

TRIPS DATABASE BUREAU (Incorporated)



2018 ANNUAL MEETING AGENDA

NOTICE of the Sixteenth Annual Meeting of the Trips Database Bureau to be held at the 2018 NZ MUGS Conference Venue, Grand Millenium Hotel, 71 Mayoral Drive, Auckland, 1010, NZ, 5:00 pm, Monday 17th September 2018 was sent to all members of TDB via the May 2018 Newsletter and webstie 27th August 2018

CONFERENCE CALL DETAILS

For those members who are not able to attend in person, but wish to participate by conference call, please use the following:

Conference Dial-in Numbers

Auckland	+64 (9) 301 3793 English (Australia)
Australia	+61 (2) 8216 4650 English (Australia)
	+61 (3) 9944 1600 English (Australia)
	+61 (7) 3733 0650 English (Australia)
	+61 (8) 812 02908 English (Australia)
Singapore	+65 6512 9301 English (Australia), (中文(中华人民共和国))

Passcode for all countries: Conference ID: 6691461

Meeting URL: [#https://meetnz.beca.com/caron.greenough/DH882879_2958829794 #](https://meetnz.beca.com/caron.greenough/DH882879_2958829794)

The business of the Sixteenth Annual Meeting shall be:

1. Attendance, Contacts/Nominees and Apologies
(Note only full member primary contact persons or their nominated representatives confirmed at the meeting may vote.)
2. Consider and confirm the minutes of the Fifteenth Annual Meeting, held on 4th September 2016 at the Rydges Latimer Hotel, 30 Latimer Square, Christchurch, NZ, at 5:00 pm
3. Receive and adopt the Audited Accounts and Financial Statement of Trips Database Bureau for the period July 2017 - June 2018.
4. Receive the Annual Report of the Chair & Executive Officer for 2017/2018. Also included are presentations by Stuart Woods on the launch of the TRICS platform and Phillip Brown on an update from the Survey Subgroup.
5. Consider, and if necessary amend, the proposed programme and Annual Plan for 2018/2019.
6. Elect members to the Board as required by the Rules
(The Board tenure rules of the Society result in three NZ and one Australian Board members needing to stand down. They are free to stand for re-election. There will be 3 NZ Board vacancies and 2 Australian vacancies on the Board for election. Nomination forms can be found on our website.)

Trips Database Bureau is a cooperative of New Zealand and Australian engineers and planners. The Bureau surveys and researches trips, parking and travel patterns to assist with transportation assessments.

TRIPS DATABASE BUREAU

Executive Officer Stuart.Woods@tdbonline.org
Phone +64(0)3 345 7737 www.tdbonline.org
PO Box 28105 Christchurch 8242 New Zealand
Secretary admin@tdbonline.org
Phone +64(0)3 367 9002 Fax +64(0)3 377 4702

7. Receive an update on progress against the TDB Strategic Plan 2013
8. Any other business notified to the Chair

Note: A quorum for the AGM is not less than 10 members.

Caron Greenough
Executive Officer, 17.09.18

Item *draft* recommendations:

1. Apologies

Apologies received:

Recommendation 1: That the above apologies be accepted.

2. Minutes of the Fifteenth Annual Meeting held on the 4th September 2017

Recommendation 2: That the minutes of the Fifteenth Annual General Meeting be approved as a true and correct record.

3. Audited Accounts and Financial Statement of TDB for the period July 2017 to June 2018.

Recommendation 3: That the audited accounts and the Financial Statement for 2017-2018 be received and adopted.

4. Annual Report of the Chairman and the Executive Officer for 2017-2018

Recommendation 4: That the Chair and Executive Officer's Report for 2017/18 be received.

5. Annual Plan for 2018-2019

Recommendation 5: That the Annual Plan and Programme for 2018/19 be received and adopted.

6. Update on the TDB Strategic Plan 2013

Recommendation 6: That the progress report on the Strategic Plan be received.

7. Elections for the Board

Recommendation 7: That the nominations of +++, +++ and +++ as NZ board members and +++ as Australian board member be confirmed.

8. Any General Business.

Recommendation 8: That +++ (as appropriate)

ATTACHMENT ONE

Minutes of the Fifteenth Annual Meeting

Monday, 4th September 2017

Rydges Latimer Hotel, 30 Latimer Square, Christchurch

MINUTES OF FIFTEENTH ANNUAL GENERAL MEETING TRIPS DATABASE BUREAU INC. (TDB)

Held: At Rydges Latimer Hotel, 30 Latimer Square, Christchurch, NZ, 5:00 pm,
Monday 4th September 2017

Present: Tony Brennand (TDB Chair, by Conference Call), Stuart Woods (Executive Officer), Phillip Brown (Board Member - TEAM), Dave Smith (Abley), Julie Ballantyne (TDG), Oliver Brown (MWH), Hamid Mirbaha (Aecom), Barry Dowsett (NZTA), Jared White (Abley Transport Consultants), Steve Abley (Abley Transport Consultants), Mark Gregory (Christchurch City Council)

Apologies: Bryce Hall (Traffic Planning Consultants), Don McKenzie (TDG), Sam Ni (NZTA)

Minutes

1. APOLOGIES AND WELCOME

Tony Brennand (TDB Chair) welcomed attendees to the 2017 AGM and then called for apologies.

Moved 1: *That the above apologies be accepted.*

Tony Brennand/Phillip Brown
CARRIED

2. MINUTES OF FOURTEENTH AGM (7th September 2016) AT WELLINGTON

The Minutes of the Fourteenth AGM (Attachment 1) held at the Sustainability Trust, 2 Forresters Lane, Wellington, NZ; 6:30 pm, Wednesday 7th September 2015, which had previously been circulated were taken as read.

Moved 2:- *That the minutes of the Fourteenth Annual General Meeting be approved as a true and correct record.*

Phillip Brown / Dave Smith
CARRIED

3. AUDITED ACCOUNTS AND FINANCIAL STATEMENT 2016-2017

The Draft Audited Accounts and Financial Statement Report for the 2016/17 financial year were attached to the meeting agenda as Attachment 2, previously circulated. This report included an unqualified opinion that the financial statements give a true and fair view of the financial position of TDB, and its financial performance for the year ended is in accordance with generally accepted accounting practice.

The Audited Accounts and Financial Statement as presented were considered and accepted with no further substantive comment.

Moved 3: *That the audited accounts and the financial statement report for 2016/2017 as presented be received and adopted.*

Tony Brennand / Steve Abley
CARRIED

4. ANNUAL REPORT OF THE CHAIRMAN AND EXECUTIVE OFFICER FOR 2016-2017

The Chair presented his report as Attachment 3, which had been previously distributed with the pre-circulated agenda. The Executive Officer made brief comments highlighting:

- The stabilisation of the membership numbers, and new member from UAE
- The need to turn our minds to retention and growth in membership again now that TDB has largely addressed concerns about providing value for money to members.
- The growth of the database this year of another 90 lines of survey data, taking our database size to about 1370 records. New surveys had been added for motels, inner city apartments, childcare facilities, bulk retail outlets, neighbourhood shopping centres, tertiary education site and five different fast food chains.
- That our last research project had been published earlier this year as RR610 "The assessment of the effects of small scale development proposals on the transportation network".
- That our DAG arrangements will come to a close early in 2018 as the new arrangements with TRICS will enable heavily discounted membership access to the TRICS UK/Ireland database.
- The progress made on creating an on-line portal for our database.

The Executive Officer also acknowledged with thanks the collaboration and cooperation of the NZ MUGS Conference Organising Committee, allowing TDB to hold its AGM in association with their conference.

The Chair also noted that the Executive Officer will be stepping down from the role in the near future and that a process for replacement is underway. He expressed thanks for the successes and progress made by TDB during the time of the current Executive Officer.

Moved 4:- *That the 2016/17 Report of the Chair and Executive Officer be received.*

Phillip Brown / David Smith

CARRIED

5. 2017-18 ANNUAL PLAN AND PROGRAMME

The proposed 2017-18 Annual Plan was presented for consideration and discussion under Section 7 of Attachment 3 (Chairman's Report, which had been previously distributed). The Executive Officer noted that this Annual Plan was very similar to previous years, excepting the sections related to the TRICS license subscription and future web-hosting fees. Although the TRICS subscription will decrease by c. \$12k, the user access fees for the web-hosting that TRICS will charge TDB will be of the order of \$25k. This increase has been absorbed into the current budget by reallocation of some historically under-utilised activity areas and modest membership growth.

Moved 5:- *That the Annual Plan and Programme for 2017/18 be received and adopted.*

Tony Brennand / Julie Ballantyne

CARRIED

6. TDB STRATEGIC PLAN 2013 PROGRESS REPORT

The Executive Officer presented the fourth progress report for the TDB Strategic Plan.

This shows good progress in areas focussed on improving value for members, including the ongoing survey programme and the project to provide the database on-line for members, as well as a number of research and newsletters offerings. However, there has continued to be limited focus and progress in other areas, particularly the Goal 4: Grow and Retain membership. The Goal 5: Effective Society Operation continued to also score well.

The Executive Officer noted that with the change in Executive Officer this year, it would be timely to undertake a review and update of the Strategic Plan, as well as using it as more of a focus for Board meetings.

Moved 6: *That the progress report on the TDB Strategic Plan be received.*

Tony Brennand/Dave Smith

CARRIED

7. ELECTION OF BOARD MEMBERS

Due to Society Rules that require Board Members to stand down after a three year term, three NZ board members (Chris Freke, Antoni Facey and Daryl Hughes) and one Australian board member (Ken Hollyoak) stood down. All four indicated that they were available to stand for re-election, and submitted nominations forms. That meant that TDB had further vacancies for 1 Australian and 0 New Zealand elected Board members.

No further nominations were received prior to or at the meeting.

As the nominations received did not exceed the maximum for any roles, no election was required and all nominees were welcomed to the Board by acclamation.

The Chair stepped aside temporarily in the meeting while the meeting considered the Chair role for the coming year, with Phillip Brown temporarily chairing the meeting until the passing of recommendation 7a.

Moved 7a: *That Tony Brennand be confirmed as Chair for the 2017-18 year.*

Phillip Brown / Oliver Brown

By acclamation

Moved 7b: *That the nomination of Chris Freke, Antoni Facey and Daryl Hughes as NZ Board members, and Ken Hollyoak as Australian Board member be confirmed.*

By acclamation

Moved 7c: *That Chris Freke be confirmed as the TDB Deputy Chair for the 2017-18 year.*

Tony Brennand / Phillip Brown

By acclamation

8. GENERAL BUSINESS

No General Business Items were raised.

The Chairman declared the 2017 Annual General Meeting closed at 5:33pm.

Signed as a correct record by: _____.
Chairman

On (date) _____.

ATTACHMENT TWO

**Audited Accounts and Financial Statement of TDB
for the period July 2017 to June 2018**

TRIPS DATABASE BUREAU INC

TRIPS DATABASE BUREAU INC

FINANCIAL STATEMENTS

for the Year Ended 30 June 2018

The information on this statement should be read subject to the Notes to the Accounts and Auditor's Report attached.

TRIPS DATABASE BUREAU INC

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The information on this statement should be read subject to the Notes to the Accounts and Auditor's Report attached.

TRIPS DATABASE BUREAU INC

DIRECTORY AS AT 30 JUNE 2018

NATURE OF BUSINESS	The Society collects data on surveyed trips, parking and travel, related to different land uses and shares it with New Zealand and Australian professional engineers and planners. It also undertakes research in the fields of trip generation and transportation planning.	
REGISTERED OFFICE	3 Gunns Crescent Cashmere Christchurch 8022	
BOARD MEMBERS	Tony Brennand - Chair Alan Gregory (IPENZ TG Rep) Andrew Milne Antoni Facey Ashish Tamhane (Appointed 19th Jan 2017) Chris Freke - Deputy Chair Craig McGeoch (Appointed 19th Jan 2017) Daryl Hughes Ken Hollyoak Peter Doupe Peter McIntyre Phillip Brown Ranjan Pant	(Wellington) (Hamilton) (Christchurch) (Timaru) (Sydney) (Auckland) (Sydney) (Auckland) (Sydney) (Adelaide) (Sydney) (Auckland) (Auckland)
STATUS	This Society is an Incorporated Society under the Incorporated Societies Act 1908.	
AUDITORS	Peter Davidson & Associates 25A Horotane Valley Road, Heathcote Christchurch Peter Davidson	
BANKERS	Westpac NZ Ltd Sydenham Branch P O Box 7034 Christchurch	
SOLICITORS	Anderson Lloyd P O Box 13831 Christchurch	

TRIPS DATABASE BUREAU INC

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2018

	THIS YEAR	LAST YEAR
	\$	\$
<u>INCOME</u>		
Membership Fees	63,123	67,557
Consulting Income	0	40,000
Workshop Income	0	0
Trics Licence Fees Recoveries	3,000	6,000
Conference Recoveries	0	3,478
Exchange Rate Gain	1,145	62
	<u>67,268</u>	<u>117,097</u>
<u>Other Revenues</u>		
Interest Received	416	278
	<u>416</u>	<u>278</u>
<u>Total Gross Income</u>	67,684	117,375
<u>LESS: EXPENSES</u>		
Accountancy Fees	999	1,601
Audit Fees	1,614	1,591
Bad Debts	0	6,526
Bank Charges	593	847
Consultancy Expenses	46,877	53,174
Computer Expenses - Trics	3,105	12,080
Exchange Rate Loss	0	0
General Expenses	139	139
Insurance	1,810	1,810
Legal Fees	-	3,850
Management Fee	-	4,902
Workshop Expenses	0	3,544
	<u>55,138</u>	<u>90,063</u>
<u>TAXABLE PROFIT (LOSS)</u>	12,546	27,312
<u>SURPLUS (DEFICIT) BEFORE TAXATION</u>	12,546	27,312
Tax to Pay	0	0
<u>SURPLUS (DEFICIT) AFTER TAXATION</u>	<u>12,546</u>	<u>27,312</u>

The information on this statement should be read subject to the Notes to the Accounts and Auditor's Report attached.

TRIPS DATABASE BUREAU INC

STATEMENT OF MOVEMENTS IN EQUITY FOR THE YEAR ENDED 30 JUNE 2018

	THIS YEAR	LAST YEAR
	\$	\$
Surplus (Loss) for the Year	12,546	27,312
Opening Equity	<u>109,972</u>	<u>82,660</u>
Closing Equity	<u>122,518</u>	<u>109,972</u>

The information on this statement should be read subject to the Notes to the Accounts and Auditor's Report attached.

TRIPS DATABASE BUREAU INC

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2018

	THIS YEAR \$	LAST YEAR \$
CURRENT ASSETS		
Westpac Savings	44,592	79,234
Westpac Cheque	18	660
Westpac Australia Savings	35,561	9,767
Westpac Australia Cheque	2,888	18,498
Rabobank New Zealand Ltd	22,366	2,209
Accounts Receivable	19,982	5,330
Tax Refund Available	68	41
GST Receivable	-	-
Total Current Assets	<u>125,476</u>	<u>115,740</u>
LESS: CURRENT LIABILITIES		
GST Payable	1,457	2,502
Accounts Payable	1,500	3,266
Total Current Liabilities	<u>2,957</u>	<u>5,768</u>
NET CURRENT ASSETS	122,518	109,972
NET ASSETS	<u>122,518</u>	<u>109,972</u>
MEMBERS FUNDS:		
Revenue Reserves	122,518	109,972
TOTAL MEMBERS INVESTMENT	<u>122,518</u>	<u>109,972</u>
	-	-

Chairman
17 September 2018

Executive Officer
17 September 2018

TRIPS DATABASE BUREAU INC

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

1 STATEMENT OF ACCOUNTING POLICIES

Basis of Reporting

The financial statements presented here are for the reporting entity Trips Database Bureau Inc. The financial statements have been prepared in accordance with the requirements of the Incorporated Societies Act 1908.

The financial statements are prepared on the basis of historical cost.

These Financial Statements are special purpose reports and have been prepared for the purpose of reporting to members and filing with the registrar of Incorporated Societies.

(a) **GOODS & SERVICES TAXATION**

The financial statements have been prepared on a GST exclusive basis, as the Society is registered for GST.

(b) **ACCOUNTS RECEIVABLE**

Receivables are valued at anticipated realisable value. An estimate is made for doubtful debts based on a review of all outstanding amounts at year end. Bad debts are written off during the period in which they were identified.

© **INCOME TAX**

Income Tax Expense recognises the current obligations payable to the Inland Revenue Department.

(d) **CHANGES IN ACCOUNTING POLICIES**

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

2 AUDIT

These financial statements have been subject to audit, please refer to the Auditor's report.

3 TAXATION STATUS

The Society is a Not-for-Profit organisation for tax purposes. Income from members is not subject to taxation. A \$1,000 exemption applies to income from outside the circle of members.

TRIPS DATABASE BUREAU INC

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

4 RELATED PARTIES

The Society conducts a number of transactions with members. These include subscriptions paid by members to belong to the society and also certain consultancy fees paid to members of the society for services rendered. All payments and receipts are conducted at fair market value. Members receiving significant payments for consultancy, on a GST exclusive basis, include:

	THIS YEAR \$	LAST YEAR \$
Abley Transportation Consultants Limited	9,724	50,463
JMP Consultants Limited	0	12,080
TRICS Consortium Limited	3,105	0
MWH/Stantec	551	9,214
Stuart Woods	0	1,888
Traffic Engineering & Management Limited	25,900	203

5 SUMMARY OF EXPENDITURE BY KEY OBJECTIVE

The following is a summary of the reported expenditure by key objective as defined in the Annual Plan.

	THIS YEAR \$	LAST YEAR \$
1 Growing the Bureau Membership	0	3,850
2 Revision and Expansion of the database	8,712	16,180
3 Completion and Assistance with Surveys	36,996	5,550
4 Maintenance and Administration of the Society	9,429	24,486
5 Research contracted to the NZ Transport Agency	-	40,000
	55,138	90,065

ATTACHMENT THREE

**Annual Report of the Chairman
and the Executive Officer**

TRIPS DATABASE BUREAU - SIXTEENTH ANNUAL REPORT

For Year Ending 30 June 2018

To be presented to the Annual Meeting in Auckland 17th September 2018

Chairman's Report

Appendix 1. List of Member Organisations

Appendix 2. Annual Plan Performance 2017-18 & Proposed Annual Plan 2018-19

1. BOARD MEMBERSHIP AND MEETINGS

The Board, established in 2002, had its first Annual Meeting as an Incorporated Society on 16th September 2003. Since the last Annual Meeting, held in Christchurch on 4th September 2017, the Board has held four meetings via teleconference on:

- No 58 22nd November 2017
- No 59 15th February 2018
- No 60 22nd August 2018 (via email)

The Board for 2017 - 2018 comprised:

Tony Brennand (Chairman Wellington) and six elected NZ members including Chris Freke (Auckland), Ranjan Pant (Auckland), Antoni Facey (Timaru), Daryl Hughes (Auckland), Phillip Brown (Auckland) and Andrew Milne (Christchurch), and three Australian members including Peter Doupe (Melbourne), Peter McIntyre (Sydney) and Ken Hollyoak (Chatswood, NSW) together with Alan Gregory (Hamilton, representing IPENZ Transportation Group), Dave Smith (Tech Support) and Stuart Woods. Peter Doupe continues to provide our key liaison and connection with the AITPM Council.

In terms of the society rules, Andy Milne, Phillip Brown, Peter Doupe and Peter McIntyre are required to stand down this year. Andrew Milne has indicated that he would stand down, the others have indicated that they would be available to stand for re-election. Whilst invitations have been distributed to the **TDB** membership to secure further nominations to fill the elected Board vacancies, at the time of writing we have received no additional nominations. Therefore we presently have one vacancy for a New Zealand position and one vacancy for an Australian elected Board members.

2. TDB MEMBERSHIP

It will be recalled we had 14 members at the end of our first year in June 2003, and this grew consistently for the first 5 years, then declined for some years (affected particularly by the Auckland Councils amalgamation) and has stabilised in recent years, as outlined in the table below.

Year	NZ members	Australian members
2003	14	0
2004	28	0
2005	33	0
2006	41	0
2007	49	0
2008	52	9
2009	55	13
2010	50	11

2011	46	11
2012	45	10
2013	41	6
2014	37	9
2015	39	8
2016	35	7
2017	36	6
2018	30	6

There are also 14 reciprocal members and one life member in addition to the above numbers.

Over the past year, we have had a small number of members re-sign however there has been a number of mergers and acquisitions that have led to a reduction in overall memberships

We still have limited local authority members, particularly the larger Authorities in New Zealand.

The Board has not been particularly active in pushing the Membership Grow activity in the past few years as we re-focused our activities on improving our value proposition, especially with the development of the new TRICS platform and keeping the database as up to date as possible. The Strategic Plan has a mix of proposed actions to update and review a number of TDB activities and materials, as well as direct profile raising through conference papers, seminars and direct discussions with potential member organisations. Renewed activity in this area is needed and will be placed on the Board programme again in coming months as we consolidate our current survey programme and launch the TRICS platform.

3. NEWSLETTERS, TECHNICAL NOTES, CONTACTS and WEBSITE

There have been two Newsletters sent out in the past year: No 41 (February 2018) announced the stepping down of Stuart Woods as Executive Officer and the appointment of Caron Greenough as the new Executive Officer. No 42 (May 2018) announced the release of the 2017 database, gave information on the AGM, and updated members on the TRICS platform.

Due to the changes in the Executive Officer role and the concentration on delivering the TRICS platform, the Board has been less active than expected this year and no Technical Notes have been released or seminars/workshops run thus far. Caron Greenough, however, did attend the Engineering New Zealand Conference in March 2018 in order to promote the work of the TDB.

There has been regular communication with TRICS staff over the past year. This has been at a higher level over the past year as we have been working on the project to host the TDB database on the TRICS web-site. As part of this liaison, once the platform is released it is intended to invite Nick Rabbets (TRICS Managing Director) to NZ in February 2019 to run a series of workshops introducing TRICS to our members. Stuart Woods will present an update on the TRICS database at the AGM which effectively launches the platform to our members. Details of how to register for the platform will be sent out after the AGM. It should be noted that subscriptions will remain the same thanks to the hard work by Stuart and Nick to reach this point.

Links with ITE were re-established in 2015 but continue at a low level.

Links with AITPM are basically functioning and attendance at the ENZ conference provided some additional focus for the TDB, however, this could benefit from additional focus given that they are key relationships and links to our wider professional bodies. Our relationship with NZ MUGS is positive and healthy, and provides recognised benefits to both sides. There is a need to make better connections with ARRB and RMS, although with a Board member from RMS this should be easier now. These contacts and relationships have been identified in the draft Strategic Plan.

The website has continued to be steadily used locally with unexpected periodic spikes in overseas activity, such as from India and France this year. Visitor numbers generally reflecting the amount of new material placed on the site – this has been lower in the past year as other initiatives have been underway. Most visits come from New Zealand and Australia, with regular numbers also coming from the US and UK.

With the recent changes to the website for ENZ we will be exploring using that platform for the TDB. This will be undertaken along with modifications associated with linking to the new web-based database from our web-site to be launched today.

With the change of the database access to a web environment it is expected that use of our web-site will increase significantly, and there will be a related need to keep the web-site much sharper and up to date.

4. SEMINAR, DATABASE, SURVEY RESULTS and RESEARCH

Seminars and Workshops

No workshops or seminars were run in 2017/18. We do though intend to run a series of workshops in February though following the TRICS launch.

Survey and Database Growth

As with most recent years, the amount of new surveys volunteered by members was very low, despite a number of requests and reminders in various forms. The 2015 subscription increase has enabled us to grow our own commissioned survey programme. This is being overseen by our Survey Sub-Group. Unfortunately this has not been very active this year although they have generally been following the draft survey plan that was developed in 2017.

New surveys have been acquired and added to the database on its release in May 2018.

The transition to the TRICS platform will require some changes to the survey data collected which will be worked through this year. TDB will continue to encourage members to contribute data and surveys, and introduce acceptable information into our database, in the ongoing basis on which TDB was initially founded.

In the 2017-2018 period a total of 18 very detailed surveys have been carried out with these comprising weekday and weekend data for:

- A very large large-format retail centre in a provincial NZ city;
- A proshop & golf driving range;
- A very large bulk furniture retail store;
- A successful neighbourhood shopping centre with no competition in the surrounding wider residential area that also includes a doctor, pharmacy, convenience store, ATM machine, liquor store and restaurant;
- A very popular garden centre with a successful café (as a destination in its own right);
- Two townhouse developments on main bus routes;
- Three high-density apartment buildings well served by bus/rail connections;
- A freight distribution centre close to Auckland airport;
- A tertiary education facility focused on underachievers and the unemployed;
- A business motel;
- A large free-standing supermarket;
- A testing station;
- Several drive-thru & walk-up coffee shops¹;

¹ Currently being processed

- A large large-format retail centre in Christchurch¹;
- A leisure centre including stadium, fitness/weights gymnasium and a 8-lane swimming pool¹

Surveying in mid to late 2018 has been deliberately slowed so that future surveys align with the higher/highest ranking priorities identified in the strategic review of the current database.

A recent meeting of the Survey Programme Sub-Group has focussed on a number of key land use categories, with appropriate examples currently being investigated in Auckland, Wellington and Christchurch before surveying commences pre or post-Christmas.

It is also considered beneficial by the Survey Programme Sub-Group for cost-effective surveying of key sites, such as suburban residential streets, lifestyle areas, and suburban/city fringe apartment developments, to be repeated at regular intervals into the future so that trip rate trends can be established/quantified.

This is considered by all members of the Survey Programme Sub-Group to have significant benefits for members and the wider transportation profession - as it helps to quantify changes in the use of private motor vehicle travel given the ongoing promotion of passenger transport and active transport modes as more desirable alternatives.

This longer term monitoring strategy of a few key locations is the result of surprising data obtained from recent surveys in Auckland and perceptions of behaviour changes that have been noted in Wellington.

We will also continue to periodically seek input from our membership on land uses or survey information which they would like us to focus our programme on. This will enhance the solid foundation of planned work the Survey Programme Sub-Group is currently focused on.

The Survey Programme Sub-Group draft has been updated and Phillip will present an update at the AGM.

The draft framework report provided a detailed review of the database by land use type and age is included to determine where the majority of aged data is, and thus allow a more targeted programme for the coming year. This included recommendations of what is an acceptable dataset age by land use type.

As survey methodology and durations are variable in the ad hoc data accepted from members with limited ability to quality check and verify the data, guidance notes are proposed to assist members in undertaking the surveys, including longer survey duration and quality check reporting. This should assist to improve dataset quality and help bridge the gap between the number of new surveys required and what can be achieved with the budget.

Research Projects 2017/2018

No new research activities were completed this year

DAG Services and TRICS Licenses

TDB had continued to retain the only Australasian TRICS license. There has been a very good and positive relationship between TDB and TRICS which enables this and is a key value-adding element to TDB's operation in NZ and Australia. Those companies that hold sub-licenses to the TDB main license are known as the Data Advisory Group.

However, with the launch of the new TDB-TRICS relationship, and legal agreement, this arrangement will cease and the agreement is that TRICS will offer to TDB members heavily discounted licences to the TRICS (UK and Ireland) database. However non-TDB organisations would still have to pay the full TRICS licence subscription which they can obtain direction with TRICS. This will be advertised to members as the arrangement is implemented with the launch of the web-based TDB database, and transition arrangements formulated.

5. FINANCES AND ANNUAL PLAN 2016/17

Audited Accounts

The Annual Accounts have been audited and a report on the audit is attached to the AGM agenda papers. A summary of the main items are as follows:-

Over all the membership fees provided \$67,684.00 compared with the \$80,772.73 budgeted. The overall lower revenue resulted principally from lower membership subscriptions (a combination of resignations/subscription write-offs and lower new membership than planned) and we did not receive any consulting income.

Last year's income from all sources (excluding GST) and compared with 2016/17 were:

INCOME SOURCES	2016/17	2017/18
Membership Fees	\$67,557	\$63,123
Consulting Income	\$40,000	\$0
Workshop (Share of fees &TG-IPENZ)	\$0	\$0
TRICS Recoveries	\$6,000	\$3,000
Conference Recoveries	\$3,478	\$0
Interest received	\$278	\$416
Exchange Rate Gain	\$62	\$1,145
Total Gross Income	\$117,375	\$67,684

In previous years consulting Income occurred with some \$40,000 from an overall project revenue of \$120,000 received from the NZTA research project.

Overall Income-Expenditure and Assets-Liabilities 2015/16 & 2016/17

	2015/16	2016/17	2017/18
Total Gross Income (excl GST)	\$156,577	\$117,375	\$67,684
Total Expenses	<u>\$151,321</u>	<u>\$90,063</u>	<u>\$55,138</u>
Surplus (Deficit) before Tax	\$5,256	\$27,312	\$12,546
Tax to pay	\$0	\$0	\$0
Surplus (Deficit) after Tax	\$5,256	\$27,312	\$12,546
Current Assets	\$126,684	\$115,740	\$109,972
Less Current Liabilities	<u>\$44,024</u>	<u>\$5,768</u>	<u>\$0</u>
Net Current Assets	\$82,660	\$109,972	\$122,518

The Auditors have approved the release of an Audit Report to members (appended to the end of the Financial Audit) which they have prepared based upon these Financial Statements. This report expresses an unqualified opinion that the Statements give a true and fair statement of the financial position and performance of TDB over the past year. The report should provide the General Meeting confidence to receive and adopt the audited accounts and Financial Statement for the 2015/16 Financial Year.

2016/2017 Performance against the Annual Plan.

The performance against the Annual Plan presented to the 2016 Annual meeting is set out in the second and third columns of Appendix 2.

The variations above and below the budgets were:

- Obj 1 – Grow Membership: - Under spent by about \$2000
- Obj 2 – Revise Database: - Underspent by about \$18,560
- Obj 3 – Assist with Surveys: - Over spent by about \$4,996
- Obj 4 – Administration: - Under spent by about \$10,071
- Obj 5 – Research: zero

The total operational under expenditure was about \$25,635. The biggest contributors to this underspend relate to the lower costs in the database management and overall administration costs being lower than expected this year. The survey programme was slightly overspent. The current financial arrangements for TDB administration support are showing up as lower than in previous years due to a combination of more voluntary time being provided by some support staff, more efficient systems and the Executive Officer's situation not resulting in charged time. It can also be seen that this last year, little has been spent on membership growth items such as the seminar series.

The expenditure in the budget has largely rolled over for the current year's expenditure allocations, recognising that where there may have been underspend in some areas, it is likely that these areas may be called upon in the coming year particularly with workshops supporting the TRICS roll-out.

Last Year's Programme

During 2017/2018 the following issues were addressed.

1. Two Newsletters were distributed (#41 and #42).
2. Technical notes are still welcomed although the priority will be supporting the TRICS platform for members.
3. The building of the TRICS (UK) relationship has been the priority and is being launched today. The member access licence to the new web-based database will be distributed with this year's subscriptions.
4. Little work has occurred on the website over the last year after the launch of the refreshed format and style in 2015. It is understood that the Engineering New Zealand website is being refreshed for the sub-groups – this will be investigated further for the upcoming year.
5. The Data Advisory Group (DAG – TRICS sub-license holders and service providers to TDB members) has had no changes in the past year, leaving us with 6 sub-licensees as well as the head license – this will cease this year.
6. The Board continued with the approach that the key way forward to secure new data for the database was to commission our own surveys to supplement those volunteered. Our budgeted allocations have allowed a significant undertaking with our own survey programme. The Survey Programme Sub-Group, while not as active as anticipated, is overseeing an active programme of surveys and is managing this within the budgeted allocation, which is set at about 1/3 of our overall budget spend. Analysis has been undertaken on the spread of land uses and data age within the database to inform the forward programme. The Survey Programme Sub-Group continues to work on the draft Strategic Framework to allow informed decisions to be made about how big the survey programme should be, and where to target the survey programme to achieve certain survey data KPI's that it is developing. Similarly, we regularly seek feedback on what land-uses would be most useful to survey for members to recognize and respond to the fluctuations in the land use development patterns.

6. TDB SUPPORT SERVICES

During the year, TDB continued to operate with the support of contracted and voluntary services. The previous Executive Officer, Stuart Woods, enabled in part through NZ Transport Agency's generous support in kind, has continued providing lead support to the Board at no charge. He has been assisted principally by a range of supporting staff within MWH, now Stantec (Oliver Brown, Shaun Bosher, Ali Saddiqui and Selena Tsai) and Abley Transport Consultants (Anna Wright (now Mark McPhail) and Dave Smith). In addition the Bureau team has been capably assisted by incidental work by staff at Traffic Design Group, now Stantec, with the annual updates to the Database. Caron Greenough, the newly appointed Executive Officer, will continue these arrangements. The current arrangements have resulted in TDB being able to provide its essential services to members on a very efficient basis and are convenient to all parties, as well as being flexible to cope with changing needs.

7. 2017-2018 ANNUAL PLAN

TDB operates a July-June financial year. Our proposed 2018/19 Annual Plan and Budget and priorities for this year are shown in Appendix 2 attached, which was approved by the Board at its August 2018 meeting. It has been based primarily on the budgets of last year, with adjustments made to reflect a balancing between anticipated revenue and costs, and the changing nature of expenditure to TRICS (subscriptions for head licence to fees for per-member web-hosting of the database). The draft budget has been based on an estimated minor loss of approximate \$1,691 for end of year.

Once again, this budget has been based on the principles of:

- A balanced budget
- Modest growth in membership (NZ from 40 to 45, Australia from 10 to 13)
- The membership subscription rates approved in 2015
- Retaining a similar allocation for data and survey acquisition (about a third of expenditure), while also recognising that the TRICS Australasian Survey Programme will also be getting underway in the 2018-19 Financial Year.
- Any joint research project bids based on a shared/low cost basis
- Nett zero effect from any research projects, showing the balance of revenue balanced by matching expenditure.
- The TRICS web-hosting fees agreed to in the TDB-TRICS Web-Hosting Agreement (April 2017), based upon rates for membership classes and an assumed NZ-UK exchange rate of 0.55 UKStg: NZ\$.

In previous years, TDB enabled member access to the TRICS database through its head licence agreement with TRICS, which was the only portal to TRICS from Australasia. It cost TDB in the vicinity of \$12,000 depending upon exchange rates. Some cost recovery was enabled through provision of sub-licences to a number of TDB members.

With the changes provided in the TDB-TRICS Web-Hosting Agreement, TDB now gets its TRICS licence for £250, and has been able to provide a similar query service to members directly. TRICS are also enabling TDB members to take out TRICS licences, but at heavily discounted rates that encourage TDB member-sourced access. Non-TDB organisations still would pay the

normal TRICS subscription rates. In parallel, to provide access to the new web-hosted Australasian section of the TRICS web-site which will hold the TDB database, TDB is to pay TRICS a fee based upon number of members and member class rates. Based upon the “planned” membership numbers budgeted for this coming year, the fee to be paid to TRICS in 2017-18 is about \$21,000. This fee may increase each year, so in future years, consideration for lifting the TDB subscriptions to cover may be required.

The overall total budget is similar to the last years at around \$82,000. However, a \$87,000 budget is still a considerable undertaking and requires careful and judicious management to provide excellent value to our members and ensuring our bank balances remain positive.

Four years ago, the Board committed to set aside a cash reserve to the value of \$12,000. That value has been successfully set aside, and we now maintain a minimum balance of \$12,000 in our high interest bearing Rabobank account as an allowance to provide that cash reserve.

TDB receives its income from membership fees (the vast majority), TRICS sub-licenses fees from DAG members and a little bank interest. The budget recognises anticipated revenue from existing members and a target of new member revenues (NZ membership from 40 to 45 and Australian membership increasing from 10 to 13). As noted previously, there are specific actions in the TDB Strategic Plan to pursue growth, and success in this area will be a bonus to TDB on many fronts. All members, especially Board members, are encouraged to promote TDB membership, to seek to grow numbers in the coming year. We have 6 TRICS sub-licenses presently. Due to changes in anticipated membership levels, the number of TRICS sub-licenses and in the mix of membership types, and wrapping up of our research projects/revenues, the draft budget revenue for this year is increased from the 2018/19 budget to around \$82,000.

The membership fees revenues were confirmed by the Board at its August 2018 meeting to be based on the membership subscription levels adopted by the Board at its 22 June 2015 meeting. These are outlined below, along with the previous subscription level for comparison:

Category	Category description	Current NZ Fees (ex GST) (NZ\$)	Current Australian Fees (Aus\$)
A1	National/State Government Transport agency	\$6,084	\$5,390
B0	Council or Council Controlled Entities over 500,000 population	\$6,084	\$5,390
B1	Council over 100,000 population	\$3,092	\$2,741
B2	Council 20,000 - 100,000 population	\$1,618	\$1,416
B3	Council under 20,000 population	\$881	\$753
C1	Consultancy – over 3 offices	\$3,092	\$2,741
C2	Consultancy 2-3 offices	\$1,618	\$1,416
C3	Consultancy – single office operation	\$881	\$753
C4	Consultancy – sole trader	\$518	\$477
D1	Private Person	\$518	\$477
D2	Professional grouping/interest groups	\$518	\$477

On the Expenditure side (which has been constrained to approximate the estimated Income), a small number of modifications only to the 2017/18 budget have been made, principally where we have a history of under-expenditure recently. These include:

- A reduction in the Grow Member activities, while new plans are determined
- A reduction in database management and web-site maintenance fees.
- A reduction in TDB administration fees
- Increasing the surveys budget in line with expenditure this year.

Overall, we start the year in a sound financial position, and have no looming or significant financial difficulties which would need major budgetary manipulation and management.

8. STRATEGIC PLAN REVIEW

For the past three years, a summary report has been presented to the AGM on progress against our Strategic Plan actions. This has been well received. Additionally, the summary report is to assist the Board with discussions on governance matters as we move forward into our 2nd decade. As has been noted above, generally the approach of the Board over the past couple of years has been about improving our value proposition for our members and reduced our efforts in pushing membership growth until reaching a level of comfort about our offering again. This is reflected in the overall assessment of our progress against the Strategic Plan which is provided in the following report as Attachment Four.

The report could be summarised as showing positive progress and results in managing and developing the database (especially progress on the web-enabling the database), operating a good survey programme and for research actions, but indicating mixed results with regard to actions related to profile raising and promotion of TDB to both current and prospective members.

It can be seen that we have continued to make positive steps (and invested time and resources) in the acquisition of surveys, planning of surveys, the database web-access project, research projects (and the promotion of them), developing and maintaining relationships with other groups/organisations with similar interests and continued well in the core administrative requirements of operating TDB. This has reached a point at which the Board could consider whether these actions are sufficiently under control that additional or alternative priorities could be engaged in. We have not achieved well in the areas of developing and implementing a membership growth and retention plan, presence and papers to conferences, regularly up-to-dating and developing our web-site, proactive provision of technical advice to members and diversifying our range of information available to our members.

9. CONCLUSION

We look forward to the Annual General Meeting to be held in association with the 2018 NZ MUGS Conference in Christchurch on Monday 17th September 2018. We are particularly grateful that the NZ MUGS Conference organising committee has obliged and cooperated with TDB to enable the running of the TDB AGM in association with their conference once more. Again this recognises the mutual areas of interest to both groups and the possibility that some attendees may go to both events.

This is the sixteenth Annual General Meeting of TDB. The year has reflected the continued focus and activity in the issues considered to add value for the members particularly the work to launch the web-access project with TRICS. These have required continued work over the coming year, but will both provide significant improvements to what we are offering our members.

The Strategic Plan should be used as a high profile guide for the Board and catalyst for an increasingly active group over the coming year, generating momentum for a number of TDB initiatives and take us forward more successfully as a sector-recognised interest group that is relevant, reliable, agile and valuable for current and new members to be a part. It should also assist in consolidating our presence in the professional awareness in New Zealand and Australia, and expanding options for future research and advisory activities.

Developing a closer relationship with TRICS is important to us, allowing us to seek efficiencies and better value for members through collaborating more closely and learning from their experiences. We have not yet reached the stage where we can ask members to pay any additional subscription fees for access to the TRICS-style database, programme and technical resources which are recognised in the UK as the required reference source for parking and trip generation by Government departments, nor we can mount survey programmes on the scale of TRICS on an annual basis. Notwithstanding, whilst we operate on a significantly different model and in a considerably different market place, there is much we can learn from the TRICS operation.

10. CHAIR'S FINAL COMMENTS

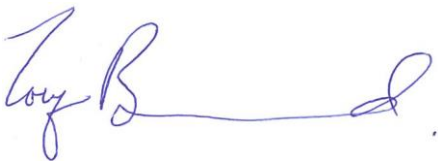
There have been many achievements since the AGM last year. However it is useful to reflect on some highly successful steps forward that will add great value to our membership.

We have been successful in forming the close relationship with TRICS in the UK and today formally launches the TRICS platform to our members. This platform provides easier access to data and the ability to gain insights into the wider experience in trip and parking analysis. I would like to thank our Board for continuing to support this initiative and in particular the hard work of our previous Executive Officer, Stuart Woods, and the likes of Dave Smith of Ableys, for making this happen and taking the time to test it before the launch.

The TDB continues its programme of surveys providing a richer data base for its members. There have been many who have contributed to building our data base but in particular I wish to acknowledge the work and passion of Phillip Brown who continues the crusade for good landuse data.

Also thanks go out to all our Board members who have contributed their time and energy to making last year a success.

Finally our thanks also go to Stuart Woods, who stood down from the role of Executive Office in February this year after 9 years of energetic and robust service. They are big shoes to fill!



Chairman of the TDB Board for 17th September 2018



Executive Officer - TDB

APPENDIX 1 - MEMBERSHIP REGISTER

The following is the list of members of Trips Database Bureau at 26 July 2017.

Membership No, Name & Office Location <u>Reciprocal Members</u>	<u>Life Member</u>
R1 NZTA (P&I). (Well) R2 IPENZ Transportation Group R3 University of Canterbury (Chch) R4 University of Auckland (Auck) R6 TRICS United Kingdom	L1 Malcolm Douglass R7 AITPM Australia (Adel) R8 ARRB Australia (Melb) R9 University of Western Australia R10 Queensland University of Technology R11 Monash University
<u>Members NZ</u>	
1. Hutt City Council 2. Vacant 3. Vacant 4. Hastings District Council 5. Tauranga City Council 6. Vacant 7. Vacant 8. Vacant 9. Vacant 10. Palmerston North City Council 11. Vacant 12. Vacant 13. Vacant 14. Christchurch City Council 15. Tim Kelly Consultants (Tasman) 16. Traffic Planning Consultants (Auck) 17. Vacant 18. Vacant 19. Stantec 20. Vacant 21. Vacant 22. New Plymouth District Council 23. WSP Opus 24. Beca Infrastructure (Chch) 25. Bloxham Burnett Olliver (Ham) 26. Vacant 27. Vacant 28. Vacant 29. Vacant 30. Vacant 31. Abley Transportation Engrs (Chch) 32. Napier City Council 33. NZTA (HNO) (Well) 34. Wes Edwards (Auck) 35. Flow Transportation Specialists (Auck) 36. Vacant 37. Vacant 38. Traffic Engineering & Mgt (Auck)	39. Vacant 40. Vacant 41. Aurecon (Auck) 42. Traffic & Transportation Eng (Harrison Grierson) 43. Vacant 44. Vacant 45. Vacant 46. Vacant 47. Vacant 48. Vacant 49. Vacant 50. Vacant 51. Vacant 52. Vacant 53. Vacant 54. Vacant 55. Vacant 56. Vacant 57. Avanzar Consulting (Timaru) 58. Bartlett Consulting 59. Traffic Solutions (Auck) 60. Vacant 61. Vacant 62. Vacant 63. Vacant 64. Vacant 65. Hawthorne Geddes Engineers & Architects 66. Vacant 67. Quality Transport Planning (Chch) 68. Novo Group Ltd 69. Young Technical Management Ltd 70. Vacant 71. Commute Transportation Consultants Ltd 72. Transport Futures Ltd. 73. Harriet Fraser Traffic Engineering & TP 74. Harrison Transportation 75. Vacant

<u>Members Australia</u> 101. Vacant 102. Vacant 103. Vacant 104. Vacant 105. Vacant 106. Aurecon (Australia) 107. Vacant 108. AusTraffic Pty Ltd 109. Vacant 110. Vacant	111. Vacant 112. Roads and Marine Services (NSW) 113. Vacant 114. Vacant 115. Vacant 116. Vacant 117. Vacant 118. Transoft Solutions (Australia) Pty 119. ESR Transport Planning Pty 120. Urbsol
<u>Members Other</u> 201 Crown Consult (UAE)	

APPENDIX 2 - PROPOSED PLAN 2017/2018 (GST excluded and figures rounded)

Draft TDB Annual Plan Budget for 2017/18						
EXPENDITURE						
	2015/2016	2016/2017	2016/2017	2017/2018	2017/2018	2018/2019
	Budget	Budget	Actual at 31 May	Proposed	Actual	Actual
Key OBJECTIVE 1						
To grow the NZTPDB Society Membership						
(a) Fee for professional time and advice	\$1,000.00	\$1,000.00	\$3,850.00	\$1,000.00	\$0.00	\$1,000.00
(b) Update and starter kits and CD distribution 2 month Newsletters	\$1,000.00	\$1,000.00	\$0.00	\$500.00	\$0.00	\$0.00
(c) Workshop and Roadshow Displays and Publications net cost	\$3,000.00	\$3,000.00	\$0.00	\$500.00	\$0.00	\$3,000.00
(d) Workshop Recoverable Exps	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$5,000.00	\$5,000.00	\$3,850.00	\$2,000.00	\$0.00	\$4,000.00
Key OBJECTIVE 2						
To revise and expand the database.						
(a) Fee for Professional time on Database management	\$9,000.00	\$7,500.00	\$0.00	\$3,000.00	\$5,606.75	\$5,000.00
(b) Fee for revision of the Data	\$2,000.00	\$2,000.00	\$4,100.00	\$4,000.00	\$0.00	\$0.00
(c) Web Site Maintenance	\$2,000.00	\$1,500.00	\$0.00	\$500.00	\$0.00	\$500.00
(d) TDB License Fee for TRICS (Uni category)	\$14,500.00	\$14,500.00	\$12,079.75	\$454.55	\$3,105.25	\$25.00
(e) TDB Hosting Fee for members				\$19,318.18	\$0.00	\$20,000.00
	\$27,500.00	\$25,500.00	\$16,179.75	\$27,272.73	\$8,712.00	\$25,525.00
Key OBJECTIVE 3						
To complete and assist with surveys and minor research.						
(a) TDB Surveys and Grants to Support surveys	\$32,000.00	\$32,000.00	\$15,435.25	\$30,000.00	\$32,768.50	\$30,000.00
(b) Liaison on O'Seas UK, Aus, USA.	\$2,000.00	\$2,000.00	\$825.00	\$1,000.00	\$4,227.50	\$0.00
(c) Research Briefs and Preparation of R F Ps	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
	\$35,000.00	\$35,000.00	\$16,260.25	\$32,000.00	\$36,996.00	\$31,000.00
Key Objective 4						
To maintain the administration of the Society.						
(a) Management Fee Contract administrator	\$11,000.00	\$8,000.00	\$4,993.00	\$6,000.00	\$1,185.00	\$1,185.00
(b) Administrative overhead and other contract fees	\$9,000.00	\$9,000.00	\$4,985.06	\$6,000.00	\$3,394.22	\$3,394.22
(c) Financial Accounts administration	\$3,500.00	\$3,500.00	\$4,154.57	\$5,000.00	\$3,508.37	\$2,859.81
(d) Office expenses, communication, printing	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00
(e) Conferences, Travel and other O'hd Exs.	\$2,000.00	\$2,000.00	\$4,273.85	\$2,000.00	\$1,341.41	\$1,341.41
	\$26,000.00	\$23,000.00	\$18,406.48	\$19,500.00	\$9,429.00	\$8,780.44
Total Plan Budget TDB Members Funds	\$93,500.00	\$88,500.00	\$54,696.48	\$80,772.73	\$55,137.00	\$69,305.44
Key Objective 5						
Research Projects						
ART15/29 Small Scale Development Effects	\$120,000.00	\$63,400.00	\$63,470.60	\$0.00	\$0.00	\$0.00
	\$120,000.00	\$63,400.00	\$63,470.60	\$0.00	\$0.00	\$0.00
Total Budget TDB +LTNZ	\$213,500.00	\$151,900.00	\$118,167.07	\$80,772.73	\$55,137.00	\$69,305.44

ATTACHMENT FOUR

TDB STRATEGIC PLAN
PROGRESS REVIEW 2018

Trips Database Bureau Strategic Plan Progress Report

September 2017

Vision²

To be the pre-eminent Australasian resource for data, research and advice related to trip generation by all modes and accessibility including parking rates linked to land-use.

Mission Statement³

To be a recognised Australasian non-profit, non-partisan industry organisation that enables improved transport planning practice and quality of decision-making through better, up-to-date data, research, expert advice and developing best practice, through a co-operative, responsive, cost-effective and collaborative model.

Traffic Light Key:

Complete	On track, meeting requirements	Progressing, behind programme	No progress, likely to or has failed	Review relevancy/ not able to report

² What you want to become.

³ What you want to achieve overall – the reason for existing/fundamental purpose, the hows

Goal G1: Maintain, renew and grow the TDB database

Objective O1.1: To remain aware of the data needs of TDB members

Action	Who	When	Progress (Traffic Light)	Comment
A1.1.1: Annually canvass the needs and perceptions of the TDB membership regarding the database	Executive Officer /Chief Researcher	Annually in March		Regular query at annual workshops and periodic newsletters/questionnaires to members
A1.1.2: Review periodicals and consent documents to identify key contemporary issues and data needs.	Chief Researcher/Board members	On-going, annual consideration mid-year		Survey Programme Strategic Framework under development, including analysis of data gaps. Monitor member feedback and criticism to inform actions

Objective O1.2: To retain and maintain an up-to-date, renewing and expanding joint New Zealand/Australian database for members that is widely recognised and accepted.

Action	Who	When	Progress (Traffic Light)	Comment
A1.2.1: Produce an annual update of the database that is made available to all members	Executive Officer/TDG	Annually in November		Completed each year / about to launch TRICS platform
A1.2.2: Convert the database to a web-accessible database platform in a form which is, as far as practicable, compatible with the TRICS format	Chief Researcher/TDG	March 2018		Well behind schedule; project is underway. Legal agreement complete and technical working group underway and on programme for early 2018 completion.

A1.2.3: Widen the platform of the database to receive and output alternative and additional data forms (e.g. graphical formats, alternative statistics, all modes, trip purposes, person-trip data, ITA's)	Chief Researcher /TDG	On-going		Options to achieve will be reviewed after web-hosting project is completed.
A1.2.4: To seek the recognition of the TDB database by government and councils as a rational basis in design and consent application assessments.	Board/Executive Officer	2015 AGM		No action plan in place. Review once TRICS platform is in place.
Objective O1.3: To manage an on-going, cost-effective programme of surveys and data acquisition sufficient to update data older than 10 years and expand it.				
Action	Who	When	Progress (Traffic Light)	Comment
A1.3.1: Promote the TDB survey funding budget allocation to Board members, to develop and conduct a programme of TDB commissioned surveys	Executive Officer	September 2013		Promoted to Board members. Survey programme and oversight group formed, with expenditure ramping up, and increased surveys being completed
A1.3.2: Secure major industry sponsors to support an ongoing programme of multi-mode surveys to extend the database to 3000	Chief Researcher/Executive Officer/Board	When: 2015 AGM		Whilst good support from some members, major sponsor initiative not started. TRICS committed via hosting agreement to supplement survey programme.
A1.3.3: Liaise with Universities to develop student projects with data collection components or related research useful to both parties	Chief Researcher /Executive Officer	Annually in July		Regular discussions with University staff explore opportunities. New contacts at UoA and UoC required.

A1.3.4: Develop agreements with NZTA and local Councils regarding provision of data supplied with consent applications/assessments	Executive Officer/Board Members	March 2014		Initial positive discussions held with several agencies but no successful processes implemented yet. Initial consent document reviews have not revealed useful data (too summarized)
A1.3.5: Pursue research projects/programmes of external providers which have data collection components	Chief Researcher/Board	On-going		Monitoring research programmes; one NZTA research project completed recently. Pursue this in 2018.
A1.3.6: Lobby and promote to members the need to contribute data and surveys to develop the database, possibly including offering incentives	Executive Officer/Board	On-going		Newsletters use for promotion. Also attendance at conferences to promote TDB database and surveys.

Objective O1.4: To continually keep members educated on the database use, limitations and updates.

Action	Who	When	Progress (Traffic Light)	Comment
A1.4.1: Provide annually updated user guide with each release of the database	Executive Officer/TDG	Annually in November		User guide to be updated and distributed with launch of TRICS platform.
A1.4.2: Include tips and advice in technical notes, workshops and newsletters	Chief Researcher/TDG	On-going		Two newsletters this year.
A1.4.3: Use website and newsletters to advise members of updates, changes or key issues	Chief Researcher/TDG	On-going		Updates and changes notified through newsletters and website latest news

Objective O1.5: To develop and maintain strong relationships with other entities interested in operating similar data sets.

Action	Who	When	Progress (Traffic Light)	Comment
A1.5.1: Continue regular liaison and partnership with TRICS, including joint research projects and database development initiatives.	Executive Officer/Chief Researcher	On-going		Launch of TRICS hosting TDB database
A1.5.2: Seek reciprocal arrangements related to exchange of data, membership and services for TRICS and TDB members	Executive Officer	October 2014		TRICS enabled through web-hosting agreement
A1.5.3: Strengthen links to RMS, and liaise over relationship between groups in light of new RMS database/research. Seek out similar links to other state road authorities.	Executive Officer/Peter Doupe/John Hart	March 2014		Need to continue interaction with RMS regarding survey programme through refresh of survey sub-group
A1.5.4: Seek to re-connect with relevant sections of ITE and establish reciprocal arrangements and liaison activities.	Executive Officer/Board	On-going		Need to re-connect with this objective.
A1.5.5: Promote and enable sharing and mutual exchange of trip and parking rate data, information and practices between organisations with similar interests in UK, US, Canada, South Africa or other jurisdictions through mechanisms such as Memoranda of Agreement.	Executive Officer/Board	On-going		No progress other than TRICS.
A1.5.6: Continue relationship and explore closer ties with NZMUGS	Executive Officer/Board	On-going		Overlapping membership & committees support positive relationships; associated conferences assist reciprocal recognition.

Goal G2: Provide Valued Services to Members

Objective O2.1: To maintain an up-to-date website

Action	Who	When	Progress (Traffic Light)	Comment
A2.1.1: Review and update front page at least fortnightly with latest news, events, promotions and advice	Executive Officer/ Chief Researcher/ Board/Webmaster	Fortnightly		Updates infrequent and not scheduled. New ENZ website to be investigated.
A2.1.2: Upload latest research reports, technical notes and newsletters as soon as available.	Executive Officer	On-going		As available, updating occurs promptly on request.
A2.1.3: Undertake minimum quarterly updates of meetings and administration pages	Executive Officer	Quarterly		No progress.

Objective O2.2: To regularly deliver a range of information to all members

Action	Who	When	Progress (Traffic Light)	Comment
A2.2.1: Produce and distribute at least 3 newsletters per year	Executive Officer	3 per year minimum		Achieved 2 in past year
A2.2.2: Distribute technical notes to all members as they are produced	Executive Officer	On-going, 2 / year min.		No technical notes been developed recently.
A2.2.3: Develop alerts and advertise to members activities of common interest	Executive Officer	On-going		Notice of associated workshops, such as NZ MUGS or TRICS occurs but no strong process in place

Objective O2.3: To provide face-to-face meeting opportunities

Action	Who	When	Progress (Traffic Light)	Comment
A2.3.1: Deliver a (series of) workshops each year, focussed on latest research, best practice and TDB updates	Executive Officer/Chief Researcher/Board	Associated with AGM or IPENZ Transport Conference		Board accepts two yearly cycle of workshops occurring at present; need to revisit target. Last seminar series in 2016.
A2.3.2: Run short TDB-related workshops/sessions/meetings at conferences	Executive Officer/Chief Researcher/Board/ Members	IPENZ Transport Group, AITPM, NZ MUGS conference		None in past year, since 2016 seminars and Nick Rabbets visit
A2.3.3: Create a blog space/members comments area on the TDB website	Executive Officer/webmaster	December 2013		No progress. Linked to refresh of website.

Objective O2.4: To provide the Australasian portal to TRICS

Action	Who	When	Progress (Traffic Light)	Comment
A2.4.1: Agree, secure and maintain exclusive Australasian TRICS licence with a selected number of sub-licences (held by Data Advisory Group members)	Executive Officer	On-going		Action to cease with new web-hosting agreement.

A2.4.2: Advertise and promote TRICS and the DAG query service to members and potential members	Executive Officer	On-going		Promoted through presentations, and some newsletters
A2.4.3: Provide an agreed query service to TDB members through the Data Advisory Group of sub-licence holders	DAG members	As requested		Action to cease with new web-hosting agreement.

Goal G3: Undertake Research related to TDB Purpose

Objective O3.1: To identify and monitor research funds and programmes for opportunities

Action	Who	When	Progress (Traffic Light)	Comment
A3.1.1: Investigate research funding opportunities with various state transport/roading authorities.	Chief Researcher	October 2012		Investigation completed, with no notable recommendations for opportunities to pursue. Ongoing monitoring of opportunities.
A3.1.2: Create a monitoring programme for the identified research funds and programmes and provide regular reports to the Board of findings	Chief Researcher	Quarterly		Monitoring occurring informally by Chief Researcher, and opportunities reported to Board.

Objective 03.2: To submit proposals on opportunities agreed by the Board

Action	Who	When	Progress (Traffic Light)	Comment
A3.2.1: Review and filter available opportunities and recommend potential projects to the Board for approval	Chief Researcher	On-going		No current opportunities.
A3.2.2: Pre-position for potential projects approved by Board	Chief Researcher	On-going		No potential projects identified currently
A3.2.3: Prepare bids on approved opportunities for submission through the Board	Chief Researcher	On-going		No potential projects identified currently

Objective 03.3: To undertake research projects at nominally zero net cost to TDB, preferably using sub-contracted consultants or in partnership with external groups

Action	Who	When	Progress (Traffic Light)	Comment
A3.3.1: Contact University of Auckland and University of Canterbury staff annually to collaborate with student research projects	Executive Officer/ Chief Researcher	Annually in July		Need to renew contact.
A3.3.2: Complete successfully acquired research projects per proposal with regular updates to the Board and act to minimise financial exposure of TDB	Research teams	As successful		Progress reports on any research projects are presented to each Board meeting

Objective O3.4: To encourage and explore research opportunities with overseas partner organisations.

Action	Who	When	Progress (Traffic Light)	Comment
A3.4.1: Consider or develop and undertake joint research projects with TRICS or other partner organisations to the mutual benefit of both, as agreed by the Board	Executive Officer/Chief Researcher	On-going, at least one/year		Principal joint project with TRICS is hosting TDB database. Discussions developing with RMS about coordinating survey programmes.

Objective O3.5: To ensure promotion and marketing of research projects to TDB members when concluded.

Action	Who	When	Progress (Traffic Light)	Comment
A3.5.1: All completed research projects to be posted to the website as soon as possible, included in the annual update distribution, noted in newsletters and promoted at the next workshop(s)/conferences with a TDB presence	Executive Officer/Chief Researcher	On-going		No potential projects identified currently.

Goal G4: Grow and Retain Membership

Objective O4.1: To retain current members through regular provision of valued services and professional interactions with TDB

Action	Who	When	Progress (Traffic Light)	Comment
A4.1.1: Undertake annual survey of members regarding what they value and want from TDB	Executive Officer	Annually in February		Invitation to suggest services and survey needs offered in newsletter and at meetings and seminars.
A4.1.2: Organise member query spaces on TDB website service.	Executive Officer	December 2013		No progress on this improvement to website.
A4.1.3: Conduct regular communications (both stand-alone and with related material) regarding services available and updates.	Executive Officer	On-going		Newsletters and website updates, but frequency could improve.
A4.1.4: Respond to members queries promptly and look for opportunities to add value/improve	Executive Officer/Chief Researcher	On-going		Response times have improved, and better recording of queries.
A4.1.5: Complete the TRICS technical note	Ian Clark	November 2013		No technical notes currently.

Objective O4.2: To have a notable presence at selected conferences

Action	Who	When	Progress (Traffic Light)	Comment
A4.2.1: Develop a programme of papers and presentation opportunities at the annual AITPM and IPENZ Transport Conferences	Peter Doupe/Executive Officer	Each November		TDB presence at recent conferences has been limited however attendance at 2018 ENZ Transportation Conference was good.
A4.2.2: Seek a speaking/promotional slot at the annual AITPM conference	Board	Each AITPM national conference		Not occurred for past 3 years – applied for ENZ sponsorship to attend but was unsuccessful – will consider attendance next year.
A4.2.3: Operate a trade-stand booth at annual AITPM (offered free to TDB by Peter D) and IPENZ Transport Conferences	Peter Doupe/Executive Officer	Each conference		No progress. Considerable effort needs to occur to produce materials and processes to get equipment to conferences – low priority
A4.2.4: Link in with (AITPM) State Technical Workshops, perhaps with one state targeted each year.	Australian Board Members/Chief Researcher	Various		No significant progress; potential for Nick Rabbets visit in February 2019 could include meetings with local members and Board members

Objective O4.3: To enable sponsorship and branding opportunities for members through TDB activities

Action	Who	When	Progress (Traffic Light)	Comment
A4.3.1: Develop frameworks for sponsorships at	Executive Officer	March 2014		Opportunities provided with seminar

TDB events, on communication material and sponsored surveys				and website sponsorship and branding recognition. Opportunities need highlighting again. Input of supporters always acknowledged.
A4.3.2: Promote opportunities and respond to approaches related to sponsorships (and other revenue sources) at TDB events, on communication material or sponsored surveys.	Executive Officer	On-going		Opportunities promoted for workshop sponsorships. Low level of positive response last time.
Objective O4.4: To develop, maintain and implement a targeted membership growth action plan				
Action	Who	When	Progress (Traffic Light)	Comment
A4.4.1: Nominate NZ and Australian “Grow membership” champions to work in collaboration with the EO, to pick up on and continue previous work.	Board	October 2013 and on-going		No progress; renewed focus is required through a re-established “Grow Membership” sub-group
A4.4.2: Malcolm Douglass to send all collected business cards of prospective members to Executive Officer who will collate a list and forward to Australian membership champion.	Malcolm Douglass/Executive Officer	October 2013		Completed
A4.4.3: Identify all potential and existing members into committed, fringe, associated and wavering categories, and create actions for each category.	Membership champions	December 2013		Process for the “Grow membership” sub-group

Objective O4.5: To promote TDB through various media and other communications/marketing channels to wider sector/audiences

Action	Who	When	Progress (Traffic Light)	Comment
A4.5.1: Complete a series of promotional articles for AITPM magazine and Roundabout	Peter Doupe/Board	Twice yearly		Occasional presence in Roundabout; needs more planned programme
A4.5.2: Promote events through, and maintain a presence in IPENZ, NZPI and AITPM publications and communications vehicles	Executive Officer/Peter Doupe/Board	Twice yearly		Seminars and key activities promoted through ENZ TG, NZPI, CILT and ENSOC channels but sporadic/not regular
A4.5.3: Pursue reciprocal relationships with overseas agencies and professional groups to mutual benefit of each.	Executive Officer/Board	On-going		Have established relationships with AITPM, ITE, RMS/TfNSW and TRICS but could be more active in most cases

Goal G5: Effective Society Operation

Objective O5.1: To operate efficiently under Society Rules and other obligations

Action	Who	When	Progress (Traffic Light)	Comment
A5.1.1: The Board will meet at least 3 times per year and oversee all TDB activities, ensuring compliance with Society Rules	Executive Officer/Board	On-going		Board met 3 times in past year. Other subgroups need to refresh meetings. Compliance with Society rules achieved.
A5.1.2: Comply with various requirements of sub-group status of IPENZ Transport Group and AITPM.	Executive Officer/Board	On-going		Requests for reports and support of IPENZ TG activities achieved; AITPM requests complied with as received.

A5.1.3: Financial management will endeavour to never operate in overdraft, and with net zero annual budgets	Executive Officer/Board	On-going		Achieved throughout past year, and financial audit completed satisfactorily
Objective 05.2: To continue to efficiently secure basic administrative support services through small scale contracts with approved consultancies.				
Action	Who	When	Progress (Traffic Light)	Comment
A5.2.1: Operate annual hourly rate agreements with regular support suppliers	Executive Officer	Annually		All regular suppliers operate with hourly rate agreements with TDB friendly rates
A5.2.2: Administrative, financial support and research services will not be sourced all from one organisation	Board	On-going		Support services have been supplied from 3 organisations
A5.2.3: By annual appointment, contract an external independent auditor	Executive Officer/Board	On-going		Annual financial audit process has been undertaken by external independent auditor
Objective 05.3: To provide an equitable and transparent member subscription system and service				
Action	Who	When	Progress (Traffic Light)	Comment
A5.3.1: Annually set subscription levels, based on a membership classification system.	Board	Annually in June		Subscriptions based upon membership classes reviewed annually as part of the annual budget adoption process

A5.3.2: Maintain up-to-date membership lists which will be loaded in the members-only website area	Executive Officer	On-going		Membership database needs updating.
A5.3.3: Send out membership subscription invoices to all members	Executive Officer	Early each financial year		All membership subscriptions were distributed; with excellent member payment response
A5.3.4: Resolve a membership fee arrangement for multi-national companies	Executive Officer	October 2013		Board has not finalised a position yet; initial paper was submitted but not resolved.
Objective O5.4: To conduct a review of the TDB structure and organisation to identify and implement the most appropriate solution to meet the needs of members.				
Action	Who	When	Progress (Traffic Light)	Comment
A5.4.1: Complete review within one year of adoptions of Strategic Plan	Executive Officer/Board	December 2014		Completed September 2014

ATTACHMENT FIVE

**TDB NOMINATION FORM
FOR CHAIR AND BOARD MEMBER**

NOMINATION FORM FOR BOARD MEMBER AND CHAIRMAN

Nominator: - I, _____,
 (Print Name) (Signature)
 being a **TDB** Contact Person or a TDB Associate, from

 (Name of organisation, firm or Person being a financial member of TDB)

Seconded: - I, _____,
 (Print Name) (Signature)
 being a **TDB** Contact Person or a TDB Associate, from

 (Name of organisation, firm or Person being a financial member of TDB)

Nominate: - _____
(Print Name)
As a candidate for election as a Board Member/Chairman (delete as appropriate) of the Trips Database Bureau at its Annual General Meeting, to be held on:
_____ at _____

Candidates (Job) Position or Title	
Business Address	
Telephone Number	
Fax No.	
Email Address	
Signed by Nominee	
Date:	

Note 1: The candidate need not belong to the nominator's organisation and can belong to any organisation or agency which is a member of **TDB**.

Note 2: This form shall be returned (physically or electronically), duly signed by the nominator, the seconder and the candidate, to the Chairman or the Executive Officer at least 24 hours prior to the Annual General Meeting of the election for that nomination.

Note 3: The form shall be accompanied by a CV or a brief biographical summary of the nominees experience outlining the candidate's suitability to be a member of the **TDB** Board.