

## TRIPS DATABASE BUREAU (Incorporated)

### 2021 ANNUAL MEETING AGENDA

NOTICE of the Eighteenth Annual Meeting of the Trips Database Bureau to be held online via Teams, 6:30 pm, Wednesday 29<sup>th</sup> September 2021 was sent to all members of TDB via email and posted on the website 17<sup>th</sup> August 2021

#### CONFERENCE CALL DETAILS

[Click here to join the meeting](#)

**Or call in (audio only)**

[+64 4-280 2674,,518561683#](#) New Zealand, Wellington

Phone Conference ID: 518 561 683#

The business of the Eighteenth 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 Seventeenth Annual Meeting, held on 16th September 2019 at the Museum of New Zealand, Te Papa, Wellington, NZ, at 5:00 pm *(Note there was no AGM held in 2020)*
3. Receive and adopt the Financial Statement for the period July 2020 - June 2021 and the 2021-22 Budget of Trips Database Bureau.  
*(It should be noted that the 2019-20 Accounts were audited and are available on request and that the 2020-21 Accounts are also being audited but are not yet available)*
4. Receive the Annual Report of the Executive Officer and the Chair for 2020/2021.
5. 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 obtained on request.)*
6. Any other business notified to the Chair

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

Caron Greenough  
Executive Officer

#### TRIPS DATABASE BUREAU

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*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.*

**Item *draft* recommendations:**

**1. Apologies**

Apologies received:

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

**2. Minutes of the Seventeenth Annual Meeting held on the 16<sup>th</sup> September 2019**

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

**3. Financial Statement for the period June 2020 to June 2021 and the 2021-22 Budget of TDB**

*Recommendation 3:* That the Financial Statement for 2020-2021 be received and adopted and the 2021-22 Budget for the TDB be received and accepted.

**4. Annual Report of the Executive Officer and the Chair for 2020-2021**

*Recommendation 4:* That the Chair and Executive Officer's Report for 2019/20 be received.

**5. Elections for the Board**

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

**6. Any General Business.**

*Recommendation 8:* That +++ (*as appropriate*)

**ATTACHMENT ONE**

**Minutes of the Seventeenth Annual Meeting**

**Museum of New Zealand, Te Papa, Wellington, NZ, at  
5:00 pm**

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

**Held:** 2019 NZ MUGS Conference Venue, Museum of New Zealand, Te Papa, Wellington, NZ, 5:00 pm, Monday 16<sup>th</sup> September 2019

**Present:** Tony Brennand (TDB Chair), Caron Greenough (Executive Officer), Phillip Brown (Board Member), Mark Gregory (Board Member), Cameron Inder, Ian Clark, Nick Sargent, John Pell, Dave Smith, Chris Blackmore, Wendy Wee, Nathan Harper, David Wanty.

**Apologies:** None received

**Minutes**

**1. APOLOGIES AND WELCOME**

Tony Brennand (TDB Chair) welcomed attendees to the 2019 AGM and then called for apologies.

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

Tony Brennand/Nathan Harper  
**CARRIED**

**2. MINUTES OF SIXTEENTH AGM (17th September 2018) IN WELLINGTON**

The Minutes of the Sixteenth Annual Meeting, held on 17th September 2018 at the Grand Millennium Hotel, 71 Mayoral Drive, Auckland, 1010, NZ, which had previously been circulated were taken as read.

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

Nathan Harper/Caron Greenough  
**CARRIED**

**3. AUDITED ACCOUNTS AND FINANCIAL STATEMENT 2018-2019**

The Draft Audited Accounts and Financial Statement Report for the July 2018 – June 2019 financial year were attached to the meeting agenda as Attachment 2, previously circulated. This report included an unqualified opinion by Peter Davidson and Associates 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 2018/2019 as presented be received and adopted.*

Tony Brennand/Phil Brown  
**CARRIED**

#### **4. ANNUAL REPORT OF THE CHAIRMAN AND EXECUTIVE OFFICER FOR 2018-2019**

The Chair presented his report as Attachment 3, which had been previously distributed with the pre-circulated agenda.

During 2018/2019 the following issues were addressed:

1. With communication to members has largely been through email with only one official Newsletter distributed this year (#41). This largely announced the launch of the TRICS TDB collaboration and the roadshow at the start of 2019 between TRICS UK and the TDB to Australia and New Zealand. This was a very successful way of connecting with the members.
2. The building of the TRICS (UK) relationship has continued, with significantly higher levels of contact principally based around Nick Rabbets' visit and the ongoing development of the next phases of the database. Nick spoke to a number of seminars, Board members and TDB members in both countries around generally TRICS direction, technical matters, closer ties and collaboration. Project work on the technical aspects of the web-hosting project has gone very well, as well as raising the need for TDB to review the nature of its relationship with its members. The first element of that review has been the production of the member access licence to the new web-based database, which was distributed with this year's subscriptions. Ongoing discussions are also occurring as opportunities arise on joint research projects that TRICS is developing.
3. Unfortunately little work has occurred on the website over the last year after the launch of the refreshed format and style in 2015. This will be a priority this year and we welcome any members assistance with this.
4. The Board continues the approach that the key way forward to secure new data for the database is to commission our own surveys to supplement those volunteered. Our budgeted allocations have allowed a significant undertaking with our own survey programme, albeit not at a rate to replace all aging data, let alone generally expand the database. The Survey Programme Sub-Group will continue to oversee an active programme of surveys and managing this within the budgeted allocation, which is set at about 1/3 of our overall budget spend. Two large surveys are about to input into the database and will be available for the September update of TRICS. 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.

During the year, TDB continues to operate with the support of contracted and voluntary services. The Executive Officer, Caron Greenough has voluntarily reduced her full-time hours as a consultant to be able to input time into the TDB. We are now also supported by Solis Chartered Accountants Ltd for financial support and also continue to have support from Abley Transport Consultants and TEAM.

**Moved 4:-** That the 2018/19 Report of the Chair and Executive Officer be received.

Dave Smith/Ian Clarke  
**CARRIED**

#### **5. 2018-19 ANNUAL PLAN AND PROGRAMME**

TDB operates a July-June financial year. Our proposed 2019/20 Annual Plan and Budget and priorities for this year are shown in Appendix 2 attached, which was approved by the Board via email on 9/09/2019. It has been based primarily on the budgets of last year but with the desire to actually spend some of the members fees on surveys this year. With a large surplus in the bank this should be being used to update the database and to the methodology presented to members earlier in the year. This will mean the budget and fees will not match and should be more.

This budget has been based on the principles of:

- As balanced a budget as possible on admin and essentials
- Modest growth in membership
- The membership subscription rates approved in 2015
- An increase in allocation for data and survey acquisition
- 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\$.

With the changes provided in the TDB-TRICS Web-Hosting Agreement, TDB now gets its TRICS licence for £250, and can 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 now holds the TDB database, TDB 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 2019-20 is about \$15,000. This fee will increase year on year (and next year will be about 10% higher), so in future years, consideration for lifting the TDB subscriptions to cover this will be required.

The overall total budget is increased compared to the last years by around \$25,000, mainly due to the increase in survey budget. The \$82,000 budget is a considerable undertaking and requires careful and judicious management to provide excellent value to our members and ensuring our bank balances remain positive.

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

*Nathan Harper/Ian Clarke*  
**CARRIED**

## **6. TDB STRATEGIC PLAN 2013 PROGRESS REPORT**

For the past three years, a summary report has been presented to the AGM on progress against our Strategic Plan actions.

At the previous Board meeting it was agreed that the Strategic Plan should be reviewed and a survey of members would be undertaken. This will be undertaken by the end of 2019.

In this regard the summary report has not been updated.  
requirements of operating TDB.

**Moved 6:** *That the progress report on the TDB Strategic Plan is noted.*

**CARRIED**

## **7. ELECTION OF BOARD MEMBERS**

Due to Society Rules that require Board Members to stand down after a three year term, Daryl Hughes, Antoni Facey, Ken Hollyoak and Chris Freke are required to stand down this year.

Daryl Hughes has indicated that he would stand down and has provided a nomination – Sarah Loynes, Ken Hollyoak has not communicated with the Board about reelection so it is assumed he is standing down, the others have indicated that they would be available to stand for re-election. Invitations have been distributed to the TDB membership to secure further nominations to fill the elected Board vacancies. We presently have one vacancy for a New Zealand position and one vacancy for an Australian elected Board members..

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.

**Moved 7a:** *That the nomination of Sarah Loynes, Antoni Facey and Chris Freke be confirmed.*

*By acclamation*

## **8. ELECTION OF BOARD MEMBERS**

No General Business Items were raised.

The Chairman declared the 2019 Annual General Meeting closed at 5.25pm.

Signed as a correct record by:

  
Chairperson

On date:

  
18 November 2019

**ATTACHMENT TWO**

**Financial Statement of TDB  
for the period June 2020 to June 2021**



## Balance Sheet

### Trips Database Bureau Incorporated As at 30 June 2021

	30 Jun 2021	30 Jun 2020
<b>Assets</b>		
<b>Bank</b>		
Rabo Bank	22,606	22,606
Westpac Australia Cheque	1,487 <sup>1</sup>	3,295 <sup>2</sup>
Westpac Australia Savings	32,886 <sup>1</sup>	53,816 <sup>2</sup>
Westpac Cheque	7,827	2,443
Westpac Savings	39,487	15,815
<b>Total Bank</b>	<b>104,293</b>	<b>97,975</b>
<b>Current Assets</b>		
Accounts Receivable	15,450 <sup>1</sup>	21,398 <sup>2</sup>
Accounts Receivable Australia	-	-
Resident Withholding Tax	58	56
Withholding tax paid	(51)	-
<b>Total Current Assets</b>	<b>15,457</b>	<b>21,454</b>
<b>Total Assets</b>	<b>119,750</b>	<b>119,429</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	-	2,942 <sup>2</sup>
GST	3,432	2,762
Rounding	1	-
<b>Total Current Liabilities</b>	<b>3,433</b>	<b>5,704</b>
<b>Total Liabilities</b>	<b>3,433</b>	<b>5,704</b>
<b>Net Assets</b>	<b>116,317</b>	<b>113,726</b>
<b>Equity</b>		
Current Year Earnings	2,591	8,420
Equity	(770)	(770)
Retained Earnings	114,496	106,075
<b>Total Equity</b>	<b>116,317</b>	<b>113,726</b>

#### Notes

**1**  
Figures converted into New Zealand Dollar using the following rate:  
0.932169 AUD Australian Dollar per NZD. Rate provided by XE.com on 26 Jun 2021.

**2**  
Figures converted into New Zealand Dollar using the following rate:  
0.935175 AUD Australian Dollar per NZD. Rate provided by XE.com on 30 Jun 2020.

## Trips Database Bureau Incorporated - General Ledger Report

### General Ledger Summary

Trips Database Bureau Incorporated  
From 1 June 2020 to 30 June 2021

Add Summary

Account	Debit	Credit	Net Movement
Accounts Payable (800)	71,740.11 <sup>1</sup>	59,964.83 <sup>1</sup>	11,775.28
Accounts Receivable (610)	63,331.65 <sup>1</sup>	75,180.03 <sup>1</sup>	(11,848.38)
Audit Fees (101)	5,318.57	1,905.05	3,413.52
Australian Membership Fees (202/2)	0.00	16,376.22	(16,376.22)
Bad Debts (132)	1,618.00	0.00	1,618.00
Bank Fees (103)	1,045.56	0.00	1,045.56
Bank Revaluations (125)	948.95	0.00	948.95
Consultancy Fees - Database (131/4)	34,811.68	0.00	34,811.68
Consultancy Fees - Finance/Acct (131/6)	2,460.87	0.00	2,460.87
Consultancy Fees - Surveys (131/5)	11,298.15	0.00	11,298.15
GST (820)	5,937.78	6,116.40	(178.62)
Insurance (110)	1,905.00	0.00	1,905.00
Interest Income (270)	0.00	196.74	(196.74)
New Zealand Membership Fees (202/1)	0.00	38,997.88	(38,997.88)
Rabo Bank (705)	118.96	0.00	118.96
Realised Currency Gains (127)	844.02	89.99	754.03
Resident Withholding Tax (150)	48.44	51.01	(2.57)
Rounding (860)	0.00	1.24	(1.24)
Unrealised Currency Gains (126)	23.50	0.00	23.50
Westpac Australia Cheque (704)	34,835.71 <sup>1</sup>	36,189.68 <sup>1</sup>	(1,353.97)
Westpac Australia Savings (703)	16,186.24 <sup>1</sup>	34,394.13 <sup>1</sup>	(18,207.89)
Westpac Cheque (700)	67,109.73	60,388.90	6,720.83
Westpac Savings (701)	51,269.16	41,000.00	10,269.16
<b>Total</b>	<b>370,852.08</b>	<b>370,852.10</b>	<b>(0.02)</b>

This report uses the most up-to-date exchange rate data available to convert foreign currencies into New Zealand Dollar. Enter exchange rates for 30 June 2021.

#### Notes

1.

Figures converted into New Zealand Dollar using the following rates:

0.931154 AUD Australian Dollar per NZD. Rate provided by XE.com on 30 Jun 2021.

## **ATTACHMENT THREE**

# **Annual Report of the Executive Officer and the Chair**

## **TRIPS DATABASE BUREAU - EIGHTEENTH ANNUAL REPORT**

### **For Year Ending 30 June 2021**

**To be presented to the Annual Meeting on 29<sup>th</sup> September 2021**

#### **Chairman's Report**

#### **Appendix 1. List of Member Organisations**

### **1. BOARD MEMBERSHIP AND MEETINGS**

The Board, established in 2002, had its first Annual Meeting as an Incorporated Society on 16<sup>th</sup> September 2003. Since the last Annual Meeting, held in Wellington on 16<sup>th</sup> September 2019, the Board has held two formal Board meetings via teleconference and been updated via email on:

No 62 26<sup>th</sup> June 2020  
No 63 12<sup>th</sup> July 2021  
Email update July 2021  
Email update August 2021

One Newsletter was issued No 44 in April 2020

#### **The Board for 2020 - 2021 comprised:**

Tony Brennand (Chairman Wellington) and six elected NZ members including Chris Freke (Auckland), Ranjan Pant (Auckland), Antoni Facey (Timaru), Sarah Loynes (Hamilton), Phillip Brown (Auckland) and Mark Gregory (Christchurch), and two Australian members including Peter Doupe (Melbourne) and Peter McIntyre (Sydney) together with support from Dave Smith (Technical and Research Support) and Stuart Woods.

In terms of the society rules: Phillip Brown, Mark Gregory, Peter McIntyre and Peter Doupe are required to stand down this year. Sarah Loynes has also indicated that she would stand down and the others have indicated that they would be available to stand for re-election.

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 one nomination from Stuart Wood.

We presently have two 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
2019	22	7
2020	25	8

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 in previous years.

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 due to Covid 19 and we did not want to put pressure on new members to join. We are very pleased that the current members have resigned, and we have gained 5 new members from last year, and lost one.

### **3. NEWSLETTERS, TECHNICAL NOTES, CONTACTS and WEBSITE**

There have been no Newsletters sent out in the past year due to work pressures on the Board members and the Executive Officer generally as a consequence of Covid 19. Also TRICS UK has been very quiet over the past year also to Covid 19 and extended lockdowns in the UK. This is easing now and we expect renewed activity this coming year.

Current website access is via the TDB sub-group page on the Engineering NZ website and we now have a LinkedIn page.

### **4. SEMINAR, DATABASE, SURVEY RESULTS and RESEARCH**

#### **Seminars and Workshops**

No workshops or seminars were run in 2020/21.

Our Chair and Board member, Mark Gregory have presented to the MUGS conference on 20<sup>th</sup> September and a Webinar on the Practical Implementation of the Decide and Provide Approach follows this AGM.

#### **Survey and Database Growth**

Due largely to Covid the number of surveys has been low.

New surveys from NSW have been acquired and added to the database and the research report for the Marina surveys, that support the surveys, can now be found on our website.

The transition to the TRICS platform has required some changes to the survey data collected which will eventually be automated but in the meantime does need some manual processing.

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.

#### **Research Projects 2020/2021**

It was agreed by the Board that the budget not going towards surveys could though be diverted to research instead. On that basis we part subsidised some work for Waka Kotahi and there has been some background work done on the survey programme. The work for Waka Kotahi included an update to the data that is currently in the PPM. Unfortunately the full PPM is not yet ready for issue. In the meantime we will ask the Agency if we can issue the data to members because its quite a useful summary.

For next year our plan is to undertake further research and we have 3 proposals agreed with Abley to progress:

1. The benefits of travel plans;
2. The correlation of parking rates to trip rates
3. A complete update of the trip rates that are in RR453.

## **5. FINANCES AND ANNUAL PLAN 2020/21**

### **Audited Accounts**

The Annual Accounts are currently being audited and a report on the audit will be made available on the website when complete. In the meantime summary of the main items are as follows:-

Over all the membership fees provided \$60,570.00 compared with the \$57,105.00 budgeted. This includes the 5 new members this year.

### **Last year's income from all sources (excluding GST):**

<b>INCOME SOURCES</b>	<b>2020/21</b>
Membership Fees	\$55,570.84
Research Income	\$5,000.00
Total Gross Income	<b>\$60,570.84</b>

### **Overall Income-Expenditure and Assets-Liabilities**

	<b>2020/21</b>
Total Gross Income (excl GST)	\$60,570.84
Total Expenses	<u>\$59,586.20</u>
Surplus (Deficit) before Tax	\$984.64
Tax to pay	\$0
Surplus (Deficit) after Tax	\$984.64
Current Assets	\$119,750
Less Current Liabilities	<u>\$3,433.00</u>
Net Current Assets	\$116,317

The \$3,433.00 is an outstanding invoice by a member but at the time of writing the report this has now been paid.

The Auditors will approved the release of an Audit Report to members once ready (2019/20 is available on the website) which they have prepared based upon these Financial Statements. Based on previous audits and the figures above it is hoped that this provides the General Meeting confidence that the accounts are being managed responsibly.

### **2020/2021 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 objectives in the plan are:

- Obj 1 – Grow Membership: Under by \$1,000
- Obj 2 – Revise Database: Overspent by about \$18,840.21
- Obj 3 – Assist with Surveys: Underspent by about \$22,701.85
- Obj 4 – Administration: Underspent by about \$6,952.16
- Obj 5 – Research: Underspent by \$500.00

The total operational under expenditure was about \$2,313.80.

The biggest contributors to the under and overspend is around the lack of surveys but the increase in processing costs plus subsidizing the update of the Waka Kotahi PPM.

The Covid situation continues to be volatile for now and we just need to remain flexible. Next year we will be focused on research and TRICS UK are proposing to contribute to more surveys in Australia and New Zealand.

## **6. TDB SUPPORT SERVICES**

During the year, TDB continued to operate with the support of contracted and voluntary services. We are supported by Abley Transport Consultants, namely Dave Smith and his team and Phillip Brown and his team.

## **7. 2021-2022 Budge**

TDB operates a July-June financial year. Our proposed 2021/22 Annual Plan and Budget are shown in Appendix 2 attached, which was approved by the Board in August 2021.

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 the survey programme. There is also an allowance for a contribution from TRICS UK although the exact amount is still to be confirmed but is nominally put at \$15,000.00. With this we will have a profit of \$10,504.48 or a small loss of \$5,504.48, which can easily be covered by our current financial situation.

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

- A balanced budget
- Modest growth in membership
- The membership subscription rates approved for 2022 which include an increase in the TRICS UK membership
- 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).

The overall total budget is around \$71,318.00 including the \$15,000 from TRICS UK. A \$72,000 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.

The membership fees revenues based on the membership subscription levels along with the subscription fees are:

Category	Category description	Current NZ/Aus Fees (ex GST) (NZ\$)	Current UK TRICS Fees (ex GST) (NZ\$)*
A1	National/State Government Transport agency	\$6,084	\$2,880.90
B0	Council or Council Controlled Entities over 500,000 population	\$6,084	\$2,880.90
B1	Council over 100,000 population	\$3,092	\$2,240.70
B2	Council 20,000 - 100,000 population	\$1,618	\$1,600.50
B3	Council under 20,000 population	\$881	\$893.37
C1	Consultancy – over 3 offices	\$3,092	\$2,240.70
C2	Consultancy 2-3 offices	\$1,618	\$1,600.50
C3	Consultancy – single office operation	\$881	\$893.37
C4	Consultancy – sole trader	\$518	\$742.05
D1	Private Person	\$518	\$742.05
D2	Professional grouping/interest groups	\$518	\$130.95

\*Based on UK to NZD rate September 2021.

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.

## **9. CONCLUSION**

We look forward to the Annual General Meeting to be online Wednesday 29<sup>th</sup> September 2021 and the webinar to follow.

This is the eighteenth Annual General Meeting of TDB. The year has reflected a rather difficult year but we continue to try and add value for the members.

We hope that by developing the closer relationship with TRICS UK our members get even better value but we welcome feedback at anytime.

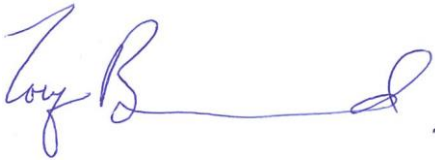


## **10. CHAIR'S FINAL COMMENTS**

TDB Board activity has followed a staccato like beat over the time since the last AGM due to the disruptions posed by COVID-19. This has also interfered with our UK based partner TRICS who were planning to work with us in Australasia. Despite the limitations imposed by COVID TDB has continued to progress its mission by:

- survey programme including annual monitoring at key sites
- Planning work around responding to the National Policy Statement on Parking and amendments to the RMA
- Development of papers/seminars for NZ MUGS and TDM AGM utilising TRICS & Australasian data around Travel Planning & facilitating 'Design and Provide.'
- Further development of tools and facilities associated with our relationship with TRICS
- Further development of our Strategic Plan

There are many inside and outside the Board who have contributed to the activities of TDM despite the many disruptions we have shared who I offer my thanks and appreciation

A handwritten signature in blue ink, appearing to read 'Tony B...', with a long horizontal line extending from the end.

**Chairman of the TDB Board for 20th September 2021**

A handwritten signature in blue ink, appearing to be initials 'HO'.

**Executive Officer - TDB**

## **APPENDIX 1 - MEMBERSHIP REGISTER**

**The following is the list of members of Trips Database Bureau at September 2021.**

New South Wales RMS  
Christchurch City Council  
Dunedin City Council  
New Plymouth District Council  
BECA  
Stantec  
Aurecon Australasia Pty Ltd  
Calibre Group  
Abley Limited  
Jacobs NZ Ltd  
Traffic Engineering & Management Ltd  
Traffic Planning Consultants Ltd  
Novo Group Ltd  
Candor 3  
Bloxam Burnett and Olliver Ltd  
Harrison Grierson Consultants Ltd  
Gray Matter Ltd  
Hawthorn Geddes  
QTP  
Flow Transportation Specialists Ltd  
Urbsol  
SLR Consulting Australia Pty Ltd  
Arrive Ltd  
Tim Kelly  
ESR Transport Planning  
Harriet Fraser Traffic Engineering & Transportation Planning  
Harrison Transportation  
Carriageway Consulting Ltd  
Traffic Solutions Limited  
Transoft Solutions (Australia) Pty Ltd  
Traffessionals  
Australian Road Research Board  
RMIT

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

Trips Database Bureau Incorporated				
For the year ended 30 June 2021				
	Account	2020 Overall Budget	2020 Actual Budget	2021 Proposed Budget
<b>Key Objective 1 : Growing the Bureau Membership</b>				
	Consultancy Fees - Roadshow	0.00	0.00	0.00
	Consultancy Fees - Professional Time Advice	1,000.00	0.00	1,000.00
<b>Total Key Objective 1 : Growing the Bureau Membership</b>		<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>Key Objective 2 : Revision and Expansion of the database</b>				
	Consultancy Fees - Database	16,000.00	22,158.87	22,363.52
	Consultancy Fees - Professional Services	0.00	13,681.34	13,550.00
	Consultancy Fees - Website	1,000.00	0.00	1,000.00
<b>Total Key Objective 2 : Revision and Expansion of the database</b>		<b>17,000.00</b>	<b>35,840.21</b>	<b>36,913.52</b>
<b>Key Objective 3: Completion and Assistance with Surveys</b>				
	Consultancy Fees - Research	4,000.00	0.00	0.00
	Consultancy Fees - Surveys	30,000.00	11,298.15	15,000.00
<b>Total Key Objective 3: Completion and Assistance with Surveys</b>		<b>34,000.00</b>	<b>11,298.15</b>	<b>15,000.00</b>
<b>Key Objective 4: Maintenance and Administration of the Society</b>				
	Audit & Accounting	2,000.00	5,990.47	2,000.00
	Consultancy Fees - Admin General	3,000.00	3,506.43	3,000.00
	Currency Gain/Loss & Bank Fees	2,500.00	867.52	1,000.00
	Legal expenses	0.00	0.00	0.00
	Insurance	1,900.00	1,905.00	1,900.00
	GST	0.00	178.42	
<b>Total Key Objective 4: Maintenance and Administration of the Society</b>		<b>9,400.00</b>	<b>12,447.84</b>	<b>7,900.00</b>
<b>Key Objective 5: Research contracted to the NZ Transport Agency</b>				
<b>Operating Expenses</b>				
	Travel - National	500.00	0.00	0.00
<b>Total Operating Expenses</b>		<b>500.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Key Objective 5: Research contracted to the NZ Transport Agency</b>		<b>500.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total</b>		<b>61,900.00</b>	<b>59,586.20</b>	<b>60,813.52</b>
<b>Income</b>				
	Australian Membership Fees	15,725.24	16,376.22	13,010.00
	Interest Income	0.00	196.74	0.00
	New Zealand Membership Fees	41,380.03	38,997.88	32,750.00
	UK Membership Fees	0.00	0.00	10,558.00
	NZTA research	0.00	5,000.00	0.00
	TRICS UK surveys	0.00	0.00	15,000.00
<b>Total Income</b>		<b>57,105.27</b>	<b>60,570.84</b>	<b>71,318.00</b>
			984.64	10,504.48

ATTACHMENT FOUR

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



**TRIPS DATABASE BUREAU**

**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)

**Seconder: -** 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.