



# 2013 Achievement Report

**Status:** Adopted  
**Date:** March 2014

## Purpose

The New Zealand Local Authority Traffic Institute or TRAFINZ represents local authority views on road safety and traffic management in New Zealand. It exists to lobby the government, to influence decision making on road safety and traffic issues. It also acts as a forum for collectively pursuing traffic issues of interest to local authorities, and for the sharing of information and advice.

TRAFINZ serves the public interest by advocating for safe, efficient and economical planning and management of traffic. Member local authorities represent more than two-thirds of New Zealand's population.

## Objectives

The following objectives will enable us to achieve our purpose:

1. To strengthen and develop the effectiveness of TRAFINZ as an organisation.
2. To formalise and foster relationships with key partners
3. To develop an Action Plan for delivery of this business plan

## Achievements

The following table outlines the proposed key actions that were identified for completion in the 2013 calendar year for the delivery/achievement of each of the above objectives along with a statement on the achievements which were made during the year.

**Objective 1: To strengthen and develop the effectiveness of TRAFINZ as an organisation.**

Proposed Action	#	Activities	Responsibility	Performance Measures	Achievements
Communication	1.1	To proactively respond to relevant issues as they arise via press releases	President/Vice President, Executive Officer	Press releases made in a timely manner on issues relevant to TRAFINZ and its purpose.	17 July: Red light camera decision welcomed by President on TV and Press September: overview of guest speakers and key issues for NZ safety to be discussed at 2013 Conference
	1.2	The formulation and distribution of newsletters, brochures, 'flyers', questionnaires etc as appropriate	Executive Officer, Secretary, Dave Macpherson	Minimum of 3 newsletters produced in 2013.	4 Newsletters distributed: <ul style="list-style-type: none"> <li>February</li> <li>June</li> <li>August</li> <li>December</li> </ul> Last two newsletters were in new format more suitable for reading in electronic format.
	1.3	Maintain/update the TRAFINZ Web site/page	Secretary, Harding Consultants	Website to be up to date and accessible at all times.	Website updated periodically with new information including: <ul style="list-style-type: none"> <li>New executive</li> <li>Conference notices</li> <li>Copies of submissions and news releases</li> <li>Obituary for Don Hill (life member)</li> </ul>
	1.4	Prepare Submissions on a collaborative basis	Executive Officer	All submissions made by due dates.	4 Submissions completed: <ul style="list-style-type: none"> <li>Omnibus Rule 2013,</li> <li>Land Transport Amendment Bill,</li> <li>Safer Journeys to Schools – rural guidelines</li> <li>Palmerston North Speed Limits Review</li> </ul>
	1.5	Promote the TRAFINZ conferences to TLA's and other potentially interested parties	President, Vice President, Executive Officer, Executive	At least 200 delegates registered for the 2013 conference.	Information on conference included in 2 Newsletters, conference specific notices sent to all past conference attendees and website updated. 194 attendees at conference

Membership	1.6	Promote TRAFINZ through LGNZ Zone meetings	Executive	At least one presentation to each zone meeting held in 2013.  Increase in membership numbers	No action- Zone meetings suspended until after October elections  Total membership at end of 2013 = 21 an increase of 6
	1.7	Workshops	Executive	3 free half day workshops open to members	3 Workshops held: <ul style="list-style-type: none"> <li>• 20 March – Network Operating Framework</li> <li>• 12 June – Speed Management Plan</li> <li>• 4 December - Cycling</li> </ul>
	1.8	A review of the membership classes be undertaken	Robyn Denton, Sarah Connelly, John Gottler, Andy Foster	Report to March 2013 meeting.	Updated Membership Form for 2013 approved 12 June. Revised classes approved December 2013 for adoption at march 2014 AGM.
Conference 2013	1.9	Annual Conference in Rotorua 3-6 September	Vice President and organising committee	Executive kept informed with regular reports.  Enduring partnerships maintained with key partners.  Successful well attended conference, with at least 200 full registrations.  Conferences to at least break even financially	Regular updates provided at Executive meetings  Strong involvement from NZTA, ACC and NZ Police in the development of the programme, its contents and presenters.  Excellent feedback from 194 registrants  Small surplus achieved
Finances	1.10	Manage finances and produce all required budgets, GST returns and reports	Secretary/ Treasurer	Annual subscription invoices issued to all members by 31 March 2013.  GST returns completed and annual accounts prepared by due dates.	Invoices issued and paid  GST returns completed throughout the year. 2012 financial reports presented at the March 2013 AGM and subsequently registered with the Companies Office.

Business Plan 2014	1.11	Development of a Business Plan for 2014	Executive Officer	Draft prepared for presentation at the December 2013 Executive meeting.	Draft prepared for approval January 2014.
Projects	1.12	Advocacy for Red Light Cameras at high risk locations	Karen Hay	Protocols agreed	17 July Government statement approves use of red light cameras and development of implementation programme following the development of protocols for determining suitable red light camera sites lead by Auckland Transport and supported by metro committee representatives.  Regular reports made to Executive committee meetings
	1.13	Shared Zones	Robyn Denton, Karen Hay	Guidance documents including identification of opportunities to work with NZTA, IPENZ and other interested parties and funding needs.	Robyn Denton appointed as NZ representative on Austroads Review of Part 8 guideline: local Area Traffic Management.  No progress throughout year, Irene Tse (Auckland Transport) subsequently appointed in NZ in preparation for programme of work starting in 2014.
	1.14	Cycling especially dealing with pinch points	Karen Hay	Guidance documents including identification of opportunities to work with NZTA, IPENZ and other interested parties and funding needs.	Workshop in December 2013 received an update on the work being undertaken throughout the country including the RCA Forum Cycling Working Group. NZTA working with this group to consider how best to respond to Coroners recommendation to have a national working group focusing on the safety

					concerns highlighted by several fatal crashes involving cyclists throughout the year.
	1.15	Safety – High risk schools guideline	Glenn Bunting, Karen Hay Philip King	Guidance documents by December 2013.	Rural guideline developed for national working group reviewed and submission made throughout the year. Regular updates on progress provided via Executive meetings. Trafinz members involved in the rural document development, and on the newly formed urban guideline working group.
	1.16	Speed Management	Robyn Denton, John Gottler	Agree Trafinz involvement in SMP cross sector working group by mid June. Quarterly reports to Exec on SMP	Speed Management workshop in June 2013 with subsequent nomination of Robyn Denton to represent Trafinz on national Speed Management Working Group. Regular reports made to Executive committee meetings. Key topic at 2013 Conference.
	1.17	Network Operating Framework	Philip King, Ken Lee-Jones, Glenn Bunting		Network Operating Framework workshop in March 2013 Regular reports made to Executive committee meetings Key topic at 2013 Conference. Point for ongoing discussion about the future role Trafinz can play for NZ roll out of NOF

**OBJECTIVE 2: To formalise and foster relationships with key partners**

Proposed Action	#	Activities	Responsibility	Performance Measures	Performance
Key partners	2.1	To maintain dialogue with Local Government NZ and review the Memorandum of Understanding between our organisations	President, Executive Officer and Dave Macpherson	Final documents completed July 2013.	Initial Meeting (President and Vice President Trafinz)) held 14 June. Further work to be completed to formalise the ongoing nature of our relationship with this organisation.
	2.2	To maintain dialogue with NZTA, MOT,ACC and NZ Police and develop Memorandum of Understanding between our organisations	President, Executive Officer and Dave Macpherson	Draft documents prepared by September 2013.	Ongoing dialogue with NZTA and NZ Police – particularly in development of Conference 2013 agenda.  No progress on MOU's

**OBJECTIVE 3: To develop an Action Plan for the delivery of this Business Plan**

<b>Proposed Action</b>	<b>#</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Performance Measures</b>	<b>Performance</b>
Action Plan	3.1	To develop an action plan to manage delivery and implementation of this business plan.	Executive Officer	Action Plan in place by June 2013  Report against action plan achievements February 2014	Action Plan in place from July 2013  Achievements report prepared in and adopted March 2014 Executive meeting.