TRIPS DATABASE BUREAU (Incorporated)

2019 ANNUAL MEETING AGENDA

NOTICE of the Seventeenth Annual Meeting of the Trips Database Bureau to be held at the 2019 NZ MUGS Conference Venue, Museum of New Zealand, Te Papa, Wellington, NZ, 5:00 pm, Monday 16th September 2019 was sent to all members of TDB via email and Transportation Group website on 17th August 2019.

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: 6867538

Meeting URL: https://meetnz.beca.com/caron.greenough/VQG46G51

The business of the Seventeenth 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 Sixteenth Annual Meeting, held on 17th September 2018 at the Grand Millennium Hotel, 71 Mayoral Drive, Auckland, 1010, NZ, at 5:00 pm

3. Receive and adopt the Audited Accounts and Financial Statement of Trips Database Bureau for the period July 2018 - June 2019.

4. Receive the Annual Report of the Chair & Executive Officer for 2018/2019.

5. Consider, and if necessary amend, the proposed budget based on the current Annual Plan for 2019/2020.

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.)

7. Receive the TDB Strategic Plan 2013

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.

8. Any other business notified to the Chair

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

Caron Greenough
Executive Officer, 17.08.19

Item *draft* recommendations:

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

2. **Minutes of the Sixteenth Annual Meeting held on the 17th September 2017**

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

3. **Audited Accounts and Financial Statement of TDB for the period July 2018 to June 2019.**

   Recommendation 3: That the audited accounts and the Financial Statement for 2018-2019 be received and adopted.

4. **Annual Report of the Chairman and the Executive Officer for 2018-2019**

   Recommendation 4: That the Chair and Executive Officer's Report for 2018/19 be received.

5. **Budget for 2019-2020**

   Recommendation 5: That the Budget for 2019/20 be received and approved.

6. **TDB Strategic Plan 2013**

   Recommendation 6: Receive the Annual Plan with the knowledge that this will be updated in 2019/20.

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*)

Minutes of the Sixteenth Annual Meeting

Monday, 17th September 2017

Grand Millenium Hotel, 71 Mayoral Drive, Auckland, 1010, NZ

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

Held: 2018 NZ MUGS Conference Venue, Grand Millennium Hotel, 71 Mayoral Drive, Auckland, 1010, NZ, 5:00 pm, Monday 17th September 2018

Present: Tony Brennand (TDB Chair, by Conference Call), Caron Greenough (Executive Officer), Stuart Woods, Phillip Brown (Board Member – TEAM), Mark Gregory (Christchurch City Council, Cameron Inder, Tara Hills, Chris Blackmore, Michael Hall, Cameron Bradley, Geoffrey Cornelis, John Falconer, Anatole Sergejew, Ian Clark, Michael Blyleven.

Apologies: None received

Minutes

1. APOLOGIES AND WELCOME

Tony Brennand (TDB Chair) welcomed attendees to the 2018 AGM and then called for apologies.

Moved 1: That the above apologies be accepted.

Stuart Woods/Tony Brennand
CARRIED

2. MINUTES OF FIFTHEENTH AGM (4th September 2016) AT CHRISTCHURCH

The Minutes of the Fifteenth AGM (Attachment 1) held at the Rydges Latimer Hotel, 30 Latimer Square, Christchurch; 6:30 pm, Wednesday 4th September 2015, which had previously been circulated were taken as read.

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

Stuart Woods/Phillip Brown
CARRIED

3. AUDITED ACCOUNTS AND FINANCIAL STATEMENT 2016-2017

The Draft Audited Accounts and Financial Statement Report for the 2017/18 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 2017/2018 as presented be received and adopted.

Tony Brennand / Mark Gregory
CARRIED

4. ANNUAL REPORT OF THE CHAIRMAN AND EXECUTIVE OFFICER FOR 2017-2018

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

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 lauched 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.

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.

Moved 4:- *That the 2017/18 Report of the Chair and Executive Officer be received.*

Phillip Brown / Stuart Woods
CARRIED

5. 2017-18 ANNUAL PLAN AND PROGRAMME

The proposed 2018-19 Annual Plan was presented for consideration and discussion under Section 7 of Attachment 3 (Chairman's Report, which had been previously distributed). 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$.

With the changes provided in the TDB-TRICS Web-Hosting Agreement, 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.

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

Tony Brennand/Phillip Brown
CARRIED

6. TDB STRATEGIC PLAN 2013 PROGESS REPORT

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

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.

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

Phillip Brown/Stuart Woods
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 (Phillip Brown, Peter Doupe, Andrew Milne) and one Australian board member (Peter McIntyre) stood down.

Three have indicated that they were available to stand for re-election, and submitted nominations forms (Phillip Brown, Peter Doupe and Peter McIntyre). That meant that TDB has 1 New Zealand and 1 Australian vacancy.

Mark Gregory has submitted a nomination form for election to the Board as a New Zealand representative.

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* Phillip Brown, Peter Doupe and Mark Gregory *as NZ Board members, and* Peter McIntyre *as Australian Board member be confirmed.*

By acclamation

Stuart Woods/Ian Clark
By acclamation

8. GENERAL BUSINESS

No General Business Items were raised.

The Chairman declared the 2018 Annual General Meeting closed at 5:55pm.

Signed as a correct record by: _____
Chairman

On (date)   22 August 2019

ATTACHMENT TWO

Audited Accounts and Financial Statement of TDB

for the period July 2018 to June 2019

In summary:

TDP 2018/19 Actual to Budget

Trips Database Bureau Incorporated
For the year ended 30 June 2019

	2019 OVERALL ACTUAL	2019 OVERALL BUDGET
Key Objective 1 : Growing the Bureau Membership		
Consultancy Fees - Roadshow	2,414.32	3,000.00
Consultancy Fees - Professional Time Advice	-	1,000.00
Total Key Objective 1 : Growing the Bureau Membership	2,414.32	4,000.00
Key Objective 2 : Revision and Expansion of the database		
Consultancy Fees - Database	14,220.10	25,026.00
Consultancy Fees - Website	-	500.00
Total Key Objective 2 : Revision and Expansion of the database	14,220.10	25,526.00
Key Objective 3: Completion and Assistance with Surveys		
Consultancy Fees - Research NZTA	858.16	1,000.00
Consultancy Fees - Surveys	12,147.70	30,000.00
Total Key Objective 3: Completion and Assistance with Surveys	13,005.86	31,000.00
Key Objective 4: Maintenance and Administration of the Society		
Audit & Accounting	1,491.36	4,044.00
Consultancy Fees - Admin General	7,448.11	3,394.00
Currency Gain/Loss & Bank Fees	2,360.14	-
Legal expenses	500.00	-
Insurance	1,810.00	-
Total Key Objective 4: Maintenance and Administration of the Society	13,609.61	7,438.00
Key Objective 5: Research contracted to the NZ Transport Agency		
Operating Expenses		
Travel - National	-	1,341.00
Total Operating Expenses	-	1,341.00
Total Key Objective 5: Research contracted to the NZ Transport Agency	-	1,341.00
Total	43,249.89	69,305.00
Income		
Australian Membership Fees	10,335.24	-
Interest Income	361.11	-
New Zealand Membership Fees	32,254.03	-
Total Income	42,950.38	-

Note:
There was an additional $1,719.10 paid out in Consultancy Fees – Database (Key Objective 2) between the submission of the audit and the final review.

Annual Report of the Chairman

and the Executive Officer

TRIPS DATABASE BUREAU - SEVENTEENTH ANNUAL REPORT

For Year Ending 30 June 2019

To be presented to the Annual Meeting in Wellington 16th September 2019

Chairman's Report

Appendix 1. List of Member Organisations

Appendix 2. Proposed Budget 2019/20

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 Auckland on 17th September 2018, the Board has held two meetings via teleconference and one via email communication and approval on:

> Email update to Board 19th March 2019 following TRICS TDB Roadshow
> No 61   03nd May 2019
> Email update and budget approval 9th September 2019

The Board for 2018 - 2019 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 Mark Gregory (Christchurch), and four Australian members including Peter Doupe (Melbourne), Peter McIntyre (Sydney), Ash Tamhane (Sydney) and Ken Hollyoak (Chatswood, NSW) together with Alan Gregory (Hamilton, representing IPENZ Transportation Group), Dave Smith (Tech Support) and Stuart Woods. Var ious other TDB members continue to provide key liaison and connections on our behalf.

In terms of the society rules, 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, 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.

2. *TDB* MEMBERSHIP

Since the AGM last year TDB and TRICS UK have joined together to deliver the database. This required TDB members to renew their Agreement with the TDB. This has lead to some members not renewing their subscription however we have also gained 7 new members this year. Intotal we have 29 members:

TDB Membership	
A1 National/State Government	1
B1 Council over 100,000 population	2
B2 Council 20,000 – 100,00 population	1
C1 Consultancy – over 3 offices	5
C3 Consultancy – single office	12
C4 Consultancy – sole trader	6
Professional group/interest group	2
Total	**29**

The Board has been tasked to contact previous members that have not renewed their subscription to rejoin.

3. NEWSLETTERS, TECHNICAL NOTES, CONTACTS and WEBSITE

One Newsletter (#43) has been sent out since the last meeting. This included information about the launch of the TRICS TDB database, this was also followed up with an email in January reminding members of the roadshows and workshops and to renew their subscriptions. Members have though been kept uptodate with several emails over the year regarding the same subject matters.

With regard to the website, unfortunately the platform that this is sat with is now very old and almost obsolete. We have continued to use Abley to assist with this but they have also indicated that they can no longer support this.

Some of the information on the original website has now been transitioned to the Engineering NZ website   https://www.transportationgroup.nz/trips-database-bureau/ temporarily however it is questioned as to whether this works for our Australian members. I welcome comments from members.

There has been regular communication with TRICS staff over the past year as platform release.

4.   SEMINAR, DATABASE, SURVEY RESULTS and RESEARCH

Seminars and Workshops
The main activity for the year has been the release and the visit and roadshow with Nick Rabbets (TRICS Managing Director) to NZ in February 2019.

A report from Caron Greenough on the roadshow is below:

TDB/TRICS Australia and New Zealand Roadshow
In preparation for the Australian trip, as we do not have as many direct contacts as for NZ, I just made a request to organisations that they contact us directly if they would like us to visit. We were not overwhelmed by invitations but the visits we did make were very rich and we got a different perspective every meeting.

Firstly, all organisations agreed that a centralised Australasian database was so important and that the collaboration with TRICS really raised the brand of the TDB. There are a lot of British imports and they were doing a very good job of extolling its benefits.

In addition, near enough every meeting we had full agreement that we need a standardised approach to undertaking surveys in all the regions of the world, let alone the UK and Australasia, and they are very pleased that TRICS and TDB are working towards implementing this.

Sydney
Nick arrived a day earlier than myself and met with Peter McIntyre of Transoft mainly introduce what TRICS/TDB were doing in Australasia. He was very interested in the standard survey methodology, as he said it would be interesting to see in the future the research that could be undertaken comparing surveys across the world.

He pointed out that Transoft were involved with ITE in the US, which we are aware of and he said that his boss in the US might be interested to discuss what we are doing in Australasia and how this might also be useful for the ITE data. I informed him that ITE were already aware of the TDB project, but I thought that they were less likely to do something similar due to it being a UK product. Peter inferred that this was the case now, but could definitely see the benefits of our system, especially when combined with a standard survey methodology.

Meeting with WSP (arranged through WSP NZ) – Sam Black from the Sydney Office has had no previous knowledge of TRICS, but did say he asked around the office just before coming out and there was a cheer that TRICS was coming to Australia. Many of the engineers are from the UK and just can't understand why the system is not being used. Sam is keen to see the standardised approach to surveys and is of the same opinion as us regarding the supply of data within the database and how it will help all members to include data within it (more detailed explanation contained within RMS notes below). WSP keen to be involved with the writing of a guidance document for TA's, as they find it can be very dependant upon the local authority or the client as to what is done and this needs to be standardised to ensure consistence across the region.

Meeting with New South Wales RMS was completely different. As well as myself and Nick, Phillip Brown also attended. There were around 15 people from RMIT also present, some of whom Nick had previously met 2 years ago. We introduced the TRICS/TDB database and explained in depth the current system and the phase two multi-modal system. All present were eager to get an agreed survey methodology in place and were in agreement with ourselves that Level 1 vehicle only surveys were likely to be priority at the beginning of the process. However, they were very aware that multi-modal was going to be more and more important as time went on.

This was key to a number of people as we explained the importance of people trip rates and how we needed to know the impact on non-traffic modes to ensure that adequate capacity and facilities were available. This seemed to hit a spot and got the meeting into detailed discussions upon these implications, as well as the 12 hour counts showing different development peaks to the surrounding highway network and peak spreading. The meeting was very positive and it sounds as if RMS are willing to work with TDB and TRICS to create a guidance document for TA's, something that has never really been done for more than a single region.

Discussions were also made around the issue of commercial sensitivity of traffic counts, Nick pointed out that everything that is undertaken within a count could be undertaken by anyone sitting across the road, so the actual number of people visiting the site is not sensitive information and the additional data for the development can also be found on the internet etc. This created another discussion where it was noted that this had never been considered before and this should be used as an argument for including data on the system in the future, especially if the data is independently validated by TRICS and is more open to public scrutiny, thus giving the survey more weight.

Meeting with David Barnes from TTM was more towards the data collection side of things, as Phillip Brown would not have the capacity to undertake surveys within Australia. From discussions it would appear that we have found our approved survey company within Australia. David was also very keen to have a standardised methodology for data collection, as he has found that different clients have differing requirements, but they also ask for advice with regard to the data that should be collected. He was also keen for the commercially sensitive argument to be used and he was going to promote inclusion of data within the database in the future.

Melbourne

Meeting with Melbourne University – Again more of the same and very similar to the meeting with RMS. Also Uni very keen to work with TRICS/TDB on future course content and thesis subjects/research. There is also a possibility of TRICS becoming involved with a research paper being co-written by researchers from US, Aus and UK; the brief for this will be forwarded at a later date. Nick is aware of the US person involved, as he was in contact with them about TRICS some 2 years ago. The Aus researcher would be the chair of the meeting, Chris De Gruyter, who is very aware of the TRICS system, as he has had a Uni licence for some 9 months now and loves the level of detail within it. UK researcher comes from Loughborough University. However, in essence they will be looking in detail at the information available across the world and make recommendations about how the industry as a whole should be moving, and from initial thoughts all those involved say that TRICS is the clear leader, but the others may have some interesting elements that might be used to improve TRICS.

Meeting with SIDRA – this was an interesting one. They were impressed with the database and how we are looking to do 15 minute surveys, which in theory would complement their intersection modelling software, which is similar to ARCADY in the UK. They can also see the definite benefit of standardised data collection.

We will have to see where this one leads in the future. Nick could possibly see a facility within TRICS to output the calculated trip rates, and thus additional vehicle trips, into a csv file that would be used within SIDRA products to create a new traffic matrix so that the need to input flows manually was no longer required, but not a priority!

Meeting with Australian Road Research Board – This was another interesting meeting and a different perspective as ARRB generally write policy documents for the regional Departments of Transport. We had a tour of their new research labs and talked to mainly their library department before presenting to the staff.

As they often do research for Austroads having access to the database was important and although they maybe were not as interested in the details of the survey methodology per ce, they were researchers so valued the standardisation of the methodology. One researcher mentioned that as the Traffic Management series was being revised by Austroads, we should make contact.

New Zealand

From Australia we returned to NZ and 3 x workshops in the main centres with organisations visiting us.

The presentations were similar to Aus and the discussion was also very similar. All were happy with the TRICS collaboration and could see benefits in having access to the UK database in addition to the TDB. All were relatively happy with the standardisation of the data while accepting that they might need to do a bit of work with their Clients. The cost should not increase by much as once the equipment is out its irrelevant if its for 2 hours or 12. We were also able to get a bit of help with identifying locations for new surveys too – which was positive.

From these meetings/workshops we have some follow ups:
- Auckland University want to talk to the TDB about research papers, similar to RMIT but also about content of their lectures
- We talked to Greater Wellington about trips rates in their regional model and I am going to look at doing joint discussion with Andy Ford at the MUGS conference in September
- Make contact with Austroads – do any of you have a contact that we can use?
- Finalise and circulate the survey methodology to our members for further comment
- Review the UK Best Practise Guide with regard to NZ context

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. TRICS are keen to progress with a small scale survey programme in Australasia however this has not yet commenced. A list of activities has though been agreed with RMS.

In NZ a similar list of activities and sites has been discussed with the Board and will be advanced in the coming year.

Recently there has been a couple of surveys that were being undertaken for developers that the TDB have contributed to inorder to obtain more detailed data and approval has been given to put these in our database. We are working with TRICS to have these uploaded onto the database shortly.

As per last year our current programme is considering of inland ports, more bulk retail sites, a garden/café centre and further drive-through coffee sites outside Auckland. We have also been exploring doing annual surveys on the same residential streets in both Auckland and Wellington inorder to have a year-on-year comparison of trip rates. Connections with TDB affiliates in Australia with survey programmes continue to be explored to seek coordination and efficiency.

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.

The Survey Programme Sub-Group drafted an initial strategic framework for the survey programme last year to more deliberately and logically develop survey programmes to collect data that is useful and relevant to members, as well as consider areas such as quality assurance and data validation in the survey and data acceptance processes.

Also updates to the survey methodology i.e. 12 hour 15 minute interval counts and multimodal counts, was discussed with members at the workshops and generally agreed with. 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 2018/2019

No research projects have been commenced this year.

5. FINANCES AND ANNUAL PLAN 2018/19

Audited Accounts

The Annual Accounts have been audited and a report on the audit is attached to the AGM agenda papers.

It should be noted that the TDB have transferred to using Xero this year and the format of the reporting has changed from previous years.

A summary of the main items are as follows:

Over all the membership fees provided $42,589.27 compared with the $67,557.00 budgeted. The overall lower revenue resulted principally from lower membership subscriptions compared to membership numbers last year.

The overall costs of the database has reduced but this is a direct reflection of the number of members and that TRICS have only invoiced us per members. The administration of TDB has though increased in some areas as we have had input from both Ableys and TEAM on the form of the database earlier in the year and assistance getting the data into the correct format for TRICS.

The TDB have also appointed a new accountant to assist with the financial management of the incorporation. Solis Ltd were appointed in 2019 to take over from Ableys and we have now converted our accounting system to Xero. This has overall cut down on the administration of invoices.

Below is a summary of the income from all sources and a comparison of the budget agreed at last years AGM compared with the actual spend for the year.

Last year's income from all sources (excluding GST) and compared with 2015/16 were:

INCOME SOURCES	2017/18	2018/19
Membership Fees	$67,557.00	$42,589.27
Consulting Income	$0	$0
Workshop	$0	$0
TRICS Recoveries	$6,000	$0
Conference Recoveries	$3,478	$0
Interest received	$278.00	$361.11
Exchange Rate Gain	$62.00	$0
Total Gross Income	$117,375	**$42,950.38**

Overall Income-Expenditure against budget 2018/19

TDB 2018/19 Actual to Budget
Trips Database Bureau Incorporated
For the year ended 30 June 2019

Account	2019 Overall Actual	2019 Overall Budget
Key Objective 1 : Growing the Bureau Membership		
Consultancy Fees - Roadshow	2,414.32	3,000.00
Consultancy Fees - Professional Time Advice	0.00	1,000.00
Total Key Objective 1 : Growing the Bureau Mer	**2,414.32**	**4,000.00**
Key Objective 2 : Revision and Expansion of the database		
Consultancy Fees - Database	14,220.10	25,026.00
Consultancy Fees - Website	0.00	500.00
Total Key Objective 2 : Revision and Expansion	**14,220.10**	**25,526.00**
Key Objective 3: Completion and Assistance with Surveys		
Consultancy Fees - Research NZTA	858.16	1,000.00
Consultancy Fees - Surveys	12,147.70	30,000.00
Total Key Objective 3: Completion and Assistan	**13,005.86**	**31,000.00**
Key Objective 4: Maintenance and Administration of the Society		
Audit & Accounting	1,491.36	4,044.00
Consultancy Fees - Admin General	7,448.11	3,394.00
Currency Gain/Loss & Bank Fees	2,360.14	0.00
Legal expenses	500.00	0.00
Insurance	1,810.00	0.00
Total Key Objective 4: Maintenance and Admini	**13,609.61**	**7,438.00**
Key Objective 5: Research contracted to the NZ Transport Agency		
Operating Expenses		
Travel - National	0.00	1,341.00
Total Operating Expenses	**0.00**	**1,341.00**
Total Key Objective 5: Research contracted to tl	0.00	1,341.00
Total	**43,249.89**	**69,305.00**
Income		
Australian Membership Fees	10,335.24	0.00
Interest Income	361.11	0.00
New Zealand Membership Fees	32,254.03	0.00
Total Income	**42,950.38**	**0.00**

Note:
There was an additional $1,719.10 paid out in Consultancy Fees – Database (Key Objective 2) between the submission of the audit and the final review.

	2017/18	2018/19
Total Gross Income (excl GST)	$117,375.00	$42,950.38
Total Expenses	$90,063.00	$43,249.89
Surplus (Deficit) before Tax	$27,312.00	-$299.51
Tax to pay	$0	
Surplus (Deficit) after Tax	$27,312.00	-$299.51
Current Assets	$115,740.00	$100,268.85
Less Current Liabilities	$5,768.00	
Net Current Assets	$109,972.00	$99,969.34

While the TDB did not spend the budget we have kept close to our income this year bearing in mind the slow sign up of members. The overall assets for the TDB remain healthy though and we are not predicted any significant changes to previous years. We have been slow in spending on any new surveys and that might see some of the budget being spent next year.

We are also aware of a couple of research projects and reviews that the TDB should be across and we will be looking to be involved in those.

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.

Last Year's Programme

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.

6. TDB SUPPORT SERVICES

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.

7. 2016-2017 ANNUAL PLAN

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.

TDB receives its income from membership fees (the vast majority) only plus some surplus revenue and a little bank interest. The budget recognises the revenue from existing members and a small target of new member revenues. All members, especially Board members, are encouraged to promote TDB membership, to seek to grow numbers in the coming year.

The membership fees revenues were confirmed by the Board via email correspondence in August 2019 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 these include:
- A reduction in the Grow Member activities – the cost of the roadshows were much less than anticipated due to TRICS UK contributing to their own costs.
- An increase in administration and management fees due to the use of Ableys to assist with the set up of the database to allow TRICS UK to upload the data into their platform.
- The budget for surveys not taken up 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.

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.

9. CONCLUSION

We look forward to the Annual General Meeting to be held in association with the 2019 NZ MUGS Conference in Wellington on Monday 16th September 2019. 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 seventeenth Annual General Meeting of TDB. The year has reflected the continued focus and activity in the issues considered to add value for the members. In particular, much work and thought has continued into the new survey programme and working with TRICS UK.

The web-enabled database we hope has provided significant improvements to what we are offering our members.

The Roadshows earlier in the year were used to raise the profile of the TDB in both Australia and NZ and helped raise the TDB and TRICS brand.

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. TDB is a very different group to TRICS. We have not yet reached the stage where we can ask members to pay a substantial fee (for example $20,000 p.a.) for access to a 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 can we 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
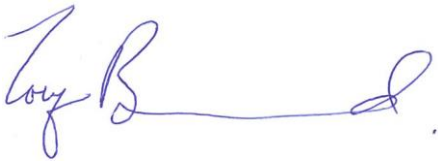
There have been many achievements since the AGM last year. However it is useful to reflect on some highly successful steps forward that will add great value to our membership.

We have been successful in forming a close relationship with our sister organisation in the UK, TRICS. The agreement establishes a close partnership going forward that will significantly expand the data sets able to be accessed by our members, provide easier access to data and gain the insights of wider experience in trip and parking analysis. I would thank our Board for its diligence in this work and in particular acknowledge the hard work of our Executive Officer, Stuart Woods, for making this happen.

Under the leadership of Dave Smith, TDB successfully completed a research report as part of the NZ Transport Agency Research Programme. The report has been well received and adds significantly to good practice in managing the effects of small land use development. I wish to acknowledge and thank Dave Smith and his team.

TDB has continued its programme of surveys of various land uses providing a richer data base for its members. There have been many who have contributed to building our data base who I thank for their contributions. In particular I wish to acknowledge the work of Phillip Brown who gave his time earlier in the year to support the roadshows in both Australia and NZ and continues to assist with the survey programme and to Dave Smith who as assisted us with reviewing the database format with TRICS.

My thanks go out to all our Board members who have contributed their time and energy making last year so successful.

Chairman of the _TDB_ Board for 16th September 2019

Executive Officer - _TDB_

APPENDIX 1 - MEMBERSHIP REGISTER
The following is the list of current and previous members of Trips Database Bureau at 17 August 2019

Membership

Non-renewal

New Zealand Transport Agency	A1
Hastings District Council	B2
Hutt City Council	B2
Napier City Council	B2
Palmerston North City Council	B2
Tauranga City Council	B2
WSP Opus International Consultants	C1
Commute Transportation Consultants Ltd	C3
Crown Consult	C4
Parlane, John	C4
Transport Futures Ltd	C4
Urbsol	C4
Wes Edwards Consulting	C4
Young Technical Management Ltd	C4
AusTraffic Pty Ltd	C4
Bartlett Consulting	C4
Monash University	Reciprocal
Queensland University of Technology	Reciprocal
IPENZ Transportation Group	Reciprocal
University of Auckland	Reciprocal
University of Canterbury	Reciprocal
University of Western Australia	Reciprocal

Renewed

Transport for NSW	A1
Christchurch City Council	B1
New Plymouth District Council	B2
AURECON	C1
Beca Infrastructure Ltd	C1
MWH New Zealand (now Stantec and TDG))	C1
Bloxam, Burnett & Oliver Ltd	C3
Flow Transportation Specialists	C3
Hawthorn Geddes Engineers & Architects Ltd	C3
Novo Group Ltd	C3
QTP Ltd	C3
Traffic Planning Consultants Ltd	C3
Transoft Solutions (Australia) Pty Ltd	C3
ESR Transport Planning Pty Ltd	C4
Abley Transportation Consultants Ltd	C4
Gray Matter Limited	C4
Harriet Fraser Traffic Engineering & Transportation Planning	C4
Harrison Transportation	C4
Tim Kelly Transportation Planning Ltd	C4
Traffic Engineering & Mngt Ltd	C4
Traffic Solutions Ltd	C4
Avanzar Consulting Ltd	C4
Malcolm Douglass	Life
AITPM	Reciprocal
ARRB Group Limited	Reciprocal

New Members

Candor 3	C3
Arrive Ltd	C4
RMIT	Reciprocal
Dunedin City Council	B1
Harrison Grierson Consultants Ltd	C3
Jacobs	C1
Carriageway Consulting Ltd	C4

Legend:
- Non-renewal
- Renewed
- New members

APPENDIX 2 - PROPOSED BUDGET 2019/2020 (GST excluded and figures rounded)

TDB 2018/19 Actual to Budget
Trips Database Bureau Incorporated
For the year ended 30 June 2019

Account	2019 Overall Actual	2019 Overall Budget	2020 Overall Budget
Key Objective 1 : Growing the Bureau Membership			
Consultancy Fees - Roadshow	2,414.32	3,000.00	0.00
Consultancy Fees - Professional Time Advice	0.00	1,000.00	1,000.00
Total Key Objective 1 : Growing the Bureau Mer	2,414.32	4,000.00	1,000.00
Key Objective 2 : Revision and Expansion of the database			
Consultancy Fees - Database	14,220.10	25,026.00	16,000.00
Consultancy Fees - Website	0.00	500.00	1,000.00
Total Key Objective 2 : Revision and Expansion	14,220.10	25,526.00	17,000.00
Key Objective 3: Completion and Assistance with Surveys			
Consultancy Fees - Research NZTA	858.16	1,000.00	4,000.00
Consultancy Fees - Surveys	12,147.70	30,000.00	50,000.00
Total Key Objective 3: Completion and Assistan	13,005.86	31,000.00	54,000.00
Key Objective 4: Maintenance and Administration of the Society			
Audit & Accounting	1,491.36	4,044.00	2,000.00
Consultancy Fees - Admin General	7,448.11	3,394.00	3,000.00
Currency Gain/Loss & Bank Fees	2,360.14	0.00	2,500.00
Legal expenses	500.00	0.00	0.00
Insurance	1,810.00	0.00	1,900.00
Total Key Objective 4: Maintenance and Adminis	13,609.61	7,438.00	9,400.00
Key Objective 5: Research contracted to the NZ Transport Agency			
Operating Expenses			
Travel - National	0.00	1,341.00	500.00
Total Operating Expenses	0.00	1,341.00	500.00
Total Key Objective 5: Research contracted to tl	0.00	1,341.00	500.00
Total	43,249.89	69,305.00	81,900.00
Income			
Australian Membership Fees	10,335.24	0.00	15,725.24
Interest Income	361.11	0.00	
New Zealand Membership Fees	32,254.03	0.00	41,380.03
Total Income	42,950.38	0.00	57,105.27
			24,794.73

ATTACHMENT FOUR

TDB STRATEGIC PLAN

PROGRESS REVIEW 2017

Trips Database Bureau Strategic Plan Progress Report

Vision[1]

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 Statement[2]

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

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[1] What you want to become.
[2] 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 – delayed this year due to unexpected need to produce
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 2014	🟧	Well behind schedule; project is underway. Legal agreement complete and technical working group underway and on programme for early 2018 completion.

Action	Who	When	Progress (Traffic Light)	Comment
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	🟧	Additional and raw data being received and stored for use. Recognised in web-hosting project but not primary objective area. 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	🟥	Initial discussion held with TRICS about how they achieved this. No action plan 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 supplementary 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.

Action	Who	When	Progress (Traffic Light)	Comment
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.
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 promote; encouraged as in-kind payment for 2016 national seminar series.

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 updated and distributed with annual database release
A1.4.2: Include tips and advice in technical notes, workshops and newsletters	Chief Researcher/TDG	On-going		Four newsletters this year; three national seminars being held in 2016 and two technical notes being finalised.
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	🟩	Positive regular contact, with joint initiatives & sharing of information. Key initiative is 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	🟩	Discussions to explore closer relationship are ongoing. Discounted TDB member licences to 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	🟩	Recently had good interaction with RMS regarding survey programme, seminar presentations, and Board membership. No contact with other SRA's yet.
A1.5.4: Seek to re-connect with relevant sections of ITE and establish reciprocal arrangements and liaison activities.	Executive Officer/Board	On-going	🟩	Agreed new contact channels. Ran trial access to ITE database for Board members.
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; additional resource needed (and being discussed) to ensure updates
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. RR610 and 2016 seminar presentations loaded.
A2.1.3: Undertake minimum quarterly updates of meetings and administration pages	Executive Officer	Quarterly	🟥	No progress in past year – see A2.1.1

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 4 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; two are in final stages currently
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

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		Annual renewal of lead license occurring, and DAG sub-licenses distributed. Action will need reviewing once the new web-hosting agreement is enacted early 2018

Action	Who	When	Progress (Traffic Light)	Comment
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		Detail of what/how DAG provide services to enquirers yet to be resolved

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 O3.2: 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	🟩	NZTA Research project opportunity was presented to Board for approval; no opportunities since
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	🟨	Any bids have been presented and approved by the Board

Objective O3.3: 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	🟩	Regular discussions with University contacts occur; new contacts needed at universities due to staff turnover.
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		NZTA published research report RR 610 is on website, promoted through newsletters and will be included in 2016-17 database CD update. Seminar presentations were posted to website and promoted in newsletter and emails to attendees.

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		2012 workshop presentation on this loaded to website.

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 very limited.
A4.2.2: Seek a speaking/promotional slot at the annual AIPTM conference	Board	Each AITPM national conference		Not occurred for past 3 years
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; Nick Rabbets visit to Sydney included 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 TDB events, on communication material and sponsored surveys	Executive Officer	March 2014		Opportunities provided with seminar 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 IPENZ 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 4 times in past year. Other sub-committee met many times. 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.

Action	Who	When	Progress (Traffic Light)	Comment
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 O5.2: 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 4 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 O5.3: 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

Action	Who	When	Progress (Traffic Light)	Comment
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 is regularly updated, including on website
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 MEMBERS

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.