

NZTPDB

NZ Trips & Parking Database Bureau Inc

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NOTICE of the Fourth Annual Meeting of the NZTPDB to be held at the Rydges Lakeland Resort, Queenstown - 5.00 pm on Monday 9th October 2006.

The business of the Fourth Annual Meeting shall be:

- (1) Attendance, Contact/Nominees and Apologies
Note:- All present at the IPENZ Conference are welcome to attend the AGM and contribute in any debate. But only full member contact persons or their nominated representatives confirmed at the meeting, may vote
- (2) To Consider and Confirm the Minutes of the Third Annual Meeting held on the 5 September 2006, Auckland and also the Special General Meeting held on 7th December, Christchurch
(Attachments 1 and 2).
- (3) To Receive the Annual Report of the Chairman and Administrator of the NZTPDB. for 2005/06.
(Forwarded separately)
- (4) To Receive and adopt the Audited Accounts and Financial Statement of the NZTPDB for the period July 2005 to June 2006.
(Attachment 3 to be forwarded)
- (5) To Consider and Adopt the proposed Reciprocal Membership Class R as an amendment to Rule 5.1 **(Attachment 4)**
- (6) To consider and adopt the Proposed Annual Plan and Budget for 2006/2007. **(from Annual Report Attachment 5)**
This item also provides an opportunity for members to discuss and suggest any information on proposed research, publications, seminars or conferences proposed for 2006/2007.
- (7) To elect the Chairman and three members to the Board.
The rules provide for 2 members to retire in rotation (Messers Steve Spence & John Winter and also this year the Chairman (Dave Gamble) must stand down.
All three have indicated they are willing to stand again for election.
Steve Reddish has indicated he is resigning from the Board and this vacancy must also be filled.
Nominations are now due and nomination on the appropriate forms and accompanied by biographical notes of up to 50 words will be received up to the time of the commencement of the Annual Meeting. may be forwarded up to the start of the Annual Meeting.
(Nomination Form Attachment 6.)
- (8) General Business.

*The Board for 2006/2007 will hold a brief meeting following this Annual Meeting.
Board Member's nominated representatives are free to attend, but not to vote.*

MINUTES OF THIRD ANNUAL GENERAL MEETING IPENZ TRANSPORTATION CONFERENCE

Held: At the Transportation Conference 2005, Hyatt Regency Auckland,
5:30pm, Monday 5 September 2005

Present: Dave Gamble (Chairman)
Malcolm Douglass (Board Administrator)
Don McKenzie (Board Researcher)
I Clarke (Board Member)
S Reddish (Board Member)
I Appleton (Transfund on behalf of R Alkema)

Members/Others – Vadi Vencatachellum, Barry Cook,
Peter McCombs, Simon Robson, Bruce Conaghan,
Rohan Jayawarden, Bob Gibson, Peter Croft (LTNZ),
Tim Hughes (LTNZ), Larry Cameron (Transit) , John
McLaren (MWH), Garry Mason (AITPM). and five others.

Apologies: J Winter, C Freke, M Blyleven, S Spence

1. APOLOGIES AND WELCOME

Moved *“That the above apologies be accepted”*.

Conaghan/Reddish
Carried

2. MINUTES OF PREVIOUS AGM

The Minutes of the Second AGM held at St James Wellington 5:30 pm
Tuesday 7 September 2004 , which had been previously circulated.

Moved *That the Minutes of the Second Annual Meeting be approved as a
true and correct record.*

Robson/Conaghan
Carried

3. CHAIRMANS ANNUAL REPORT

Previously circulated, was presented by the Chairman who drew attention to the highlights,
in particular the update of the Database and the successful comparative research
undertaken by Steve Abley covering the UK /NZ correlations and the UK/US/Aust/and NZ
variables.

Peter McCombs offered assistance to the Board in increasing the personal
contact across the country in order to grow the membership further

Moved *“That the Chairman’s Annual Report be received.”*

Reddish/Robson
Carried

4. CORRESPONDENCE

The chairman read to the meeting a letter received from TDG expressing concern about the shortfall in survey data flow into the bureau from other consultants and councils and that a wider input was essential for the success of the database. Simon Robson noted that TDG do a large proportion of the survey work for various clients. However it is acknowledged that other sources should also be contributing in larger measure.

Malcolm described the suggestion that contracts for local authorities in engaging consultants to undertake field surveys should include a 'codicil' requiring data to be reported in an appropriate format for forwarding to the Bureau and inclusion in the Database.

Moved "*That TDG's letter be received and a response forwarded acknowledging TDGs input and recognising the need for other parties to contribute survey data in larger quantity in the future.*"

Conaghan/Reddish
Carried

5. FINANCIAL STATEMENT

Malcolm presented a summary financial statement for the information of the meeting. He described the current financial situation noting the changes since last year with increased income and this being used for additional research and comparative information. The significant increases in membership funds had been largely absorbed in the increased in consultancy services arising from greater research work.

Moved "*That subject to audit, the financial statement for 2003/2004 be received and approved*".

Conaghan/Reddish
Carried

6. PROPOSED ANNUAL PLAN 2005/2006

It was noted that the proposed Annual Plan for 2005/2006 continues the comparative work and building liaisons with the UK, Australia and America building on last years significant achievement confirming a good correlation between the UK and NZ data.

With respect to the major research in this area it was suggested that the Board again seek approval from LTNZ for a modified research project. But it is recognised that complimenting any grant from LTNZ it may be necessary for TPDB to seek additional sponsorship to support this ongoing work.

Tim Hughes described his concerns about the limited detail of walking and cycling data within the database. Malcolm directed Tim to the TPDB Procedures Manual where the need for multi-modal information is identified. Tim expressed concern that local authorities are not requiring such data which is essential to the national transport strategy. This leads to the need for comprehensive transport impact assessments rather than simply traffic and vehicle parking and trip generation assessments alone.

Moved:- "*That the proposed Annual Plan for 2005/2006 be confirmed and the Board be asked to develop it and again include an application to LTNZ for the comparative research to be undertaken in 2006/2007.*"

Gamble/Reddish
Carried.

7. ELECTION OF BOARD

The Chairman announced that two nominations had been received to fill the vacancies caused by the standing down of two members as required by the constitution.

The Nominees are Chris Freke and Steve Reddish . These two nominees are therefore declared to be reappointed, unopposed, to the Board
Carried by acclamation.

8. NEWSLETTER No 8

Malcolm summarised and presented Newsletter No 8 with Steve Abley’s research on the variables being used and the correlation between NZ/UK trip rates. This is proving a positive area for developing both national and international databases.

The desirability of developing overseas contacts in these respects was commended and the Board was asked to continue to develop an overseas liaison address list in particular with Australia and with equivalent organisations in the UK and Americas.

9. GENERAL BUSINESS

There being no further general business at this time.

Dave Gamble thanked members and others for their attendance and wished them well on NZTPDB activities in the year ahead.

Meeting closed 6:15 pm

Signed as a correct record by.....
Chairman

On the (Date).....

**NZ TRIPS AND PARKING DATABASE BUREAU –
SPECIAL MEETING GENERAL MEETING 7.12.05**

Held; At the offices of Traffic Design Group , Christchurch
9.00am Wednesday 7 December 2005

Present: Dave Gamble (TP), Michael Blyleven (IPENZ), Mike Tottman (Transit),
Melissa Foster (BECA), Melanie Muirson (MWH), Simon Robertson (OPUS),
Neil Bennett (LTNZ), Malcolm Douglass (DCS), Steve Abley (SA),
Don McKenzie (TDG), and Ryan Rolston(TDG)

. **Welcome:** Dave Gamble welcomed everyone and indicated his appreciation for the opportunity to meet together for informal discussion prior to the Special General Meeting.

Presentation: Malcolm then noted that this special meeting gave an opportunity to explain the work of the Bureau. He then presented his slideshow covering the changes in trips and parking 1970 to 2000 and the work of the Bureau. This presentation is also to be delivered to the Road Controlling Authorities Forum in Wellington on Friday 9 December.

The Formal General meeting Commenced at 9.40 am.

Present: As above.

Apologies;: Nick Bryan (Ecan), and for lateness Stuart Woods (CCC)

Audited Annual Accounts:

Malcolm distributed the audited accounts of the Bureau for the year ending 30 June 2005.

Dave commented that this meeting was necessary because of the misalignment of auditing timeframes and consequently only provisional accounts were presented to the Annual Meeting.

The Accounts had been distributed to all members and no comments or submissions had been received from members for referral to this meeting.

Malcolm discussed the minor change from AGM preliminary budget/accounts to those now, being presented,, which related to accrual of forward payment of fees into next year's accounts

It was noted that the conservative forward budget for 2005/06 activities was forecast at \$40,000.

Dave emphasised that the Board was firm on the requirement for the Bureau to work within the annual finances available.

Malcolm signalled expectation of a move towards more user-pays for Bureau funding in the future combined with some LTNZ research funding to assist in achieving all of the Bureau's strategic objectives

There were no questions from the floor

RESOLVED That the Auditors report and the Financial Statement of the NZTPDB be received and the Annual Accounts for the year ending 30 June 2005 be approved.

Moved Neil Bennett, Seconded Melanie Muirson

Signed as a true and correct record

Chairman.....

Date.....

NZ TRIPS AND PARKING DATABASE BUREAU Inc.

Membership Amendments to Society Rules.
For approval at the Fourth AGM 9 October 2006.

PURPOSE

The purpose of these amendments to the Rules originally adopted on the 16 September 2003 is to create a new class of membership to enable reciprocal membership between the NZTPDB and other similar organisations which will enable exchange of information and sharing of membership services and benefits with the organisations which are identified by the Board from time to time. Other minor amendments to simplify the appointment of chairman, representatives and the time for Board nominations are also included.

Rule 5.1 Classes of Membership

(Add a new class)

- R. 'Reciprocal membership is reserved for organisations which fulfil professional collegiate, educational and training functions (such as universities, research organisations and professional institutions) where the Board is satisfied there will be reciprocal benefits generally in equal measure with a real exchange of information and a resulting enhancement of the Bureau's database, research capability services and access to information which benefits to all members.

All the Reciprocal members will receive the services of the Society consistent with the objects under Rule 3, as established by the Board.'

Rule 5.6 (Add at the end)

'In the case of Reciprocal memberships 'R' the Board may reduce or waive the annual fee where adequate exchanges of information and services are considered to be provided on a regular basis between such a member and the NZTPDB'

Rule 6.1 (last line replace 'three months' by) 'four months'

Rule 6.7 (omit) 'in writing' and add in line 7 after the end of the sentence 'meeting.')

'The Chairman shall report such representatives to the meeting and move confirmation of such nominated representatives under the attendance item at the start of the meeting.'

Rule 7.1 (1) (omit) or a CPEng'.

Rule 7.3 (add to fourth line after C) 'and R Classes (excluding Board members covered by Rule 7.1 (3) and (4) above.'

(and in the last line replace 'not less than twenty one (21) days before the date of the Annual Meeting' by) 'to the Administrator prior to the commencement of the notified Annual Meeting'

PROPOSED ANNUAL PLAN AND BUDGET for 2006/2007

(GST excluded and figures rounded)

(2004/2005) 2005/06

Proposed
Actual 2006/2007
Key OBJECTIVE 1.)

(Actual)

To grow the NZTPDB Society Membership

This is to be achieved over all membership Classes
 with increased levels of knowledge of Bureau Services.

Fee for professional time	7100	4000	5000
Update and starter kits and CD distribution	500	2600	2500
Prepare send 3 monthly Email letters	500	2000	3000
Displays and Publications Road Show 2007		3800	5000 ⁽¹⁾
	<u>8100</u>	<u>\$12400</u>	<u>15500</u>

Key OBJECTIVE 2.**To revise and expand the database.**

Continue review of existing data and add other dependent variables
 (in addition to floor area) as appropriate from new surveys.

Fee for Professional time on Database management.	2500	1500	3000
Fee for revision of the Data .	4500	4700	4000
Web Site Maintenance (2006/07)	0	7500	2500 ⁽²⁾
	<u>7500</u>	<u>\$13700</u>	<u>9500</u>

Key OBJECTIVE 3a.**To complete and assist with surveys minor research.**

Current trips and parking demand research includes

1. Misc. Surveys and Grants to Support surveys	1000	0	7000 ⁽³⁾
2. Liaison on O'Seas UK Trips Parking Rates.	6500	6200	3000 ⁽⁴⁾
3 Research Briefs and Preparation of R F Ps	2000	6500	3000
	<u>9500</u>	<u>12700</u>	<u>13000</u>

Key OBJECTIVE 3b.**To undertake major sponsored research projects**

1. Research Correlation of UK/NZ LTR 0079 NZTPDB			10000 ⁽⁵⁾
LTNZ Research Grant to LTR 079			75000 ⁽⁵⁾
			<u>85000</u>

Key OBJECTIVE 4.**To maintain the administration of the Society.**

Administrative overhead contract fees	8200	9500	12000 ⁽⁶⁾
Office expenses, communication, travel	1800	3400	4000
GST Tax payment	3000	600	2000
Research Group Management Fees (6)		3000	4000 ⁽⁷⁾
	<u>13000</u>	<u>\$16500</u>	<u>22000</u>
Total Plan Budget NZTPDB Funds	<u>38100</u>	<u>\$52600</u>	<u>70000⁽⁸⁾</u>

Total Including LTNZ Grant.**(145,000)**

NOTES.(1) This figure includes \$2500 to be spent on materials for the 2007 Road Show

(2) This figure assumes little further website development in this year apart from routine fees and housekeeping.

(3) This is an extended feature of expenditure seeking survey information and grants in support of others surveys.

(4) This is liaison with UK, Australia and US separate and additional to the Research LTR 0079.

(5) This is the share of LTR 0079 to be provided from NZTPDB Funds to match the \$75000 (+GST) from LTNZ.

(6) Overheads and administrative costs last year were solely for the Administrator at a low rate and minimal hours. This figure assumes more hours come to charge and also Michelle Ableys administration in finances and contact with members.

(7) This is to cover researchers time spent in general management of the work and attendance at Board meetings.

(8) The \$70,000 (excludes the LTNZ Grant) and represents an increase of about \$18,000 over and above the 2005/06 \$52,600 level of expenditure. \$10,000 of this is a contribution to LTR 0097 and the balance of increased expenditure of \$8000 is a combination assuming a 10% increase in consultant fees and an increase in 10% of time spent on the above items.