

26.8.1965

26. 8. 65

**AUSTRALIAN PLANNING INSTITUTE**  
**PUBLICATIONS BOARD**  
**FIRST ANNUAL REPORT**

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Report to the A. P. I. Council on activities of the Board over the period August 21, 1964, to August 26, 1965. This Report is pursuant to Section 7 (f) of the Publications Board Regulations, adopted by the A. P. I. Council on August 22, 1964.

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1. The Board has held three meetings over the year under review, one in Adelaide, one in Sydney and one in Canberra. Attendances of Board Members have been as follows:-

Gavin Walkley (F)	Chairman	3
Walter Abraham (F)	Deputy Chairman	3
Bruce Opie (F)	Board Member	2
A. J. Wheeler (M)	Board Member	-
George Clarke (M)	Hon. Editor	3
John Shaw (F)	Hon. Assoc. Editor	2
J. L. King (M)	Hon. Assoc. Editor	-

2. During the year, the Board has recommended the appointments, subsequently confirmed by Council, of David Hain (Affil.) and John Toon (M) as additional Honorary Associate Editors. The Board has also exercised its own discretion under Section 2 (f) of the Regulations to appoint Messrs. J. Brine (M), H. Westerman (M) and E. Duek Cohen (M) as Honorary Assistant Editors.

3. The Board has, during the year, been formally located in Sydney.

4. A vacancy on the Board has occurred through the resignation of Mr. J. L. King from his position of Board Member and Hon. Associate Editor. The Board accepted Mr. King's resignation, with regret, on August 26, 1965, and recommends to Council the appointment, pursuant to Section 5 of the Regulations, of E. Duek Cohen as Hon. Associate Editor and Board Member to fill the vacancy.

5. (a) The Board has arranged and obtained the publication of four issues of A. P. I. J. and one issue of the A. P. I. Calendar during the year under review. The A. P. I. J. issues have been Nos. 2, 3, 4 and 5 of Vol. 3, for October '64,

January, April and July '65. The "1965" Calendar has also been published, with particulars correct to June 30, 1964.

The Board is currently considering the publication of the next Calendar, and is currently producing the new Membership Application Forms.

- (b) The Board has produced new letterheads for A. P. I. J. and is obtaining standard Institute letterheads for the Board's own use.
  - (c) The Board has published the proceedings of the August 1964 Australian Planning Congress in the January, 1965, issue of A. P. I. J. The Board acknowledges with thanks the contribution of £400, made by the 1964 Congress Committee and the Adelaide Division, towards the cost of this publication.
  - (d) The Board has arranged for the signing and sealing of a new 3 year Contract with the West Publishing Corporation Pty. Ltd., for the publication of A. P. I. J. commencing with the issue of Vol. 3, No. 4 for April, 1965. Two of the twelve issues called for under this Contract have so far been published.
6. The Board is pleased to report a 23% increase in the number of paid subscriptions to A. P. I. J. During the year under review, paid subscriptions have increased from 510 to 626. With A. P. I. Membership now standing at about 800, the total committed circulation of A. P. I. J. now approaches 1,450. The Board has adopted a target of 750 paid subscriptions by 1. 4. 66 and requests the Council to call upon Divisions to assist in the achievement of this target. Annexed to this Report are four statistical tables and a graph setting out in detail the distribution and growth of A. P. I. J. paid subscriptions.
  7. The Board recommendation, that libel insurance for A. P. I. J. is unnecessary, has been adopted by Council.
  8. The Board has distributed a copy of the "1965" Calendar to each Institute member and, in addition, has distributed 180 copies to Institute office bearers and Division Secretaries. The remaining 250 copies are held for the Board by the West Publishing Corporation, and are for sale at 7/6d. each, of which 5/-d. per copy sold is returnable to the A. P. I. Publications Fund.

9. The Board recommends to Council that the next Calendar be published early in 1967, with membership lists, constitution and by laws, history etc., correct to August 1, 1966. The board is investigating alternative ways of listing member's names. The Board is also considering quotations which could cut printing costs by 30 per cent if 80 per cent of the existing Calendar type is reused.

10. Pursuant to Section 8 of the Regulations, the Board has established and administered the A. P. I. Publications Fund. The Fund is held in an interest bearing cheque account with the Bank of N. S. W., Anchor House, Sydney.

A Balance Sheet and Financial Statement for the twelve months under review, which has been approved by the Board, is annexed hereto.

A Bank Statement has been sent to the Institute's Auditors for audit to June 30, 1965.

The Board draws the attention of Council to the Board's experience that, in order to function effectively, the Board must enter into financial commitments 4 to 6 months in advance, and must plan its commitments 9 to 12 months in advance. Council is therefore requested to revise its practice over the past year with regard to the payment of grants into the Publications Fund.

The Board also wishes all concerned to be informed that under Section 8 of the Publications Board Regulations, any and all payments for the purposes of Institute publications should be made to the Publications Fund, and not direct to the person or firm to whom payment is ultimately due.

The Board has administered the Fund on the basis of £610 being budgetted for the Journal and Calendar during 1964/5, although only £230 was actually paid by Council into the Fund during 1964/5. Accordingly the Board has current liabilities of £196. 4. 3, due for additional pages and blocks in the Journal, for typographic and clerical expenses. The Board therefore recommends that Council now remit monies to the Publications Fund to cover these current liabilities, which were incurred during 1964/5. The Board notes that these liabilities are more than covered by the remaining £230 which was budgetted but not paid by Council last year.

11. The Board is currently seeking and negotiating for special Journal subsidies from the Social Sciences Research Council of Australia, but cannot expect an early or substantial subsidy from this source.

12. The Board has reappointed Messrs. Brine and Westerman as Hon. Assistant Editors for the coming year. The Board has also appointed, subject to their acceptance, Messrs. Paul Ritter, Gilbert Herbert (M) and James Birrell (M), as additional Honorary Assistant Editors.
13. For decision by Council at its meeting immediately following the next Annual General Meeting, the Board, pursuant to Sections 4 and 7 (g) of the Regulations, nominates Mr. George Clarke (M) as Honorary Editor and Mr. E. Duek Cohen (M), Assoc. Prof. J. H. Shaw (F), John Toon (M) and David Hain (Affil. ), as Honorary Associate Editors for the following year.
14. The Board submits a request to Council for a grant of £841. 4. 3 to maintain and improve Institute Publications during the Financial Year 1965/66.

This request is made up as follows:-

To meet liabilities incurred under the 1964/5 Budget as dealt with in paragraph 10 of this Report.	£196. 4. 3
Grant towards Calendar Reserve, to be held in Publications Fund.	£150. 0. 0
Grant for printing and producing new Membership Application Forms	£ 40. 0. 0
Grant for A. P. I. J. :- 28 extra pages at £10 per page, plus £75 allowance for extra blocks	£355. 0. 0
Grant to cover the Board's administrative expenses	£100. 0. 0
Total	£841. 4. 3

This Report is submitted on behalf of the Board by:-

Gavin Walkley, Chairman



George Clarke, Honorary Editor.

Publications Board Report  
Annexure (i)

## Balance Sheet

## EXPENDITURE


5. 4. 65	
West Publishing Corporation -	
Congress Proceedings, 40 pp.	
@ £10	£400. 0. 0
30. 6. 65	
Whites Aviation Ltd., N. Z. -	
Copyright fee for Auckland	
Harbour Photograph	6. 10. 10
20. 8. 65	
Edwards & Shaw, Printers -	
500 A. P. I. J. letterheads	8. 8. 9
20. 8. 65	
West Publishing Corporation -	
A. P. I. J. extra pages and blocks	
on account	200. 0. 0
GROSS EXPENDITURE	£614. 19. 7
Cash in Bank 26. 8. 65	18. 2. 1
	633. 1. 8

# AUSTRALIAN PLANNING INSTITUTE JOURNAL

## PAID NON-MEMBER SUBSCRIPTIONS - DISTRIBUTION AND GROWTH

AREA	<u>24.2.64</u>	<u>26.5.64</u>	<u>13.8.64</u>	<u>17.3.65</u>	<u>31.7.65</u>
New South Wales	-	177	184	219	226
Victoria	-	111	112	119	128
Queensland	-	44	44	48	56
Western Australia	-	29	32	39	41
South Australia	-	16	20	23	24
Tasmania	-	22	10	22	22
Australian Capital Territory	-	7	9	12	13
Papua New Guinea	-	4	4	7	7
Northern Territory	-	1	1	1	-
Sub Total	373	411	416	490	517
New Zealand	65	70	70	74	75
United States of America	11	12	12	13	14
United Kingdom	2	3	4	4	5
Malaysia	1	2	2	3	3
Pakistan	1	1	2	2	2
Canada	1	1	1	2	2
South Africa	1	1	1	1	1
New Caledonia	1	1	1	1	1
Austria	Nil	1	1	1	1
Rumania	"	Nil	Nil	1	1
Poland	"	"	"	1	1
Turkey	"	"	"	1	1
Italy	"	"	"	Nil	1
Fiji	"	"	"	"	1
TOTAL	456	503	510	594	626

Growth since March, 1962, during which time 14 issues have been published, has been from Nil to 626. It is hoped that this growth can be continued so that by March, 1966, we may have at least 750 paid non-member subscribers.

  
George Clarke  
Honorary Editor  
17.8.65.


AUSTRALIAN PLANNING INSTITUTE JOURNAL

PAID NON-MEMBER SUBSCRIPTIONS -  
RATIOS TO POPULATION BY AREAS.

Based on the latest available population estimates as at each date.

AREA	Population per Subscription		
	May 1964	March 1965	July 1965
Papua New Guinea excluding indigines	N. A.	4,258	4,258
Australian Capital Territory	11,082	6,881	6,649
Tasmania	16,983	16,568	16,794
New South Wales	23,090	18,883	18,497
Western Australia	27,038	20,349	19,526
Australia	27,765	N. A.	22,250
Victoria	27,750	26,446	24,961
Queensland	35,727	33,178	28,548
New Zealand	N. A.	34,225	34,756
South Australia	63,750	45,072	43,723
Northern Territory excluding indigines	28,822	32,510	No Subscription Pop: 32,554

Efforts must particularly be directed towards increasing  
subscriptions in those areas in the lower half of the above list.


  
George Clarke  
Honorary Editor  
17. 8. 65.

AUSTRALIAN PLANNING INSTITUTE JOURNAL

PAID SUBSCRIPTIONS BY LOCAL COUNCILS  
as at July 31, 1965.

STATE	Total No. of Local Authorities	No. of L. A. s Subscribing to A. P. I. J.	Total No. of L. A. Subscription
New South Wales	227	43 L. A. s	97 copies
Victoria	209	36 "	52 "
Western Australia	147	11 "	15 "
South Australia	142	11 "	12 "
Queensland	132	11 "	13 "
Tasmania	49	7 "	8 "
TOTALS	906	119 L. A. s	197 copies

Every effort is needed to obtain more L. A. subscriptions, particularly mutliples subscriptions. The co-operation and active assistance of every Institute member is sought in this regard.

  
George Clarke  
Honorary Editor  
17. 8. 65.




## AUSTRALIAN PLANNING INSTITUTE JOURNAL

### FREE POSTAL DISTRIBUTION LIST

	<u>31.7.65</u>	<u>16.8.65</u>
New South Wales	14	10
Australian Capital Territory	6	5
Victoria	5	3
South Australia	2	1
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Sub Total	27	19
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United Kingdom	9	8
United States of America	9	7
New Zealand	3	3
India	4	4
Germany	2	2
Greece	2	1
South Africa	2	2
Poland	1	1
Colombia	1	1
Israel	1	1
Denmark	1	1
Indonesia	1	1
Liberia	1	1
Aden	1	1
Spain	1	1
Canada	1	1
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Sub Total	40	36
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TOTAL	67	55
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Under the terms of our current contract, the total free postal distribution must be further reduced to 30.

  
George Clarke  
Honorary Editor  
17. 8. 65.

# APIJ—GROWTH OF NON-MEMBER PAID SUBSCRIPTIONS

1-1-62 TO 31-7-65 WITH TARGET FOR 1-4-66

TARGET 750  
BY 1-4-66

