

## TRIPS DATABASE BUREAU (Incorporated)

### 2022 ANNUAL MEETING AGENDA

NOTICE of the Nineteenth Annual Meeting of the Trips Database Bureau to be held online via Teams, 12:30 pm, Tuesday 27<sup>th</sup> September 2022 was sent to all members of TDB via email and posted on the website 14<sup>th</sup> September 2022 and on LinkedIn.

#### CONFERENCE CALL DETAILS

*Join on your computer, mobile app or room device*

[Click here to join the meeting](#)

**Meeting ID: 416 436 975 359**

**Passcode: eAhMp4**

[Download Teams](#) | [Join on the web](#)

*Or call in (audio only)*

[+64 4-280 6054, 246909666#](#) **New Zealand, Wellington**

**Phone Conference ID: 246 909 666#**

[Find a local number](#) | [Reset PIN](#)

The business of the Nineteenth 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 Eighteenth Annual Meeting, via Teams 6:30 pm, Wednesday 29th September 2021
3. Receive and adopt the Financial Statement for the period June 2021 - June 2022 and the 2022-23 Budget of Trips Database Bureau.  
*(2020-21 Accounts are available on the website or on request)*
4. Receive the Annual Report of the Executive Officer and the Chair for 2021/2022.

5. Elect members to the Board as required by the Rules  
*(The Board tenure rules of the Society result in two NZ Board members needing to stand down. They are free to stand for re-election.*

*There will be 2 NZ Board vacancies and 1 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

**Item *draft* recommendations:**

**1. Apologies**

Apologies received:

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

**2. Minutes of the Eighteenth Annual Meeting held on the 6:30 pm, Wednesday 29th September 2021**

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

**3. Financial Statement for the period June 2021 to June 2022 and the 2022-23 Budget of TDB**

*Recommendation 3:* That the Financial Statement for 2021-2022 be received and adopted and the 2022-23 Budget for the TDB be received and accepted.

**4. Annual Report of the Executive Officer and the Chair for 2021-2022**

*Recommendation 4:* That the Chair and Executive Officer's Report for 2021/2022 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 Eighteenth Annual Meeting**

**Via Teams 6:30 pm, Wednesday 29th September 2021**

*See separate attachment*

**ATTACHMENT TWO**

**Financial Statement of TDB**

**for the period June 2021 to June 2022**

# Balance Sheet

Trips Database Bureau Incorporated  
As at 30 June 2022

	30 JUN 2022	30 JUN 2021	30 JUN 2020
<b>Assets</b>			
<b>Bank</b>			
Rabo Bank	22,784.96	22,667.12	22,606.24
Westpac Australia Cheque	1,533.63	1,488.33	3,295.36
Westpac Australia Savings	41,137.35	32,922.34	53,815.64
Westpac Cheque	1,455.45	7,827.37	2,443.04
Westpac Savings	64,541.02	39,488.02	15,815.18
<b>Total Bank</b>	<b>131,452.41</b>	<b>104,393.18</b>	<b>97,975.46</b>
<b>Current Assets</b>			
Accounts Receivable	5,237.67	15,849.09	21,397.82
Accounts Receivable Australia	0.06	0.06	0.06
<b>Total Current Assets</b>	<b>5,237.73</b>	<b>15,849.15</b>	<b>21,397.88</b>
<b>Total Assets</b>	<b>136,690.14</b>	<b>120,242.33</b>	<b>119,373.34</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	5,163.50	1,905.00	2,941.83
GST	3,016.27	3,183.04	2,761.72
Resident Withholding Tax	(89.18)	(30.94)	(56.12)
Rounding	(14.14)	-	-
<b>Total Current Liabilities</b>	<b>8,076.45</b>	<b>5,057.10</b>	<b>5,647.43</b>
<b>Total Liabilities</b>	<b>8,076.45</b>	<b>5,057.10</b>	<b>5,647.43</b>
<b>Net Assets</b>	<b>128,613.69</b>	<b>115,185.23</b>	<b>113,725.91</b>
<b>Equity</b>			
Current Year Earnings	13,428.46	1,459.32	8,420.35
Equity	(769.81)	(769.81)	(769.81)
Retained Earnings	115,955.04	114,495.72	106,075.37
<b>Total Equity</b>	<b>128,613.69</b>	<b>115,185.23</b>	<b>113,725.91</b>

# General Ledger Summary

## Trips Database Bureau Incorporated From 1 June 2021 to 30 June 2022

Account	Debit	Credit	Net Movement
Accounts Payable (800)	47,101 <sup>1</sup>	52,265 <sup>1</sup>	(5,164)
Accounts Receivable (610)	79,601 <sup>1</sup>	84,421 <sup>1</sup>	(4,820)
Audit Fees (101)	3,600	-	3,600
Australian Membership Fees (202/2)	1,844	26,428	(24,585)
Bank Fees (103)	330	1,929	(1,599)
Bank Revaluations (125)	-	1,533	(1,533)
Consultancy Fees - Database (131/4)	25,346	5,000	20,346
Consultancy Fees - Finance/Acct (131/6)	4,304	-	4,304
Consultancy Fees - Research NZTA (131/1)	13,189	-	13,189
GST (820)	7,218	6,803	415
Insurance (110)	2,018	-	2,018
Interest Income (270)	-	329	(329)
New Zealand Membership Fees (202/1)	1,917	36,779	(34,862)
Rabo Bank (705)	179	-	179
Realised Currency Gains (127)	1,679	15	1,664
Resident Withholding Tax (150)	82	-	82
Rounding (860)	16	1	15
Unrealised Currency Gains (126)	-	99	(99)
Westpac Australia Cheque (704)	57 <sup>1</sup>	-	57
Westpac Australia Savings (703)	8,482 <sup>1</sup>	-	8,482
Westpac Cheque (700)	45,359	51,775	(6,417)
Westpac Savings (701)	61,401	36,347	25,054
<b>Total</b>	<b>303,724</b>	<b>303,724</b>	<b>-</b>

### Notes

1

Figures converted into New Zealand Dollar using the following rates:  
0.903646 AUD Australian Dollar per NZD. Rate provided by XE.com on 30 Jun 2022.  
0.513031 GBP British Pound per NZD. Rate provided by XE.com on 30 Jun 2022.

**ATTACHMENT THREE**

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



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

**For Year Ending 30 June 2022**

**To be presented to the Annual Meeting on 27<sup>th</sup> September 2022**

**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 29<sup>th</sup> September 2021, the Board has held one formal Board meetings via teleconference and discussed key business via email:

No 64 19<sup>th</sup> August 2022

Email update 18<sup>th</sup> November 2021

Various other correspondence with Chair and individual members around NZTA research/invoicing etc. No newsletters were issued.

#### **The Board for 2021 - 2022 comprised:**

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

In terms of the society rules: Antoni Facey, Chris Freke are required to stand down this year.

Invitations have been distributed to the **TDB** membership to secure further nominations to fill the elected Board vacancies.

We presently have two vacancies for a New Zealand position and one vacancy for an Australian elected Board member.

#### **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
2021	21	6

Over the past year, we have had a few small companies resign from the membership. This is either due to costs or in some cases where membership was linked to one or two people in the company and they have left or retired, and the company has chosen to not renew.

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.

### **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 both in NZ and Australia. This is easing now and we expect renewed activity this coming year. The Board agreed at the last meeting to start undertaking surveys again. This will be discussed with TRICS UK as to the priorities but members can suggest land use activities that they would like to see updated first.

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 2021/22.

Our Board member, Mark Gregory presented at the MUGS conference on 12-13<sup>th</sup> September 2022.

#### **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 – these included surveys of golf clubs.

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 2021/2022**

It was agreed at the AGM 2021 that the budget, not going towards surveys, could be diverted to research instead. On that basis we part subsidised some work for Waka Kotahi to update the data that is currently in the PPM.

As will be presented at the AGM 2022 further research has been progressed with the help of Ableys, these include:

1. The benefits of travel plans;
2. The correlation of parking rates to trip rates;
3. An 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 \$44,556.28 compared with the \$56,318.00 budgeted. This includes the 8 members lost and 1 new member this year.

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

<b>INCOME SOURCES</b>	<b>2021/22</b>
Membership Fees	\$44,556.28
Research Income	\$0.00
<b>Total Gross Income</b>	<b>\$44,556.28</b>

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

	<b>2021/22</b>
Total Gross Income (excl GST)	\$44,556.28
Total Expenses	<u>\$45,492.00</u>
Surplus inc Tax	<b>-\$935.72</b>
Current Assets	\$136,690.14
Less Current Liabilities	\$8,076.45
<b>Net Current Assets</b>	<b>\$128,613.69</b>

The Auditors are currently reviewing the accounts and the audit report will be available to members on our website. 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.

### **2021/2022 Performance against the Annual Plan.**

The performance against the Annual Plan presented to the 2021 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: Underspend by 12,263.52
- Obj 3 – Assist with Surveys/research: Underspent by about \$1,811.00
- Obj 4 – Administration: Underspent by about \$247.00
- Obj 5 – Research: Underspent by \$0.00 (covered in Objective 3)

The total operational under expenditure was about \$15,321.52 due to surveys not progressing this year as budgeted for.

As the Covid situation eases we will begin to focus on surveys this year and will be working with TRICS UK who 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. 2022-2023 Budget**

TDB operates a July-June financial year. Our proposed 2022/23 Annual Plan and Budget are shown in Appendix 2 attached.

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 \$7,600.00.

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

- A balanced budget
- Modest growth in membership
- The membership subscription rates approved for 2021 which included 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 \$55,400.00 including the \$15,000 from TRICS UK. A \$55,400.00 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:

<b>Category</b>	<b>Category description</b>	<b>Current NZ/Aus Fees (ex GST)  (NZ\$)</b>	<b>Current UK TRICS Fees (ex GST)  (NZ\$)*</b>
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 Tuesday 27<sup>th</sup> September 2022 and the presentation by Abley to follow.

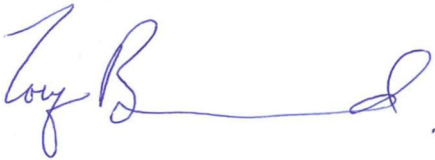
This is the nineteenth Annual General Meeting of TDB. The year has reflected another challenging year in terms of traffic surveying but with the research programme we continue to try and add value for the members.

## **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 2022**



**Executive Officer - TDB**

## **APPENDIX 1 - MEMBERSHIP REGISTER**

**The following is the list of members of Trips Database Bureau at September 2022**

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

Bloxam Burnett and Olliver Ltd

Harrison Grierson Consultants Ltd

Gray Matter Ltd

Hawthorn Geddes

QTP

Flow Transportation Specialists Ltd

SLR Consulting Australia Pty Ltd

Arrive Ltd

Harriet Fraser Traffic Engineering & Transportation  
Planning

Harrison Transportation

Carriageway Consulting Ltd

Traffic Solutions Limited

Transoft Solutions (Australia) Pty Ltd

Australian Road Research Board

RMIT



## APPENDIX 2 - PROPOSED PLAN 2022/2023 (GST excluded and figures rounded)

Trips Database Bureau Incorporated				
For the year ended 30 June 2022				
	Account	2021 Overall Budget	2021 Actual Spend	2022 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
Total Key Objective 1 : Growing the Bureau Membership		1,000.00	0.00	1,000.00
<b>Key Objective 2 : Revision and Expansion of the database</b>				
	Consultancy Fees - Database	22,363.52	20,346.00	23,000.00
	Consultancy Fees - Professional Services	13,550.00	4,304.00	8,000.00
	Consultancy Fees - Website	1,000.00	0.00	0.00
Total Key Objective 2 : Revision and Expansion of the database		36,913.52	24,650.00	31,000.00
<b>Key Objective 3: Completion and Assistance with Surveys</b>				
	Consultancy Fees - Research	0.00	13,189.00	0.00
	Consultancy Fees - Surveys	15,000.00	0.00	15,000.00
Total Key Objective 3: Completion and Assistance with Surveys		15,000.00	13,189.00	15,000.00
<b>Key Objective 4: Maintenance and Administration of the Society</b>				
	Audit & Accounting	2,000.00	3,600.00	2,000.00
	Consultancy Fees - Admin General	3,000.00	0.00	3,000.00
	Currency Gain/Loss & Bank Fees	1,000.00	1,620.00	1,000.00
	Legal expenses	0.00	0.00	0.00
	Insurance	1,900.00	2,018.00	1,900.00
	GST	0.00	415.00	500.00
Total Key Objective 4: Maintenance and Administration of the Society		7,900.00	7,653.00	8,400.00
<b>Key Objective 5: Research contracted to the NZ Transport Agency</b>				
	Operating Expenses			
	Travel - National	0.00	0.00	0.00
	Total Operating Expenses	0.00	0.00	0.00
Total Key Objective 5: Research contracted to the NZ Transport Agency		0.00	0.00	0.00
<b>Total</b>		<b>60,813.52</b>	<b>45,492.00</b>	<b>55,400.00</b>
<b>Income</b>				
	Australian Membership Fees	13,010.00	15,887.20	16,000.00
	Interest Income	0.00	0.00	0.00
	New Zealand Membership Fees	32,750.00	22,593.00	25,000.00
	UK Membership Fees	10,558.00	6,076.08	7,000.00
	NZTA research	0.00	0.00	0.00
	TRICS UK surveys	15,000.00	0.00	15,000.00
Total Income		71,318.00	44,556.28	63,000.00
			-935.72	7,600.00

ATTACHMENT FOUR

**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)

**Second: - 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	_____
<b>Signed by Nominee</b>	_____
<b>Date:</b>	_____

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.