

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

**For Year Ending 30 June 2008**

**To be presented to the Annual Meeting 5<sup>th</sup> November 2008**

**Chairman's Report**

**Appendix 1. List of Member Organisations**

**Appendix 2. Annual Plan Performance 2007-08  
& Proposed Annual Plan 2008-09**

### **1. BOARD MEMBERSHIP AND MEETINGS**

The Board established in 2002 had its first Annual Meeting as an Incorporated Society on 16.09.03. Since the last Annual Meeting held in Tauranga on 9 October 2007 the Board has held four meetings on:

- No 22, 21 December 2007
- No 23, 23 April 2008
- No 24, 17 July 2008
- No 25, 18 September 2008

#### **The Board for 2007 - 2008 comprised:**

David Gamble (Chairman Dunedin) and six elected members including Chris Freke (Deputy Chairman Manukau), Ian Clark (Auckland), John Winter (Hamilton), Steve Spence (Wellington), Tony Brennand (Wellington), Dave Gennard (Wellington) together with Bruce Conaghan (Auckland representing IPENZ Transportation Group) and Bob Gibson (nominated by Land Transport NZ, Wellington). In April Donald Veal a Consultant from Perth was co-opted to the Board as an Australian nominee to represent our increasing Australian membership.

In terms of the rules, Chris Freke and John Winter are required to stand down this year. Chris has indicated a willingness to stand for re-election while John Winter has resigned from the Board. John was a founder member in 2002 and his constant and helpful contribution has been greatly appreciated. .

### **2. TDB MEMBERSHIP**

It will be recalled we had 14 members at the end of our first year in June 2003, lifting to 28 at the end of our second year June 2004, 33 in June 2005, 41 in June 2006, 49 in June 2007. This year the number has climbed to 52, while our Australian membership is now 9. In addition we have 8 Reciprocal members including both ARRB and AITPM.

'Growing the membership' continues to be an important policy area and the Board continues to make contact with additional Councils and engineering and planning Consultants in both Australia and New Zealand who could become members.

### **3. PROPOSED RULE CHANGES**

In an endeavour to keep up with our purposes and changing circumstances the Board has recommended ten Rule changes which are summarised here and set out in the Annual Meeting Agenda. Included at this time is the renaming of the NZTPDB to become **TDB**. This was resolved by the Board, after lengthy discussions with members, from the 1<sup>st</sup>.July and it has proved a very successful and generally popular re-branding.

The Rule Changes now proposed include:-

Rule 1 The name should become Trips Database Bureau (Incorporated) trading as Trips Database Bureau or **TDB**.

Rule 2. **Definitions**, delete reference to CPEng. and replace by 'Associated Engineering organisations which are granted reciprocal membership, shall include the Institution of Professional Engineers of New Zealand -Transportation Group (IPENZ-TG) and the Australian Institute of Traffic Planning and Management Incorporated (AITPM).'

Rules Add 5.7 **Parallel Memberships** 'The Bureau will provide the same services to members in New Zealand and Australia but for organisations with offices and business in both countries the membership shall be treated as two memberships and such 'parallel memberships, shall be treated as two separate memberships for the purpose of payment of annual member fees, the use of the database and other services of the Bureau.'

Rule 6.1 **Annual Meeting** amend last two lines to read 'New Zealand Transportation Group's Annual Conference or such other conference or workshop, in New Zealand or Australia, as the Board, from time to time, deems appropriate'. (this also omits the reference to within three months after the end of the financial year)

Rule 6.7 line 2 'may appoint an Associate member to be its representative etc'.

Rule 7.1 **Membership of the Board** (2) 'not more than 6 elected members from New Zealand and not more than 6 elected members from Australia,' and at the end add ' and no less than half of the membership in each group must be full members of the IPENZ Transportation Group and the AITPM respectively'.

Rule 7.1 (3) A nominee appointed by the NZ Transport Agency and also a nominee appointed by Austroads (representing the transport planning and technology stream) on behalf of the Australian transport authorities.

Rule 7.1 (4) add at the end 'and also a nominee appointed by the Council of the AITPM.'

Rule 7.3 **Nominations** last line 'All such nominations must be delivered to the Administrator and/or the Chairman at least 12 hours prior to the commencement of the Annual Meeting'.

Rule 7.4 (3) replace last line by 'vacancies to be filled. Voting will normally be by show of hands, but the chairman may rule, and if requested by a vote of the members present to do so will rule, that a secret ballot be held'.

Rule 11.3 **Relationship with IPENZ and AITPM** deals with the special relationship with IPENZ and yet the independence of the TDB as a focus Group. Add after IPENZ Transportation Group and IPENZ in the four places where it occurs and the AITPM.

Note: - After these rules are adopted a consolidated set of Society Rules will be distribution to all members.

#### **4. NEWSLETTERS, TECHNICAL NOTES, CONTACTS and WEBSITE**

Newsletters 13, 14 and 15 were sent out in February, July and September. These reflect our progress, inform members and increase interest in extending the membership.

This year we have also sent out six technical notes. These being brief papers between 1 and 6 pages long as current technical commentary. This year they have included :-

- No 08/1 Trip Rate Intensities of Large Retail Format and Shopping Centres
- No 08/2 Retail Trip Rates related to Size (GFA)
- No 08/3 Motel Trip Rates
- No 08/4 Using TDB Data base in City Wide Plan Changes
- No 08/5 Elderly Persons Housing Parking And Trip Rates
- No 08/6 Wellington Trip Models and Trip Generation

A major posting including the annual upgrade of the database took place in February 2008 and will be repeated in March 2009.

International contacts on trips and parking related to land use matters with similar organisations including ITE, RTA/ARRB/AITPM and TRICS UK continue to be fostered. Malcolm Douglass presented his paper 'One Transportation Planet' in London to TRICS in November 2007. Recently ITE have accepted a brief article on the work of **TDB** and also the 'UK/NZ Comparative Travel' research project.

The website, originally opened 19 April 2006, has been renamed and is now [www.tdbonline.org](http://www.tdbonline.org), it has not received the traffic from members originally hoped for. Typically only about 40 hits a month. Our analysis shows that only half of our members have logged on. This must be improved this year. We have a wealth of information on the website including the workshop power points. (Note:- the website does not include the database which remains on its annual re-issue disc for members only).

#### **5. DATABASE, SURVEY RESULTS and RESEARCH**

##### **Database**

The Database was upgraded in February 2008. Further refinements and enhancements are in hand for application to a new database disc about March next year. This will continue the development of the TDB database to generally conform with the TRICS UK programme.

As part of the correlation work we have been enhancing the Database and including additional predictors, e.g. employment, site size and some more specific variables such as beds or café seats etc, to be consistent with TRICS and position ourselves for a wider array of information, modal split observations and clearer site descriptions in the future. In addition, as we explain at the workshops we seek 'qualitative' comments on the relative 'business' of each site.

##### **Survey Results**

We are still VERY concerned to get survey information from members. We continue to chase survey results to add to our database. This year new surveys have not been very forthcoming with only about 50 new site surveys added. We hope that next year we can start the Australian spread sheet of the database so we can build an ANZAC database with a reputation for being up to date. The voluntary forwarding of survey results, on the appropriate form, is still the most cost effective way to proceed and surveys undertaken by members should be automatically sent to us so we can grow the data base. This is preferable to having to go out and spend members annual fees on gathering information and duplicating surveys that members have already undertaken anyway.

An improved Site Survey Summary Sheet which includes space for mode split observations and comments on the perceived levels of activity at the sites surveyed is now in use.

### Research Projects

This has been the busiest year in the life of the Bureau. Following on from last years very successful March 2007 workshops, attended by 200 members, the Bureau's consultants have been very busy completing the three major LTNZ research projects. These are all either published or shortly to be so.

'National Travel Profiles Part A. Description of Daily Travel.' Published as RR 353

'Comparison of UK/NZ Trip Rates and Land Uses.' LTR 0079 with NZTA for publication.

'Integrated Transportation Assessments'. LTR 0090 to be in Final Draft shortly.

## **6. FINANCES AND ANNUAL PLAN 2007/08**

### Audited Accounts

The Annual Accounts have been audited and will be presented at the Annual Meeting for adoption. A summary of the main items over the past two years are as follows:-

Over all the membership fees returned \$ 74,000 compared with the \$70,000 budgeted. The LTNZ Grants were assisted by supplementary grants of \$8,500 for 'UK/NZ Comparisons LTR 0079' and \$7,000 for 'Transportation Assessments LTR 0090'. This enabled the full years research grants to increase to \$ 150,500. Thus the research projects were completed without the need to rely on a Transfer from members annual fee reserves.

Last year's income from all sources (Excluding GST) and comparing 2006/07, 2007/08 were:

<b>INCOME SOURCES</b>	<b>2006/2007</b>	<b>2007/2008</b>
Membership Fees	\$ 58,371	\$ 73,980
Workshop ( Share of fees &TG-IPENZ)	\$ 20,233	\$ 5,308
Consulting Income LTNZ Research	\$ 31,270	\$ 150,557
	<b>\$ 109,874</b>	<b>\$ 229,845</b>

Membership fees increased by \$15,609 on the previous year's figures. We are grateful to the National Committee TG-IPENZ for a grant of \$6,000 paid toward the previous years Workshop loss. The largest single source of income in 2007/08 was the LTNZ grant to consulting research fees of \$150,557.

With the intense year of research our activities expenditure increased to \$224,163. This year we have shown the carry forward of fees payable at 30 June as retained earnings of \$28,816 which were paid in July. The Bureau was able to match all invoices and all its financial commitments throughout the year. There were two occasions when it was necessary to defer payments a month and ask our consultant suppliers to await payment on invoices pending receipt of grants from LTNZ.

### **Overall Income-Expenditure and Assets-Liabilities 2006/07 & 2007/08**

	<u>2006-2007</u>	<u>2007-2008</u>
Total Gross Income (excl GST)	\$109,135	\$229,845
Total Expenses	\$79,551	\$224, 163
Surplus (Deficit)	\$29,584	\$ 5,681
Current Assets	\$48,013	\$ 94,117
Less Current Liabilities and Retained Earnings 07/08	\$19,199	\$61,622
Net Current Assets	\$28,814	\$3,679

### **2007/2008 Performance Against the Annual Plan.**

The performance against the Annual Plan presented to the 2007 Annual meeting is set out in the first two columns of Appendix 2 and includes several variations not originally anticipated.

The Board originally established a conservative budget based on a minimum income of \$70,000. In the event the areas where the budgets were over expended were:-

Obj 2 – Revision of Database and website.

Obj 4 – Administration and Accounting.

These were offset in part by significant reductions in

Obj 3 – Assistance toward Surveys

### **Last Year's Programme**

Much was achieved during last year

1. The building of the TRICS/UK relationship and upgrading of the predictors and variables in our existing database to match the UK experience has become an ongoing programme and established a relevant accord.
2. Establishing a friendly joint relationship with AITPM and Australian practitioners and expanding the nature of NZTPDB to become an ANZAC joint **TDB**.
3. Completing the LTNZ funded research programmes for:
  - LTR 0090 Trip and Parking Comparison of UK/NZ Travel Patterns
  - LTR 0079 Integrated Transportation Assessment Framework
  - LTR 0115 National Travel Profiles (From MOT Surveys) Part A. Daily Description

The Board recognises that these research projects have represented a major effort and it appreciates the work undertaken by its consultants, at times under pressure and under paid, and hopes that members use and gain the full value of these published reports in the future.

## **7. 2008-2009 ANNUAL PLAN**

### **Current year**

Our priorities for this current year are also shown in Appendix 2 attached for the 2008-2009 Annual Plan. This assumes a total internal NZTPDB budget, from membership fees, of \$92,000. Unfortunately there are no new contracts with NZTA research funding, under Objective 5, this year although some retention funds are still due.

The major items being accomplished in 2008-2009 are:

1. Extending our liaison contacts and membership in Australia.
2. Continuing the extension of the use of the TRICS database in NZ and supporting our regional Database Advisory Group members as our subsequent license holders in NZ and Australia.
3. Attend conferences and workshops to explain our service as a cooperative international database and 'grow the membership'.
4. Preparing an RFP for The National Travel Profile, Part B covering trends over time, more detail on urban rural differences and trip modelling definitions.
5. As ever the collection of more survey information and management of the database as we head toward our initial target of a 1000 site database. The use of members to cooperate with councils and other consultants to collect survey results around the country has become a regular feature of our **TDB** activities.

### **Database Available to Members**

We have now introduced four TRICS licenses to enable member inquiry here in NZ. These are held on behalf of the **TDB** by Messers Ian Clark (Auckland), Ian Carlisle (Tauranga), Tim Kelly (Wellington) and Steve Abley (Christchurch). It is now possible for our members (only) to inquire regarding trip making characteristics of equivalent UK sites through these four **TDB** Data Advisory Group members. The 4 member DAG are accredited subsequent license holders. This arrangement has been negotiated with TRICS, initially for a trial period of one year and we expect members to use the service to provide greater depth and knowledge on trip generation by land use.

### **Database Workshops**

Following last years March 2007 successful programme involving 200 participants several attendees have been in touch asking about future workshops, including more specific instruction on survey techniques, use of databases and integrated transportation assessments. The Board elected to arrange three such workshops this year and they are in progress over October & November 2008. The first in Auckland will be held on 29 October. The second will be in Wellington on Tuesday the 10th and the third in Christchurch on Thursday the 13th November.

### **Membership Levy +5%**

As already mentioned membership has grown by 4 in NZ and 9 in Australia during the past year. This brings us to 61 in total. In addition we have 8 Reciprocal members. In order to pay for the costs of the TRICS licenses \$7,000 and cover cost of living and administration increases the Board resolved to increase the annual fee by 5% this year. The incidence of the new fee rates (excl GST) with the number of members in each category is as follows:-

<u>Membership Class</u>	<u>2007/8</u>	<u>2008/9 Fee</u>	<u>Current members</u>
A1,B1,C1	\$ 2,600	\$2,720	19 members
B2, C2	\$ 1,320	\$1,380	14 members
B3, C3	\$ 680	\$710	7 members
C4, D1, D2	\$ 360	\$380	21 members

## **8. ADMINISTRATION**

Malcolm Douglass (Douglass Consulting Services Ltd.) and Steve Abley (Abley Transportation Engineers Ltd.) both based in Christchurch continue to provide the technical bureau service as contract administrator and chief researchers. This group are the consultant support with specific tasks agreed by the Board and contracted throughout the year. The arrangement where ATE Ltd accountant's look after our books has also has been successful.

This year the work has been extensive and it is gratifying to see such a productive result in research, on the database, the travel profile, the UK/NZ Comparisons and the Integrated Transportation Assessments all progress so well under these partnership arrangements.

The Bureau team has also been capably assisted by:

Ian Clark, Flow Transportation (Auckland)

Tim Kelly, Kelly Transportation (Wellington)

Ryan Rolston, Traffic Design Group (Christchurch)

(In addition the support of Andy Milne, Paul Burden and Michael Chou is acknowledged). These arrangements are convenient to all parties and are flexible to cope with changing needs

Our Data Advisory Group (DAG) comprising Steve Abley (Christchurch), Ian Clark (Auckland), Tim Kelly (Wellington), Ian Carlisle (Tauranga) and Donald Veal (Perth), continue their detailed interest in the use of TRICS and with the new TRICS programmes now installed they can provide independent inquiry and advice to members who might seek information on unique or little reported sites.

## **9. CONCLUSION**

We look forward to the Annual Meeting in New Plymouth on Wednesday the 5 November at 8.00a.m. (This follows the dinner the previous evening!) We will be formally welcoming Nick Rabbets (Transportation Planner, Dorset County and Chairman of TRICS-UK) to the **TDB** fraternity at the Annual Meeting.

There will also be a stand for **TDB** in the trade hall. Steve Abley and his team will be weaving their wonders with the TDB and TRICS databases at the conference. Malcolm will be answering questions with survey forms in one hand and membership application forms in the other.

I regret I must apologise for absence at conference so I take this opportunity to thank members for their interest and increasing support. I again thank the members of the Board for their valued contribution and the lengthy telephone conferences we have had this year reflecting our very busy agenda. Finally to our consultant administration and research teams it has been a very successful year and we thank you for that.



**Chairman of the TDB Board for 5 November 2008**

**Malcolm Douglass Administrator TDB**

## APPENDIX 1 - MEMBERSHIP REGISTER

The following is the list of financial members of the Bureau at 30 June 2008.

Membership No, Name & Office Location	
<b><u>Reciprocal Members</u></b>	
R1 Land Transport NZ. (Well)	R5 TRICS United Kingdom
R2 IPENZ Transportation Group	R6 JMP London
R3 University of Canterbury (Chch)	R7 AITPM Australia (Adel)
R4 University of Auckland (Auck)	R8 ARRB Australia (Melb)
<b><u>Members NZ</u></b>	
1. Lower Hutt City Council	29. Wintertime Traffic (Hamilton)
2. Auckland City Council	30. Environment Canterbury
3. Manukau City Council	31. Abley Transportation Engrs (Chch)
4. Hastings District Council	32. Napier City Council
5. Tauranga City Council	33. Transit NZ (Well)
6. Dunedin City Council	34. Wes Edwards (Auck)
7. Wellington City Council	35. Flow Transportation Specialists (Auck)
8. Western Bay of Plenty Dist Cnl	36. Franklin District Council
9. Vacant	37. Planned Solutions (Napier)
10. Palmerston North City Council	38. Traffic Engineering & Mgt (Auck)
11. TrafficPlan Ltd (Dun)	39. North Shore City Council
12. Traffic Design Group (L. Hutt)	40. Susan McAuley (Nelson)
13. Vacant	41. Connell Wagner (Auck)
14. Christchurch City Council	42. Traffic & Transportation Engrs (Auck)
15. Tim Kelly Consultants (Wgtn)	43. Vacant
16. Traffic Planning Consultants (Auck)	44. McCormick Rankin Cagney (Auck)
17. Auckland Regional Council	45. Rodney District Council
18. Douglass Consulting Services (Chch)	46. Barclay Traffic Planning (Wgtn)
19. Montgomery Watson Harza NZ. Ltd	47. Vacant
20. Environment Waikato	48. Hamilton City Council
21. Porirua City Council	49. Gray Matter (Ham)
22. New Plymouth District Council	50. Planit RW Batty Associates (Chch)
23. Opus International Consultants (Ham)	51. Chris Lambert (AUT-Auck)
24. Beca Carter Hollings Ferner (Chch)	52. Maunsells (Ham)
25. Bloxham Burnett Olliver (Ham)	53. Engineering Outcomes Ltd (Whngr)
26. Waitakere City Council	54. Rotorua District Council
27. Sinclair Knight Mertz (Auck)	55. ViaStrada Ltd (Chch)
28. Invercargill City Council	56. John Parlane (Auck)
<b><u>Members Australia</u></b>	
101. Sunshine Coast Regional Council (Qld)	
102. Donald Veal Consultants Ltd (Perth)	
103. Doina Olaru (Lecturer Perth UWA)	
104. B.Aulabagh Trffc Eng & Trpt Plg (WA)	
105. Transcore Pty Ltd (Perth WA)	
106. QED Pty Ltd (Adelaide)	
107. Hallam & Associates (Syd)	
108. Astucia Ltd (Melb)	
109. Urban Trans ANZ (Melb)	

