Ross Thomson	
Secretary/Treasurer –	Bill Sissons	
Committee Members –	Ann Fosberry	Peter Evans
	Paul Donegan	Bob Gibson

The Group's activities centre on:

- The annual 2 day SNUG Workshop held each year in November.
- Disseminating information via the Group's website (<http://www.ipenz.org.nz/snug/>)
- Keeping members informed of issues and events through the Group's Yahoo User-group.

The SNUG 2007 Workshop in Rotorua was well attended with 70 participants. The minutes and presentations can be found on the Group's website.

Preparations are currently underway for the 2008 Workshop to be held in Whangarei on 20/21 November.

Bill Sissons  
Secretary/Treasurer

8 October 2008

### **6.3 MODELLING USERS GROUP (MUGS) REPORT TO IPENZ TRANSPORTATION GROUP AGM 2008**

Following on from the 2006 and 2007 New Zealand Microscopic Traffic Simulation Conferences, held in Queenstown and Rotorua respectively, on 8 May 2008, approximately 15 transport modelling practitioners and users from both public and private sector met in Auckland. Following this meeting, draft terms of reference regarding the Modelling Users Group (MUG) were submitted to IPENZ stating that the proposed purpose of the MUG is to:

- Be a focal point for traffic modelling expertise within New Zealand
- Prepare suitable submissions, on behalf of the national committee, Road Controlling Authorities and other agencies
- Monitor and assess new and changing technology
- Assist industry uptake and implementation of traffic modelling
- Develop and maintain contacts with traffic modelling practitioners and their respective organisations overseas (particularly Australia)
- Disseminate traffic modelling information to its members
- Implement traffic modelling industry standards and update regularly as required

An interim committee was established at the 8 May meeting who were tasked with :

- Organising the inaugural MUG conference; and
- Establishing a process for creating the first committee proper.

The interim committee have organised the inaugural MUG conference which is to be held in Wellington on 30-31 October 2008. The conference comprises three session types:

1. MUG administration sessions to establish the committee for the forthcoming year and to define these roles;
2. Discussion sessions based around:
  - The peer review process;
  - Micro-simulation calibration guidelines; and
  - Existing modelling methodologies.

Objectives for the outcomes of these sessions will be distributed before the conference.

3. Information sessions encompassing subject matter such as regional modelling in NZ, advances in pedestrian modelling, public transport modelling and innovative uses of micro-simulation modelling.

To date IPENZ funds have not been used to establish or arrange any of the above. The conference will be funded by a combination of sponsorship (a total of approximately \$6,000) with the remaining costs covered by an attendance cost of \$345 per person for the two days. It is envisaged at this time that there will be a surplus of \$5,000 following full repayment of the expenses for the event organisation. The remainder will be established as a basis for the organisation of future conferences and will be held by IPENZ.

## REPORT TO IPENZ TRANSPORTATION GROUP AGM 2008

TO BE PRESENTED TO THE ANNUAL MEETING NOVEMBER 2008.

### 1. BOARD MEMBERSHIP AND NAME

This year's Board for 2007-2008 comprised : David Gamble (Chairman, Dunedin) and six elected members including Chris Freke (Deputy Chairman, Manukau), Ian Clark (Auckland), John Winter (Hamilton), Steve Spence (Wellington), Tony Brennan (Wellington), Dave Gennard (Wellington) together with Bruce Conaghan (Dunedin representing IPENZ Transportation Group) and Bob Gibson (nominated by Land Transport NZ, Wellington). In April, Donald Veal (Consultant of Perth) was co-opted to represent the increasing Australian membership.

In July we re-branded, dropping the former NZTPDB and replacing it simply by Trips Database Bureau (TDB). We have simplified our name and logo to enable people to get their 'tongue around it'. The name also links more clearly with Trips, including of course travel and trip making by all modes. TDB also gives us easier identification and a better international presence.

### 2. TDB ACTIVITIES 2007-2008.

This has been the busiest year in the life of the Bureau. Following on from last year's very successful March 2007 workshops which were attended by 200 members, the Bureau's consultants have been very busy completing the three major LTNZ research projects. These are all either published or shortly to be so.

- 'National Travel Profiles Part A. Description of Daily Travel.' Published as RR 353 'Comparison of UK/NZ Trip Rates and Land Uses.' LTR 0079
- 'Integrated Transportation Assessments'. LTR 0090

We have now introduced four TRICS licenses for their database here in NZ. These are held on behalf of the **TDB** by Messers Ian Clark, Ian Carlisle, Tim Kelly and Steve Abley. It is now possible for our members (only) to inquire regarding trip making characteristics of equivalent UK sites through these four **TDB** Data Advisory Group members' subsequent license holders.

This arrangement was negotiated following an invitation from TRICS that took Malcolm Douglass to England to present a paper at their conference in London held in November 2007. The paper was entitled 'One Transportation Planet'.

We continue to chase survey results to add to our database. This year new surveys have not been very forthcoming with only about 50 new site surveys added. We hope that next year we can start the Australian spread sheet of the database so we can build an ANZAC database with a reputation for being up to date and of high quality.

### **3. TDB MEMBERSHIP**

It will be recalled we had 14 members at the end of our first year June 2003, lifting to 28 at the end of our second year June 2004, 33 in June 2005, 41 in June 2006, 49 in June 2007 and this year the number is 52 New Zealand members.

We also have 9 Australian members of the Bureau drawn from WA, SA, Victoria, NSW and Queensland. These members join on exactly the same terms and the same services as NZ members.

Amendments to the membership rules in 2006 enabled the board to invite reciprocal memberships. There are currently 8 Reciprocal memberships. Thus our total membership in all classes is now 69.

### **4. WORK IN THE CURRENT YEAR**

Our proposed priorities for 2008- 2009 are to:

- Consolidate our position with Australian members and agencies,
- To work closely with TRICS and establish their data base use in Australasia,
- To more effectively collect survey results from our members as an economic way of rapidly building the data base up to 2000 sites.

Having worked out our last three contracts with NZTA we have no immediate resources coming from that quarter.

We are currently running a national programme of three one-day workshops on Surveys, Databases and Integrated Transportation Assessments in Auckland, Wellington and Christchurch. We confirm Nick Rabbets, Manager Transportation, Dorset, and Chairman of TRICS UK, will be here for our workshops and the New Plymouth conference.

The Collection of more survey information remains the essential element in 2008-2009. To this end the workshops being held in November 2008 have, as a primary objective, the establishment of a permanent conduit of survey results from both consultants and local government to the TDB Database.

### **5. FINANCES AND ANNUAL PLAN 2007-2008.**

Last year's income from all sources (Membership fees - \$74,000, Workshop recoveries - \$5,300, and LTNZ grants - \$150,557 totalled \$229,845). This total income was about \$120,000 more than the previous year. Most of this \$120,000 increase was absorbed within the three LTNZ Research Programmes.

This year's income will enable \$92,000 to be spent on TDB membership core business. There will not be a source of funds for research from NZTA this year. Consequently it is necessary to make application for new projects now. The Board has agreed to place an application with the NZTA seeking support for a new National Travel Profile - Part B research project dealing with the use of the MOT survey data in the development of regional transportation models.

### **6. ADMINISTRATION**

Malcolm Douglass (Douglass Consulting Services Ltd.) and Steve Abley (Abley Transportation Engineers), both based in Christchurch, continue to provide the technical bureau service as contract administrator and chief researchers. Their positions are as consultant support with specific tasks agreed by the Board and contracted throughout

the year. Other consultants this year have included TDG, Tim Kelly, MWH and Flow Transportation.

In conclusion, I again ask you to bring the Bureau's purposes and services to the attention of your colleagues and persuade them, if they are not members, to join.

A handwritten signature in black ink, appearing to read "C. Gable". The signature is fluid and cursive, with the first letter being a large capital 'C'.

Chairman of the NZTPDB Board

10 October 2008



**IPENZ**

**TRANSPORTATION GROUP RULES**

# THE INSTITUTION OF PROFESSIONAL ENGINEERS NEW ZEALAND (IPENZ)

## RULES OF THE IPENZ TRANSPORTATION GROUP

### 1. SECTION 1 - NAME AND DOMAIN OF ACTIVITY

- 1.1 The Transportation Group (hereinafter referred to as "the Group") is a Technical Interest Group (TIG) of the Institution of Professional Engineers New Zealand Inc. (hereinafter referred to as "the Institution"). At all times and in all forms of output that it creates, the Group must present and represent itself as a Technical Interest Group of the Institution through the use of the name "IPENZ Transportation Group".
- 1.2 The Group exists, and operates within, the discretion of the IPENZ Board (hereinafter referred to as "the Board").
- 1.3 The domain of activity of the Group shall be the art, science and practice of transportation planning and engineering, particularly land-based transport systems.
- 1.4 Transportation planning and engineering are broadly concerned with the assessment, preparation and construction of complete transportation systems for present and future needs, including integration with land use, and the planning, design, construction and traffic operations of roads, streets and highways, including interactions with adjacent land uses and other modes of transportation.

### 2. SECTION 2 - OBJECT

- 2.1 The Object of the Group shall be the advancement of the Object of the Institution, that is the advancement of the professions of engineering within New Zealand by means including but not limited to:
  - a. developing and sharing advances in engineering and technological knowledge;
  - b. developing technological skills to improve the well-being of society;
  - c. representing the engineering professions;
  - d. contributing to the development and recognition of good engineering practice;
  - e. recognising, regulating and supporting those demonstrating competence in the engineering professions;
  - f. supporting engineers in their career development;
  - g. contributing to meeting the needs of the community;within the domain of activity of the Group, by:
  - a. informing members of the Group on important national and international developments and issues that lie within the domain of activity;
  - b. contributing to knowledge development in the domain of activity;
  - c. supporting the identification of good engineering practice within the domain of activity;
  - d. preparing informed comment on public policy issues within the domain of activity; and

- e. creating a national network amongst members with similar technical interests by regular communication.

### **3. SECTION 3 - MEMBERSHIP**

- 3.1 Every Member of the Institution who expresses an interest in joining the Group and who pays the annual Group subscription fee shall be entitled to join the Group. Those Members of the Institution who have experience consistent with the domain of activity of the Group shall be accepted as Members of the Group, all others shall be accepted as Affiliate Members of the Group.
- 3.2 Persons eligible to enter a competence-graded Membership class of the Institution or who hold a recognised engineering qualification but who are not Members of the Institution and hold experience consistent with the domain of activity of the Group, and who pay the annual Group subscription fees, may be admitted as Members of the Group only if the National Committee agrees to their admission.
- 3.3 Subject to permission of the Board of the Institution, and at the discretion of the National Committee, other persons expressing an interest in the domain of activity, and whose inclusion adds value to the activities of the Group as a whole, may be permitted to become Affiliate Members of the Group, provided that they pay the annual Group subscription fees.
- 3.4 All persons wishing to apply for membership of the Group as either a Member or Affiliate Member (hereinafter both referred to as “member of the Group”) shall do so using a form provided by the National Committee of the Group. Completion of the form including nomination for membership shall be considered as acceptance of the Rules of the Group.
- 3.5 Subject to permission of the Board of the Institution, and at the discretion of the National Committee of the Group, an organisation expressing an interest in the domain of activity, and whose inclusion adds value to the activities of the Group as a whole, may be invited to become an organisational member of the Group, provided that it pays the relevant annual subscription fee. Such organisations should apply for membership using a form provided by the National Committee of the Group.
- 3.6 Each organisation that is a member of the Group shall be entitled to nominate one or more persons who shall be treated as if they are individual members of the Group, the number of such nominations per organisation being decided from time to time by the National Committee of the Group.
- 3.7 Only individual members of the Group as accepted through rules 3.1, 3.2, 3.3, and 3.6 shall be entitled to vote on matters affecting the Group. All such members may attend meetings of the Group.
- 3.8 Membership of the Group in itself does not confer the rights of Membership of the Institution.
- 3.9 Any member having held a contiguous or non-contiguous period of membership of the Group of not less than 25 years, and if engaged in employment is not working more than 20 hours per week on average, may apply to the National Committee for Retired Membership. Any member granted Retired Membership by the National Committee shall be required to pay 50% of the annual Group subscription fees.

- 3.10 Any member of the Group who has not paid the annual subscription fee within a period of time prescribed by the Board, in consultation with the National Committee of the Group, may be removed from membership of the Group at the discretion of the Board. Persons or organisations removed from membership may apply for re-admission, which may be approved by the Board of the Institution, at the discretion of the National Committee of the Group, under such conditions as the Board and National Committee see fit.
- 3.11 Four financial members of the Group, comprising two members from different Branches and of which at least one is a Fellow of IPENZ as nominators and two members of which at least one is a Fellow of IPENZ as supporters, can recommend to the National Committee individuals who they consider warrant Life Membership in recognition of their outstanding work to the Group and the transportation industry over a prolonged period. Confirmation of Life Membership will require ratification at an Annual General Meeting following a recommendation from at least two thirds of the National Committee. Any member granted Life Membership shall not be required to pay the annual Group subscription fees.

#### **4. SECTION 4 - -CHAIRPERSON AND NATIONAL COMMITTEE**

- 4.1 The affairs of the Group shall be managed by a National Committee chaired by a Chairperson.
- 4.2 The National Committee shall contain no less than five members, including the Chairperson, who are elected pursuant to Rule 6.1 and co-opted members, provided that the total number of Committee members is no more than eleven. The Chairperson and at least two thirds of the Committee members (including co-opted members) must hold a competence-graded Membership class of the Institution. The immediate past Chairperson of the National Committee, and the Chairpersons of the Branches of the Transportation Group, shall be corresponding, non-voting members of the National Committee.
- 4.3 The terms of tenure of the positions of Chairperson and National Committee member are one year to the next Annual General Meeting.
- 4.4 No member of the Group shall be prevented from holding office on the National Committee by reason of their prior service on the Committee, save that the prior permission of the Board shall be required in order for a member who has served for three or more one-year terms as Chairperson to be elected to that position for a further term.
- 4.5 The National Committee may choose to elect a Vice-Chairperson from within the elected members of the National Committee with the responsibility to delegate in the absence of the Chairperson. The Group may also choose to designate titles for positions within the National Committee to associate them with particular roles.
- 4.6 The Group's National Committee may form sub-committees to perform particular roles, and co-opt members to those sub-committees, provided that all decisions of a sub-committee are subject to ratification by the National Committee.
- 4.7 Decisions of the National Committee are made by majority vote of those present (including those present via teleconference, videoconference or similar methods), provided a quorum is present (see Rule 8.6), there being no casting vote.

4.8 The National Committee may fill a casual vacancy not filled at an election. Each member appointed to fill such vacancy shall hold office until the next Annual General Meeting.

4.9 The Chief Executive of the Institution, or the Chief Executive's appointee, shall be the official Secretary of the Group.

## **5. SECTION 5 - ANNUAL MEETING AND RECEIPT OF ANNUAL REPORT**

5.1 The Financial Year of the Institution shall apply to the Group unless the Board agrees otherwise.

5.2 The Annual General Meeting of the Group shall be held within three months of the end of each Financial Year at a time set by the National Committee.

5.3 The Chairperson shall present an annual report on activities to the Annual General Meeting, and this will normally be distributed to all Group members.

5.4 The National Committee shall prepare a report on Group activities for inclusion in the Institution's Annual Report.

5.5 The annual report shall cover activities of the Group and the use of funds by the Group.

## **6. SECTION 6 - ELECTION OF OFFICERS**

6.1 The election of the Group Chairperson and National Committee shall occur at the Annual General Meeting, or failing that by postal ballot of all members as soon as possible thereafter.

6.2 Only individual persons and not organisations may be elected to the National Committee or as Chairperson.

6.3 Nominations shall be open for a period not exceeding one month prior to the Annual General Meeting, and shall be closed during the Annual General Meeting of each Group.

6.4 Nominations must be made by an individual member of the Group who personally, or whose organisation, is a member of the Group, and acceptance of nomination must be verified for a nomination to be valid.

6.5 Candidates for election to the National Committee are to have served at least one term on a Branch Committee and must be fully financial at time of election.

6.6 Members of the Group or nominees of organisations that are members of the Group may be co-opted onto the National Committee of the Group by a two-thirds majority vote of the elected members of the National Committee.

## **7. SECTION 7 - INCOME AND EXPENDITURE**

7.1 The National Committee of the Group shall recommend membership subscriptions to the Board which shall be sufficient to cover the normal operating expenses of the Group.

- 7.2 Subscription income shall be expended only in furtherance of the Object of the Group and in accordance with procedures specified by the Board for ensuring that the Group behaves responsibly towards the Institution as a whole.
- 7.3 The Group may charge fees for specific activities for which the costs cannot be met from subscription income provided that the fees charged and the spending of them is in accordance with procedures specified by the Board for ensuring that the Group behaves responsibly towards the Institution as a whole.

## **8. SECTION 8 - MEETINGS**

- 8.1 Meetings of the National Committee and meetings of the Group shall be held as required.
- 8.2 Special General Meetings of the Group may be called by the National Committee on its own initiative, or at the written request of ten members, for the purpose of discussing the performance of the Group.
- 8.3 Notice of an Annual General Meeting or a Special General Meeting, and the nature of the business to be transacted, shall be circulated to each member to be received not less than fourteen days before such meeting.
- 8.4 Visitors may be introduced by members to Group meetings subject to the approval of the Chairperson, and such visitors may take part in discussions on the invitation of the Chairperson.
- 8.5 The Chairperson of the Group, when present (including those present via teleconference, videoconference or similar methods), shall preside at each Group meeting and in his or her absence, the Vice-Chairperson shall preside. If the Chairperson or Vice-Chairperson is absent or otherwise unable to attend to matters pertaining to the Group, then the members of the National Committee present shall appoint an interim Chairperson from among their members for the period of time required to attend to business matters.
- 8.6 A quorum for the National Committee shall be not less than two thirds of the total Committee including the Chairperson or elected Vice-Chairperson. For a Special General Meeting, the quorum shall be not less than ten members. There shall be no quorum for the Annual General Meeting of the Group.
- 8.7 Each member of the Group actually and rightfully present at any general meeting has the right to exercise one vote on any motion before such meeting, and each National Committee member has the right to exercise one vote at National Committee meetings. Voting shall be by the voices, except that any such member present may require a show of hands and any ten percent of such members present may require a secret ballot.

## **9. SECTION 9 - PUBLICATIONS AND OTHER OUTPUTS OF ACTIVITY**

- 9.1 The Group may prepare publications and other forms of output within its domain of activity, and release these outside the membership, provided that they have been prepared in accordance with procedures specified by the Board for such activities within the Institution.

## **10. SECTION 10 - BRANCHES**

- 10.1 The National Committee may create Branches as subsidiary bodies of the Group and shall decide the geographic boundaries that define each Branch, and the branch name for each Branch so created.
- 10.2 The affairs of the Branch shall be managed by a Chairperson elected by members of that Branch.
- 10.3 The Chairperson of each Branch shall prepare a report on their activities to the Annual General Meeting of the Group, and this will normally be distributed to all Group members prior to the Annual General Meeting.

## **11. SECTION 11 - TECHNICAL SUB-GROUPS**

- 11.1 The National Committee may form Technical Sub-groups which contribute to knowledge development in the domain of activity.
- 11.2 Where the formation of a Technical Sub-group is approved by the National Committee, all members of the Technical Sub-group shall be required to be members of the Group.
- 11.3 The affairs of the Technical Sub-group shall be managed by a Chairperson elected by members of that Sub-group.
- 11.4 Except with the approval of the National Committee, Technical Sub-groups are not permitted to charge annual subscription fees.
- 11.5 The Chairperson of each Technical Sub-group shall prepare a report on their activities for the Annual General Meeting of the Group, and this will normally be distributed to all Group members prior to the Annual General Meeting.

## **12. SECTION 12 - REPRESENTATION**

- 12.1 In representing themselves in their own activities, outside the activities of the Transportation Group, those members of the Group :
  - 12.1.1 who hold a competence-graded Membership arising from Rule 3.1 and whose competence is aligned with the domain of activity of the Group, may use the title of Member of the Group
  - 12.1.2 other persons admitted under Rule 3.2 may use the title Member of the Group and are not to imply by any means that they are Members of the Institution itself
  - 12.1.3 all other members may only use the title of Affiliate Member of the Group and are not to imply by any means that they are Members of the Institution itself unless they hold a competence graded Membership of the Institution.

## **13. SECTION 13 – ALTERATION OF RULES**

- 13.1 An alteration to the Rules of the Group may be recommended by a two thirds majority vote of members present at either an Annual General Meeting or a Special General Meeting of the Group and that alteration shall become effective if approved by the Board of the Institution.

13.2 No addition to or alteration or rescission of the rules shall be approved if it in any way affects the dissolution rule (14) and no addition to or alteration of the dissolution rule (14) shall be approved without the approval of the Inland Revenue Department.

13.3 No alteration, rescission or substitution which would alter the charitable nature of the Group shall be permitted.

#### **14. SECTION 14 - DISSOLUTION OF THE GROUP**

14.1 The Board of the Institution may dissolve the Group provided that at least one of the following criteria is satisfied :

- a. the members of the Group request the dissolution, as determined by a 75% majority of those present at a Special General Meeting called for the purpose of discussing a motion for dissolution;
- b. the Board is of the view that the Group is non-viable as evidenced by poor financial performance, lack of activity, or failure to form a National Committee for an extended period of time.

14.2 In expending any unspent Group funds, in so far as is reasonably possible, the Board must follow any direction previously given by the Group for the use of the funds. No member of the Group shall in any way benefit from such distribution of the unspent Group funds, which shall be distributed for charitable purposes within New Zealand.