

NOTICE OF MEETING

AITPM 2023 Annual General Meeting

The Annual General Meeting of Members of the Australian Institute of Traffic Planning and Management Ltd (ACN 062 495 452) will be held on Tuesday, 29th August 2023 at 12:30pm (AEST) via Online (Zoom Meeting).

EXPLANATORY NOTES

Reports

The reports are readily available for Members. Members at the meeting will have a chance to ask questions about the reports.

The law requires that the reports be presented and considered at the meeting but there is no requirement for the meeting to adopt them so no resolution regarding the accounts and reports will be put.

Director Elections

If the number of nominations received is equal to or less than the number of vacant positions to be filled then the candidates nominated shall be declared elected at the annual general meeting following the close of nominations, subject to endorsement of each candidate by the Voting Members by separate ordinary resolutions at that annual general meeting. If any of these candidates are not endorsed by the Voting Members at the annual general meeting following the election, then they will not become Directors.

Polls

In the interests of ensuring as wide an involvement of Members as possible in the decision making, it is the intention of the President, as chair of the meeting, to require a poll for each item of business. A poll will ensure that all directed proxies are exercised in the way the Member has directed. Hence Members who do not plan to be at the meeting are encouraged to submit a **DIRECT VOTE** (preferred method) or submit a proxy and to direct on the proxy form how their proxy is to vote, either 'for' or 'against' or 'abstain' with each resolution.

Note that the law requires that if you direct a proxy how to vote, and the proxy is not the chair of the meeting, and a poll is called then, before the poll closes, any proxy votes that have not been exercised by your proxy must pass to the chair of the meeting who must exercise the proxy. To simplify administration of proxies, Members are encouraged to appoint as their proxy the chair of the meeting as the law requires that the chair exercise all directed proxies that they hold.

By order of the Board

Company Secretary
Australian Institute of Traffic Planning and Management Ltd
8 August 2023