

NZ Trips & Parking Database Bureau Inc.

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NZTPD BUREAU OFFICE
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NEW ZEALAND

SECOND ANNUAL REPORT

For September 2003 to August 2004

To be presented to the Annual Meeting 7 September 2004

1. BOARD MEMBERSHIP AND MEETINGS

Since the Annual Meeting held in Christchurch on 16 September 2004 the incorporation process has been completed and the Board has held four meetings on the on the 16 September and teleconference meetings on the 11/12 December , the 23 April and 25 June 2004.

The Board comprised:-

David Gamble (Chairman Dunedin) and six elected members including Steve Reddish (Deputy Chairman Auckland), Chris Freke (Manukau), John Winter (Hamilton), Steve Spence (Wellington), Alan Nicholson (Christchurch) and Mike Calvert (Christchurch), Together with Mike Blyleven (as the IPENZ Transportation Group's nominee Christchurch) and Bob Alkema (nominated by Transfund NZ Wellington).

Mike Calvert was co-opted to replace Stuart Woods who found it necessary to resign last March. Mike has been nominated for election at this Annual Meeting. Stuart contributed greatly during the formative stages of NZTPDB and his contribution to the Board was much appreciated.

Professor Alan Nicholson has indicated he wishes to stand down from the Board. Alan has been a great supporter of the TPDB programme including being a referee in 1999-2000 for the Transfund Research Reports 209/210. He will be missed from the Board but has indicated a willingness to continue to be involved with referee and commentary status in our work and also supply of survey information from students. We are very grateful for this ongoing contact..

2. TPDB MEMBERSHIP.

Starting with last years role of 14 which included :-

Auckland City Council	Tauranga City Council
Dunedin City Council	Wellington City Council
Hastings City Council	Wellington Regional Council
Hutt City Council	Western Bay of Plenty City Council
Manukau City Council	Douglass Consulting Services Ltd
Nelson City Council	Traffic Design Group Ltd
Palmerston North City Council	TrafficPlan Ltd (D Gamble)

This year the membership has increased by 14 and now includes :-

Auckland Regional Council	New Plymouth City Council
Christchurch City Council	Opus International
Environment Waikato	Beca Carter Hollings Ferner
Montgomery Watson MWHGlobal.	Bloxham Burnett & Olliver Ltd.
Porirua City Council	Gabites Porter (Hamilton)
Tim Kelly Consultants Ltd	Waitakere City Council
Traffic Planning Consultants Ltd	Environment Canterbury

Added to the 28 listed there are currently 4 Councils and 4 Consultants contemplating joining.

The Board's target was to be able to report a membership of 40 to the Annual Meeting.

To assist with this, the Newsletter No 5 has also been forwarded to 30 councils and consultancies who could appreciate membership and access to the Bureau's database.

The NZ-TPDB is an Incorporated Society and a Focus group of the IPENZ Transportation Group. Its purpose is to collect Data on Surveyed Trips, Parking and Traffic and share it with NZ professional engineers and planners.

2.

With a strong membership, covering large and small councils and consultancies, it should be possible to secure more traffic, trips, parking and travel survey data for the benefit of all members and the traffic /planning professional community.

3. NEWSLETTERS AND CONTACTS

Newsletters 3, 4 and 5 were sent out in November March and June respectively. These have endeavoured to both reflect our progress and rouse interest in extending the membership.

Complementing the news letter are technical notes but this year only one has been published. It dealt with Parking demand and ownership characteristics in central Melbourne residential apartments compared to the situation in New Zealand and Wellington in particular. The situation is, comparatively, very similar again showing how our cross Tasman colleagues enjoy the same travel environment.

'International Contact' with similar organisations such as ITE, RTA/ARRB, TRICS/UK are now being initiated with the intention of exploring the relevant trip and parking demand figures and making more extensive comparative international information available

As well as recruiting new members the Board is most concerned to retain existing members. It appreciates there is a need to demonstrate the Bureau's database services more directly in the months ahead.

4 SUPPORT FOR SURVEY DATA

The Board is very concerned about the lack of survey data volunteered from our members and other sources during the year. It has considered ways and means to support those who provide extensive survey information for the data base. After careful thought, and while wishing to provide incentives, the Board determined as a general principle that the information should continue be made available by members without reward or payment.

However the following assistance policy was adopted as Policy No 4/2004:-

"4.5 Where an agency or consultant is undertaking surveys and it is known that with some additional resources in terms of surveyors and or information collected, it can be economically extended (eg trip rates as well as parking demand) or (visitor trip making by soft modes of travel added to vehicle drivers) then in such specific circumstances the TPDB may

(i)-arrange for additional surveyor support eg colleagues and students,

(ii)- assist in briefing to cover the wider range of the surveys

(iii)- assist in analysis of the results

(iv)- make an appropriate grant to help facilitate the collection of the information".

4.6. In special circumstances, which have been negotiated before the surveys are committed, the Bureau may make a modest grant available to assist in the design, undertaking the surveys and their analysis in a form designed to be suited to the client as well as the Bureau's database.

4.7 Applications for the involvement of TPDB under Clause 4.6 will be negotiated on a case by case basis and approved by the Chairman of the Board on the recommendation of the Board's Administrator/Manager. During 2004/2005 the maximum grant from TPDB funds for any such programme shall not exceed \$1000 granted to any particular survey or agency.

The Board is concerned to encourage extensive collection of data but has not got the funds to support significant grants for survey and research work until there is a much larger membership.

5 QUESTIONNAIRE AND SURVEYS

5.1 Questionnaire.

In order to assist the Board plan successfully for 2004/05 and beyond a questionnaire was forwarded to members and again there was only a small response.

However the following comments are pertinent

- Most members seem to have access to ITE, RTA, as well as TPDB trips and parking data while some also have the UK TRICS database. Generally the wider array of information in the overseas references are of great assistance. However with a larger data base the NZ Bureau would be very useful.

- The TPDB disc form is not well used yet by members. Conversion to a good quality Web site that worked would be a great advantage.
- Members comment that planning departments and councils are not requesting reviews of their parking standards as they did in the past. Obviously there are gaps emerging in this type of standards setting. Possibly to the extent where arbitrary rules are being applied.
- It is agreed that information from consent hearings and appeal evidence should be made available to the bureau. However as this is now generally prepared by consultants then following its presentation they should be requested to supply data to TPDB directly the Council presentation, hearing or appeal is heard.
- New site information has been requested for schools and urban edge 'mega stores'.
- Several members expressed much more interest in information on all travel modes at a site in particular the soft modes of walk, bus and cycle, in addition to the more common vehicle trips and parking..

We can take these opinions into account in our work for next year.

5.2 Survey Forms

We have not received many survey results so far this year. However in the hope that this may in part be because members were not familiar with the style and quality of information we need, we again sent out copies of the standard survey sheet (extracted from amongst the sample survey forms A to G in the Appendix to the Transfund Report 209). The normal return form is just one page covering information under parts A,B,C. Forms D,E, F and G were included for use in more extensive surveys. Even since these were re-circulated in June we have not had any completed forms returned.

The need to gather not just peak demand parking but also trip generation rates and arrival by all travel modes, was again emphasised. In addition to the floor area variables there are others (such as seat numbers in a restaurant, or beds and theatres in a hospital, or children in a school, or number of petrol pumps etc) and all are relevant. When we have enough raw data then we will be able to test the variety of variables and their ability in prediction.

If we don't get the information over the next year the bureau will be unable to put the proposed web site into operation. In the meantime please send us whatever results you have in whatever form they are in. . Provided we know the source we can always get back to the traffic engineer or planner to confirm unexplained details

Developing' the data base is now the primary and ongoing thrust of our efforts. When we reach our database target, of 1000 validated site surveys, the Board will develop a members web site for direct access to the data. This will supersede the present reliance on the 'hard copy' Transfund Report 210 and also the current 'starting kit' CD.

6. Finances and Annual Plan.

The general summary last years financial situation (excluding GST) is :-

• Carry forward from last year	\$5000
• Income from members for current year 2003/04	\$35000
• Income from members for next year 2004/05	\$5000
Total funds 2003/04	\$45000
Less total operating expenditure during the year	\$27500
Less Tax and other refunds	\$2500
Balance carry forward to 2004/05	\$15000

The funds have been applied to the objectives set out in the Annual Plan adopted at the last annual meeting. However as shown by the Annual Performance Statement (Attachment 1) included with this report the lack of survey information supplied combined with difficulties in progressing some of the TPDB initiated work has meant that the two prime Key Objectives of No 2 Building the Database and No 3.

Undertaking Specific Technical Research on trips and parking generation have been frustrated and only 60% of the work anticipated in these areas has been undertaken.

The result of this is that the Board seeks a greater flow of survey information and members can look forward to more visits and more requests from the Administrators during 2004/05.

4.

The annual plan for 2004/2005 is based on a \$40000 membership fee income, which on present evidence and assuming more action as outlined, is deemed to be realistic. The Proposed Annual Plan is also attached. The Board has resolved to increase the effort applied to Objectives 2 and 3 by a factor of 2.5 times next year.

The Board holds the view that the further recruitment and retention of members must now follow a major lift in the threshold of the data base. This is to establish it on an equivalent basis to international databases and meet the real needs of engineers and planners in New Zealand. As part of this exercise we will establish a 'look and see' website as soon as sufficient information is available.

7. ADMINISTRATION

Malcolm Douglass (Douglass Consulting Services Ltd.) and Don McKenzie (Traffic Design Group Ltd.) ,both based in Christchurch, continue to provide the technical bureau service as contract administrator and senior researcher. Their positions were confirmed by the Board at the April Meeting and they are now contracted with a yearly review.

Should members have questions they are both readily available and any requests for information and the forwarding and exchange of survey information should be referred directly to them at

NZTPDBureau
PO Box 28 105,
Christchurch.

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8. ANNUAL MEETING AND NEXT YEAR

The Annual Meeting will be held in Wellington at the St James Theatre after the TMW field trips on the evening of Tuesday 7th September at 5.30 p.m to 6.00 pm.

The Agenda, in addition to this Annual Report, will consider last years Audited Accounts from July 2003 to June 2004. These accounts will be presented at the meeting. The adoption of next years Annual Plan is, of course, the most important item. A copy of the latter is Attached here (Attachment 2) as an appendix following this last years Performance Statement (Attachment 1).

There is also a need under the rules, for two Board members to stand down and an election to be held. The members stood down may make themselves available for re-election. A Board Member nomination form is also forwarded at this time. We have one nomination (Mike Calvert) at present and a vacancy to be filled with the retirement of Alan Nicholson. Should you have a candidate your organisation wishes to offer please complete the nomination form and return it before 5 pm on Monday 16 August.

9. CONCLUSION

May I thank members for their interest and increasing support and the members of the Board for their valued contribution.

In conclusion I ask you all, by word of mouth (as well as by email), to bring the Bureau's purposes and services to the attention of your colleagues and so inform others of the Bureau's cooperative services. You could also persuade them, if they are not members, to join. Spreading information about the TPDB is important and we ask that you circulate Newsletters and this Annual Report within your own organisation.



Chairman of the NZTPDB Board

9 August 2004.

ATTACHMENT 1.

NZ Trips & Parking Database Bureau Inc.
ANNUAL PLAN BUDGET and PERFORMANCE
FOR YEAR 2003/2004

	Meeting	Annual Full Yr Budget 2003/4	April Board Year Review (1)	End of Actual to June 04
<u>Key OBJECTIVE 1.</u>				
To grow the NZTPDB Society Membership				
This is to be achieved over all membership classes through direct contact and increased levels of knowledge and understanding of the Bureau Services.				
Fee for professional time		\$ 5000 (1)		
Cost of update and starter kits		\$ 500		
Prepare 3 monthly Email letters		\$ 1000		
Membership contact tolls etc		\$ 500		
		\$7500	\$7000	\$7000
<u>Key OBJECTIVE 2.</u>				
To revise and expand the database.				
This is to be achieved by reviewing the existing information and introducing other dependent variables in addition to floor area as appropriate and the addition of surveyed information available from surveys by members and others.				
Fee for Professional time		\$2500		
Fee for further survey analysis		\$2000		
Costs CD Data Revision & Web (not done)		\$8500	\$6500	\$4500 (2)
<u>Key OBJECTIVE 3.</u>				
To complete present research and publish results.				
Current trips and parking demand research includes				
1. Central City Residential Apartments		\$2600 (Completed)		
2. City Centre Survey Review		\$1000 (In hand)		
3. LTSA Household Survey Analysis		\$3000 (In hand)	\$10000	\$9500
				\$6500(3)
<u>Key OBJECTIVE 4.</u>				
To maintain administrative processes for the Society.				
Administrative fees overheads fee		\$8000		
Office expenses, communication, travel		\$1500	\$ 4000	\$9000
				\$9500(4)
		\$30000	\$32000	\$27500 (5)

Notes:-

1. The review of the full year figures for the budget are those adopted at the Board meeting in April 2004.
2. The absence of adequate new survey information throughout the year frustrated this Objective.
3. The central apartment technical review Technical Note 01/2004 was completed and forwarded. The CBD analysis is in hand but will involve some re-surveys this December. The LTSA analysis is more difficult than originally envisaged due to trip definition issues.
4. The administrator time spent establishing the incorporated society, legal and other one off non recurring costs have been greater than expected in this first year.
5. The lower expenditure results in a greater carry forward and will enable TPDB to catch up on its database functions and the development of the proposed website in 2004/2005.
6. Income last year was budgeted to reach up to \$40000 (compared to \$20000 in 2003/2004) and the budgets working expenditure of \$30000 provided a margin for review and carry forward. In the event member's fees reached \$40000 (However \$ 5000 of this relates to forward payment by 5 new members covering fees for the last month of 2003/04 and 12 months in 2004/05).
7. As at 30 June the carry forward was \$ 15500 (compared to last years carry forward figure of \$5560)

Malcolm Douglass Contract Administrator
9 August 2004.

ATTACHMENT 2.

NZ Trips & Parking Database Bureau Inc.

PROPOSED ANNUAL PLAN AND BUDGET for 2004/2005

The Board has reviewed the objectives and budgets for next years annual plan and its recommendation follows.. It accepts the same Key Objectives (as for 2003/04) and develops them further. This has been arranged in quarterly bites to enable more careful control throughout the year.

	<i>(Last Year)</i>	Budget 2004/2005				
	<i>(Actual)</i>	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr.	<i>Full Yr</i>
<u>Key OBJECTIVE 1.</u>						
To grow the NZTPDB Society Membership						
This is to be achieved over all membership Classes with direct contact and increased levels of knowledge and understanding of Bureau Services.						
Fee for professional time		1000	1000	1000	1000	4000
Cost of update and starter kits		500	-	-	500	1000
Prepare send 3 monthly Email letters		250	250	250	250	1000
	(7000)					\$ 6000
<u>Key OBJECTIVE 2.</u>						
To revise and expand the database.						
This is to be achieved by reviewing the existing Information and introducing other dependent variables (in addition to floor area) as appropriate and the addition of surveyed information available from surveys by members and others.						
Fee for Professional time on Database management.		1300	1300	1300	1300	5200
Fee for revision of the variables.		500	1000	1000	500	3000
Costs of Data Revision establish Web Site		2000	2000	900	900	5800
	(4500)					\$14000
<u>Key OBJECTIVE 3.</u>						
To complete and assist with surveys and research.						
Current trips and parking demand research includes						
1. City Centre Survey Review		1500	1500	1000		4000
2. Bulk Retail, Student Acc. Retirement Villg.		1500-	1500	1500	1500	6000
3. Grants to Others in Survey and Analysis		800	800	800	800	3200
	(6500)					\$13200
<u>Key OBJECTIVE 4.</u>						
To maintain the administration of the Society.						
Administrative overhead fee		1400	1400	1400	1400	5600
Office expenses, communication, travel		300	300	300	300	1200
	(9500)					\$6800
<u>Total Plan Budget</u>	(27500)	\$11050	\$11050	\$9450	\$8450	\$40000

Notes

1. Assumes the same key objectives but much more effort in extending the data base, the website, assistance to others and less effort on administration.
2. The income for budgeting assumes \$40,000. Further funds contributed would be either allocated to Objectives 2 and 3 in the second half of the year or carried forward for initiatives in the third year 2005/06. This carry forward could be up to \$ 20000 if we reach above 50 members.
3. Objective 2 will include linking up with US, UK and Australian Trips and Parking information services. (ITE), (UK Trics), (RTA) and (ARRB).

*Malcolm Douglass Contract Administrator
9 August 2004.*

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MEMBERSHIP APPLICATION FORM.

WE wish to be members of the Trips and Parking Database Bureau (TPDB).

Name of Organisation _____

Address _____

Contact Person _____

Phone No _____ Fax No _____

Email Address _____ Internet Address _____

We agree to pay the subscription of \$ _____ on invoice for the 2005/2006 year.

Council or Firms Order No (If appropriate) _____

On receipt of this application we will forward the starter 'pack' described and you are included as a member.

You may pay via direct credit (please send us your standard form for us to complete bank and deposit number information) or a cheque may be forwarded payable to 'NZ Trips Parking Bureau' and may be sent with this application to:

N Z Trips Parking Bureau
P O Box 28 105
CHRISTCHURCH

NZTPDB MEMBERSHIP FEE STRUCTURE

In 2004 the Board resolved to introduce a new fee of \$250 for individuals and voluntary organisations, and also a lower fee of \$500 for Councils of less than 20000 population. The full fee schedule for 2003/2004 and 2004/2005 (plus GST) is now:-

A/1	Government Agencies, Ministries, Departments or SOEs;	\$2000
/2	Universities, Educational Institutions.	\$1000
B/1	Regional, City or District Councils over 100000 population	\$2000
/2	“ “ “ “ 20000 to 99000	\$1000
/3	“ “ “ “ “ under 20000	\$ 500
C/1	Consultancies and Companies with 3 or more NZ offices	\$2000
/2	“ “ “ “ with 2 offices	\$1000
/3	“ with 1 office but 2 or more partners/directors	\$500
/4	Sole operator Consultancies and single director Companies	\$250
D /1	Voluntary Professional Bodies and Incorporated Societies	\$250
/2	Any real person as an individual or as a body corporate.	\$250

Any exceptions to these subscription rates will be subject to negotiation and reporting to the Board for determination.

The NZ-TPDB is an Incorporated Society and a Focus group of the IPENZ Transportation Group. Its purpose is to collect Data on Surveyed Trips, Parking and Traffic and share it with NZ professional engineers and planners.

