

**MINUTES OF 2020 ANNUAL GENERAL MEETING OF THE TRANSPORTATION GROUP NZ
CHRISTCHURCH, MARCH 11ST 2020**

Attendance

Present	
80+ members present plus the following members of the National Committee:	
Jeanette Ward (Chair)	Alan Nicholson (RASCals)
Glen Koorey (AMIG)	Bridget Burdett (Vice-Chair)
Daniel Newcombe (Roundabout editor, awards)	Stephanie Spedding (Membership)
David Matthews (Former Auckland branch)	Mel Muirson (Treasurer)
Grace Ryan (Canterbury branch)	Lisa Clifford (Southern branch)
Nick Lovett (Former Canterbury branch)	David Matthews (Auckland branch)
Alan Nicholson (Research)	

Apologies

Name	
Ian Appleton	

ITEM	DISCUSSION / DECISIONS	ACTION
1.0	Introduction and Apologies	
1.1	The Meeting commenced at 3:30pm	
1.2	a. Apologies as noted above.	
2.0	Confirmation of Previous Minutes	
2.1	Jeanette Ward moved that the 2019 AGM minutes be received, seconded by Daniel Newcombe.	Approved
3.0	Chair's Report, Membership Report and Treasurer's Report	
3.1	<p>These reports were circulated with the AGM agenda and are attached as an appendix to these minutes.</p> <p>Jeanette went through the Chair's Report and Membership Report, noting the range of events the Group run and the broadening diversity of the membership and National Committee. The National Committee intend to promote more activities that engage with the community, not just the membership.</p> <p>Melanie Muirson went through the Treasurer's Report, noting the Group's financial position and noted a recent issue regarding a change by Engineering NZ to the Group's reserves, which has now been resolved. A financial plan for the year ahead will be developed.</p> <p>Jeanette Ward moved these reports be received, seconded by Glen Koorey.</p>	Approved
4.0	Operating Procedures update	
4.1	<p>Proposed changes were circulated prior to the AGM and feedback was incorporated into the revisions.</p> <p>Jeanette Ward outlined the proposed changes, including a minor change following feedback.</p> <p>Jeanette Ward moved these changes to the Operating Procedures be adopted, seconded by Grace Ryan.</p>	Approved

ITEM	DISCUSSION / DECISIONS	ACTION
5.0	2021 conference	
5.1	Auckland is next year's host. Branch members are encouraged to volunteer for the organising committee. Please see branch chair David Matthews for details.	Noted
6.0	General Business	
6.1	None	
7.0	Close of AGM	
7.1	Next AGM to be held at the 2021 conference.	Noted
7.1	The meeting concluded at 4:00pm.	

See separate attachments for reports referred to in the minutes.

ANNUAL REPORT TO AGM MARCH 2020 - Chair's Report

National Committee

The National Committee consists of:

- Jeanette Ward (Chair)
- Bridget Burdett (Vice Chair)
- Melanie Muirson (Treasurer)
- Alan Gregory (Immediate Past Chair)
- Craig Richards (Waikato/BOP Branch Chair)
- Thomas Small (Membership Secretary and Central Branch Chair)
- Stephanie Spedding (Auckland and Northland Branch Chair)
- Nick Lovett (Canterbury and West Coast Chair)
- Olivia Heer, then Lisa Clifford (Southern Chair)
- Daniel Newcombe (Roundabout Editor)
- Alan Nicholson (Research Advisory Sub-Committee)
- Glen Koorey (Active Modes Infrastructure Group Liaison)
- Nathan Harper (Modelling User Group)
- Tony Brennand (Trips Database Bureau)
- Daniel Burgess (Signals User Group)

Over the past year there have been a number of changes within the committee as follows:

- Oliva Heer stepped down as Southern Chair and has been replaced by Lisa Clifford.
- Stephanie Speeding has stepped down as Auckland Chair and has been replaced by David Matthews.
- Nick Lovett will be stepping down as the Canterbury/Westcoast Chair and Grace Ryan will take on that role.

The National Committee aims to meet once or twice a year in person, this allows us to discuss matters beyond business as usual. In August 2019 we met in Wellington at the Engineering New Zealand (ENZ) office. We covered the following items with support from ENZ staff as required; Diversity and Inclusion, the Operating Procedures, a Social Media strategy and how the ENZ Practice Manager can support the group. The Committee will meet again the day before the 2020 Conference.

Membership

The current membership is 1183. This includes 18 Life Members, 11 Newsletter only members, 18 retired members, 137 student members and 4 unemployed members.

During 2019 two members were made Life Members - Tim Hughes and Colin Brody, and three members were made Engineering NZ Fellows - Don McKenzie, Michael Kerr and Dr Nabin Pradhan.

Submissions

We made two submissions in 2019.

May 2019 - Submission to ENZ re the MBIE proposal

The Ministry of Business, Innovation and Employment (MBIE) proposed a new regulatory system for engineers. This proposal replaces CPEng with a certification of general engineering competence and licensing for safety-critical engineering work. This system would be independently governed and accountable to the Minister. The submission was made by the National Committee and the key points of our submission were:

1. Although we understand the complexity of defining certain activities safety critical the current scope does not include areas of engineering that also have the potential to save lives. We consider that defining some engineering activities as safety critical implies other engineering activities are not. We would support a process to improve accountability of transportation engineers involved in safety-critical decisions.
2. We question whether the licensing is best undertaken by a Government Department. We should be no different than other professional bodies who are entrusted with the regulation, certifying and disciplining of their members.

August 2019 – Submission on the DRAFT Road to Zero - Road Safety Strategy

The strategy outlines proposals for a new road safety strategy for New Zealand, to replace Safer Journeys, the road safety strategy which expired at the end of last year. It also set out a preliminary set of actions under the new strategy. A submission was made with group input. In general, we applauded the overall content of this draft road safety strategy, particularly for its ambitious goals and evidence-based approach.

Conference 2019

The 2019 Conference in Wellington was well attended, and feedback was great as usual. The theme was 'The changing face of Transport in NZ'. A big thanks to the Central Branch for organising.

Engineering NZ support

Thanks to Rebecca Mather, Holly Raush (replaced Laura Sword during the year), Martin Pratchett and the rest of the ENZ team who assist us in administration, submissions and publications, and industry practice issues. ENZ run two Technical Group forums each year to support the groups, as Chair I have attended these and report back to the Group in my Roundabout Chairs Chat.

Finances

Please see the attached Treasurers report.

Regards

Jeanette Ward –Chair, National Committee, Transportation Group NZ

2018/2019 Financial Report for the Transportation Group New Zealand

To: Transportation Group New Zealand AGM – March 2020

From: Melanie Muirson - Treasurer

Summary Comments

The Transportation Group started the financial year on 1 October 2018 with agreed budgets for the National and Branch Committees, the annual Transportation Group conference together with the SNUG and MUGS groups. The National Committee has required each Branch to prepare realistic and justifiable budgets for each financial year. This is an internal National Committee control and at the end of each year, the intention is to 'write off' the debt by whatever amount is spent by the respective branches each year. This is, in effect, a replacement of the fixed budget with a flexible one.

The 2018/2019 budget is given in the statement of accounts for this financial year (refer to Attachment 1). Even though the AGM is held in the sixth month of the 2019/2020 financial year, this report addresses the previous financial year accounts which covers the twelve month period from 1 October 2018 to 30 September 2019. The attached Transportation Group New Zealand statement of accounts, as produced by Engineering New Zealand, is GST exclusive.

The account is administered by Engineering New Zealand National Office who produce all the reporting for the Group. Engineering New Zealand changed their reporting from 1 October 2018 to remove all references to the group's accumulated funds (reserves) and the term investments of \$150,000. This has led to several discussions with Engineering New Zealand throughout 2019 and resulted in a letter being sent to the Chief Executive and President to state the group's concerns about the lack of transparency regarding the group's reserves. Through other forums, it has been found that other Technical Interest Groups (TIGs) have similar concerns. Engineering New Zealand has invited all the TIG chairs and treasurers including SNUG and MUGS representatives to a facilitated workshop on 26 February 2020. An update from this workshop will be provided at the AGM.

The Transportation Group has requested the following assurances from Engineering New Zealand with regard to the group's finances:

1. A written assurance from Engineering New Zealand that the Transportation Group will be able to gain access to their member's accumulated funds (reserves) in the future for the purposes that contribute positively to Transport Engineering and Planning in New Zealand. It is acknowledged that any future expenditure will be allowed for in annual budgets and business cases are prepared for Board consideration.
2. A copy of the Reserves Policy following its review and a meeting to understand the implications for the Transportation Group.
3. A clear process and funding application template are provided in the Reserves Policy for TIGs to access funds.
4. That TIGs are consulted on all future issues and policy changes that impact access to funds immediately.

This year's National Committee (T351) expenditure totalled \$24,395.00 as detailed on Attachment 1. This expenditure covered professional fees for updating the website plus maintenance, domestic travel for the National Committee and awards/prizes for scholarship recipients including covering international travel costs. The overall expenditure for the group, including the branch committees, SNUG and MUGS groups, was \$338,092. The majority of this expenditure is attributed to the annual conference (\$210,259). The remainder of the expenditure is attributed to the branches, SNUG and MUGS.

The Group's consolidated income for the 2017/2018 financial year was \$326,662 including the branch committees, SNUG and MUGS groups (T351 to T365). Overall there was a smaller negative variance in the Group's consolidated account of \$11,430, which was less than the budgeted deficit of \$50,150.

The conference account accumulated a negative variance of \$2,153 for the financial year ending 30 September 2018 which is an improvement from previous years. We are successfully working together with Harding Consultants to track processing and reporting income and expenditure for the 2020 conference.

The finalised 2019/2020 Transportation Group New Zealand budget, as prepared by the National and Branch Committees, is given in Attachment 2. This summary provides the aspirational budget to justify the events and expenditure that the National and Branch Committees wish to allocate in the coming year whilst working towards achieving a cost neutral position.

Jeanette Ward, Bridget Burdett and Melanie Muirson are currently the authorised signatories for the National Committee account.



TRANSPORTATION GROUP NZ OPERATING PROCEDURES

1. SECTION 1 - NAME AND DOMAIN OF ACTIVITY

- 1.1 The Transportation Group New Zealand ("the Group") is a Technical Interest Group of Engineering New Zealand.
- 1.2 The purpose of the Group is to advance the technical knowledge, planning and management of land-based transportation facilities, networks and systems for the movement of people and goods.
- 1.3 Membership of the Group is open to those with a membership of Engineering New Zealand and other individuals or organisations with a professional interest in or who are directly involved in transportation matters.
- 1.4 The Group includes Sub-Groups focussed on transportation modelling (MUGS), traffic signals (SNUG), and traffic generation and parking (TDB) – see Section 10.
- 1.5 The Group's activities shall be managed by a National Committee and co-ordinated at a local level by Branches.
- 1.6 These Operating Procedures are subject to the Engineering New Zealand Rules (the Rules). In the case of any conflict between these Operating Procedures and the Rules, the Rules will prevail.

2. SECTION 2 - OBJECTIVES

- 2.1 The Group shall seek to advance the purpose of the Group by means including but not limited to:
 - a. developing and sharing national and international advances in transportation knowledge, standards, and technical expertise so as to assist in the professional development of members;
 - b. contributing to the development and recognition of good practice, facilitating the planning and creation of better transportation networks and management practices, in order to increase the productivity, sustainability, usefulness and safety of existing and new transport systems;
 - c. supporting Group members in their career development, through conferences, education, training, workshops, research and publications;
 - d. providing opportunities for the sharing of ideas and creating a national network for members; and
 - e. providing an industry voice to enable input into transport issues affecting New Zealand.

3. SECTION 3 - MEMBERSHIP

- 3.1 Any person may become a Group member by paying the annual subscription fee and completing the required membership form for approval by the National Committee.
- 3.2 Members need not hold a recognised engineering qualification but the Group recognises ongoing connections to Engineering New Zealand and alignment with the Engineering New Zealand [Code of Ethical Conduct](#).
- 3.3 Completion of the membership form shall be considered as acceptance of the Operating Procedures of the Group.
- 3.4 An organisation which completes the required membership form and pays the annual subscription fee may become a Group member, represented by one or more persons who shall be treated as if they are individual members except with regard to voting rights.
- 3.5 Only members of the Group shall be entitled to vote on matters affecting the Group. Organisations who are members may nominate one representative to vote on the organisation's behalf.
- 3.6 Any member of the Group who has not paid the annual subscription fee within a period of time prescribed by the National Committee may be removed from membership of the Group at the discretion of the National Committee.
- 3.7 Any member having held a contiguous or non-contiguous period of membership of the Group of not less than 25 years, and not working more than 20 hours per week on average, may apply for Retired membership of the Group. Any member granted Retired membership shall be required to pay 50% of the annual Group subscription fees.
- 3.8 Life membership, in recognition of outstanding work to the Group, may be recommended by nominators (comprising four Group members, two members from different Branches and ratified by the National Committee. Life membership can also be granted posthumously to members who have made significant contribution to the Group.
- 3.9 Any member granted Life membership shall not be required to pay the annual Group subscription fees. Life members are entitled to a free registration to one of the following events each year: the Transportation Group Conference, the MUGS conference or the SNUG conference.

4. SECTION 4 - CHAIRPERSON AND NATIONAL COMMITTEE

- 4.1 The affairs of the Group shall be managed by a National Committee, which shall contain no less than seven members, consisting of:
 - a. The Chairperson, who shall serve for two years from the Annual General Meeting, or vote at which they are elected, and be succeeded by the Vice-Chairperson
 - b. The Vice Chairperson
 - c. Each Branch Chairperson
 - d. The immediate Past Chairperson who is willing and able to serve ex officio for a term of two years; and
 - e. Any co-opted members undertaking National Committee roles.
- 4.2 Only individual persons and not organisations may be elected to the National Committee or as Vice-Chairperson.
- 4.3 The term of tenure of the positions of National Committee members is two years from the Annual General Meeting, or vote at which they are elected, to the second Annual General Meeting after their election or until an election prior to this is called by the National Committee.
- 4.4 The National Committee may choose to designate titles for positions within the National Committee to associate them with particular roles.
- 4.5 Members of the Group may be co-opted onto the National Committee by a two-thirds majority vote of the members of the National Committee.
- 4.6 The 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 Operating Procedure 8.5), there being no casting vote.

4.8 The National Committee may fill a committee role vacancy not filled at an election or due to the position holder being unavailable, and each member appointed to fill such vacancy shall hold office until the next Annual General Meeting.

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

5.1 The Annual General Meeting of the Group may be conducted in person, via electronic or other means and shall be held at the annual Group conference, or if this is not possible then 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 be distributed to all Group members at least one week prior.

5.4 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 Chairperson shall fulfil the role for two years and shall be succeeded by the Vice Chairperson, who shall be elected at the Annual General Meeting, or failing that by postal or electronic ballot of all members as soon as possible thereafter.

6.2 Nominations shall be open for a period not exceeding eight weeks prior to the Annual General Meeting, and shall be closed three weeks before the Annual General Meeting.

6.3 Nominations shall be on the prescribed form and shall bear the consent in writing of the member nominated to be valid.

6.4 Each candidate for nomination shall be invited to submit with the nomination paper information relevant to consideration of the candidacy.

6.5 Candidates are to have served at least one term on a Branch Committee.

6.6 The names of members nominated for Vice Chairperson shall be made available to each member of the Group not less than two weeks before the Annual General Meeting.

7. SECTION 7 - INCOME AND EXPENDITURE

7.1 The National Committee shall determine membership subscriptions, which shall be sufficient to cover the normal operating expenses of the Group, and shall recommend those membership subscriptions to the Engineering New Zealand Board.

7.2 Subscription income shall be expended only in furtherance of the objectives of the Group and in accordance with procedures specified by the Operating Procedures.

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 the Operating Procedures, provided that the fees charged and the spending of them is in accordance with procedures specified by the Engineering New Zealand Board.

7.4 The Chairperson of the National Committee shall, within three months of the end of each financial year, prepare and circulate to members a report on the use of funds by the Group and include this within the annual report presented at the AGM.

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.
- 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 by post or via electronic means to the address provided by the member, to be received not less than two weeks before such meeting.
- 8.4 The Chairperson of the National Committee, when present (including 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.
- 8.5 A quorum for the National Committee shall be not less than two thirds of the total Committee including the Chairperson or elected Vice-Chairperson.
- 8.6 For a Special General Meeting, the quorum shall be not less than ten members.
- 8.7 There shall be no quorum for the Annual General Meeting of the Group.
- 8.8 Each member of the Group 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 member present may require a show of hands and any ten percent of members present may require a secret ballot.
- 8.9 Remote voting can be arranged for Annual General Meeting and Special General Meeting matters that are of significant importance to the members, such as changes to the Operating Procedures. Members will be informed of the procedures for remote voting at least two weeks before each meeting.

9. SECTION 9 - BRANCHES

- 9.1 The National Committee may create Branches as subsidiary bodies to co-ordinate Group activities at a local level, and shall decide the geographic boundaries that define each Branch, and the branch name for each Branch so created.
- 9.2 The affairs of the Branch shall be managed by a Chairperson and committee elected by members of that Branch.
- 9.3 The process for election of branch committees shall be defined by the members of that branch, subject to the approval of the National Committee.
- 9.4 The Chairperson of each Branch shall prepare a report on their activities to the Annual General Meeting of the Group

10. SECTION 10 - SUB-GROUPS

- 10.1 The National Committee may form Sub-groups which contribute to the development of specific knowledge for the Group, including but not limited to Sub-groups focussed on transportation modelling (Modelling User Group - MUGS), traffic signals (Signal Network User Group - SNUG), and traffic generation and parking (Trips Database Bureau - TDB).
- 10.2 All members of the Sub-group shall be required to be members of the Group.
- 10.3 The affairs of the Sub-group shall be managed by a Chairperson elected by members of that Sub-group.
- 10.4 The process for election of Sub-group committees shall be defined by the members of that Sub-group, subject to the approval of the National Committee.
- 10.5 Except with the approval of the National Committee, Sub-groups are not permitted to charge annual subscription fees.
- 10.6 The Chairperson of each Sub-group shall prepare a report on their activities for the Annual General Meeting of the Group.

11. SECTION 11 - ALTERATION OF OPERATING PROCEDURES

- 11.1 An alteration to the Operating Procedures of the Group may be recommended by a two thirds majority vote of both the members present, and the member votes obtained remotely, at either an Annual General Meeting or a Special General Meeting of the Group and that alteration shall become effective at the conclusion of that meeting.
- 11.2 No alteration, rescission or substitution which would alter the charitable nature of the Group shall be permitted.

12. SECTION 12 - DISSOLUTION OF THE GROUP

- 12.1 The Engineering New Zealand Board 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; and/or
 - 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.
- 12.2 In expending any unspent Group funds, in so far as is reasonably possible, the National Committee 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.

13. HANDLING OF COMPLAINTS

- 13.1 If a complaint is received about the engineering competence or ethical conduct of a Group member, and that member is also a member of Engineering New Zealand or a Chartered Professional Engineer, the complaint will be referred to Engineering New Zealand in accordance with the Engineering New Zealand Rules and Disciplinary Regulations and/or the Chartered Professional Engineers of New Zealand Act and Rules 2002.
- 13.2 If a complaint is received about a member of the Group who is not a member of Engineering New Zealand or Chartered Professional Engineer, or a complaint is received that is outside the jurisdiction of Engineering New Zealand's complaints and disciplinary processes, the complaint will be assessed by the Chairperson (or if there is a conflict then their nominee from the National Committee) and two Group members with relevant experience to determine the most appropriate next steps.
- 13.3 The National Committee will respond to any complaints in accordance with the principles of natural justice, which include giving the member complained about an opportunity to respond to the complaint.
- 13.4 The National Committee may revoke membership of any member who it determines to have significantly breached the Operating Procedures or brought the Group into disrepute through inappropriate behaviour, or behaviour that is contrary to the Engineering New Zealand Code of Ethical Conduct.