

MINUTES OF EIGHTEENTH ANNUAL GENERAL MEETING

TRIPS DATABASE BUREAU INC. (TDB)

Held: via Teams, NZ time 6:30 pm, Wednesday 29th September 2021

Present: Tony Brennand (TDB Chair) Caron Greenough (Executive Officer), Stuart Woods, Phillip Brown (Board Member – TEAM), Mark Gregory, Ann Fosberry, Colin Shields, Anne Heins, Edwards Forrester, Tageth Rupasinghe, Don McKenzie, Jo Draper

Apologies: None received

1 APOLOGIES AND WELCOME

Tony Brennand (TDB Chair) welcomed attendees to the 2021 AGM and then called for apologies.

Moved 1: That the above apologies be accepted.

Phillip Brown/Tony Brennand

CARRIED

2 MINUTES OF SEVENTEENTH AGM (16th September 2019 noting no AGM was held in 2020) CHRISTCHURCH

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

Phillip Brown/Caron Greenough

CARRIED

3 AUDITED ACCOUNTS AND FINANCIAL STATEMENT 2019-2020

The Draft Audited Accounts and Financial Statement Report for the 2019/20 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 2019/2020 as presented be received and adopted.

Tony Brennand / Mark Gregory

CARRIED

4 ANNUAL REPORT OF THE CHAIRMAN AND EXECUTIVE OFFICER FOR 2019-2020

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

During 2019/2020 the following issues were addressed.

Since the last Annual Meeting, held in Wellington on 16th September 2019, the Board has held two formal Board meetings via teleconference and been updated via email on:

- No 62 26th June 2020
- No 63 12th July 2021
- Email update July 2021
- Email update August 2021

One Newsletter was issued No 44 in April 2020

2. As of September 2021 we have 25 NZ members and 8 Australian members.

3. 2020-21 Annual Plan and Programme

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.

Moved 4: That the 2020/21 Report of the Chair and Executive Officer be received.

Peter McIntyre/Ranjan Pant

CARRIED

5 Election of Board Members

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.

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

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 ¹	59,964.83 ¹	11,775.28
Accounts Receivable (610)	63,331.65 ¹	75,180.03 ¹	(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 ¹	36,189.68 ¹	(1,353.97)
Westpac Australia Savings (703)	16,186.24 ¹	34,394.13 ¹	(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
Total	370,852.08	370,852.10	(0.02)

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.

<https://go.xero.com/Reports/Report2.aspx?reportId=defae615-6e39-4502-b4bc-dc1b20519da6&report=&statement=d3297150-2d4e-4461-9c25-4...> 1/2

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 29th 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 16th September 2003. Since the last Annual Meeting, held in Wellington on 16th September 2019, the Board has held two formal Board meetings via teleconference and been updated via email on:

No 62 26th June 2020
No 63 12th 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 20th 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):

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

Overall Income-Expenditure and Assets-Liabilities

	2020/21
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 Budget

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 29th 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.

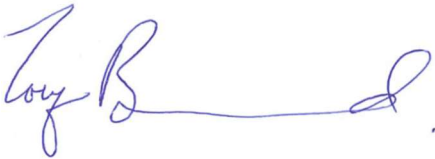
We hope that by developing the closer relationship with TRICS UK our members get even better value but we welcome feedback at anytime.

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



Chairman of the TDB Board for 20th September 2021



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
Key Objective 1 : Growing the Bureau Membership				
	Consultancy Fees - Roadshow	0.00	0.00	0.00
	Consultancy Fees - Professional Time Advice	1,000.00	0.00	1,000.00
Total Key Objective 1 : Growing the Bureau Membership		1,000.00	0.00	1,000.00
Key Objective 2 : Revision and Expansion of the database				
	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
Total Key Objective 2 : Revision and Expansion of the database		17,000.00	35,840.21	36,913.52
Key Objective 3: Completion and Assistance with Surveys				
	Consultancy Fees - Research	4,000.00	0.00	0.00
	Consultancy Fees - Surveys	30,000.00	11,298.15	15,000.00
Total Key Objective 3: Completion and Assistance with Surveys		34,000.00	11,298.15	15,000.00
Key Objective 4: Maintenance and Administration of the Society				
	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	
Total Key Objective 4: Maintenance and Administration of the Society		9,400.00	12,447.84	7,900.00
Key Objective 5: Research contracted to the NZ Transport Agency				
Operating Expenses				
	Travel - National	500.00	0.00	0.00
Total Operating Expenses		500.00	0.00	0.00
Total Key Objective 5: Research contracted to the NZ Transport Agency		500.00	0.00	0.00
Total		61,900.00	59,586.20	60,813.52
Income				
	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
Total Income		57,105.27	60,570.84	71,318.00
			984.64	10,504.48