Wynyard Quarter Transport Management Association Board Meeting	*Meeting 86*

Date and time:	**Wednesday 7th October 2026 at 1030am**
Attendees:	• Hamish Speakman (HS), Mott MacDonald - Chair • Mischa Gildenhuys (MG), PAG • Bernard Trevor (BT), ASB • Kara Kennedy (KK), Waitematā Local Board • Peter Busfield (PB), NZ Marine • Anna Sizova (AS), Precinct Properties • Sharon Byrne (SB), Auckland Theatre Company • Louise Vallant (LV), One NZ • Pete Bowden (PBO), VHHL/Tramco • Kara Hartshorne (KH), Beca • Brigid Rogers (BR), WQ TMA Coordinator
Apologies:	• Brett Sweetman (BS), Park Hyatt Auckland • Anita Potgieter (AP), Visa - Chair • Fiona Knox (FK), Auckland Urban Development Office (AUDO) • Michael Hawes (MH), Warren and Mahoney
Guests:	• Amber Carran-Fletcher (ACF), Auckland Transport • Kelly Strong (KS), Auckland Transport
Notes taken by:	Brigid Rogers
Meeting held at:	Beca offices

Item	Discussion and Action	By who
1	**Karakia and introductions** HS welcomed everyone to the meeting and performed the Karakia. All attendees then introduced themselves. The notes below are a summary of the transcript of the recorded meeting.	
2	**Auckland Transport Restructure** ACF and KS explained how Auckland Transport and Auckland Council responsibilities have been redistributed, while advising stakeholders to continue using existing points of contact during the transition. Council Responsibilities: Auckland Council now holds responsibility for parking, roads and maintenance, public-transport infrastructure, footpaths and cycleways, road safety, and transport policy, funding, and decision-making. AT Responsibilities: Auckland Transport retains public-transport operations and shorter-term service planning, including timetable changes, fares, ticketing, facilities, journey planning, and travel information. The division of responsibilities for some public-transport functions between AT and Council is still being worked through. **Auckland Council** • Parking: public parking services and enforcement. AT Park becomes AC parking. • Roads and maintenance: intersection improvements, streetlights, road resealing and pothole repairs. • Building public transport infrastructure: bus stops, wharves, railway station improvements, rail level crossings programme, bus and transit lanes. • Footpaths and cycleways. • Road safety. • Transport policy, funding and decision-making. **Auckland Transport** • Public transport – bus, train and ferry services. • Public transport timetable changes. • Public transport fares. • Public transport ticketing, HOP cards and contactless payments. • Public transport facilities. • Journey planning and travel information. Travel Choices Team: ACF explained that Travel Choices remains within Auckland Transport's Customer and Community directorate. The team manages travel-demand management, Travel Wise Workplace travel planning, business support, and travel-behaviour information for major changes such as the City Rail Link opening. Active modes team: Headed by Tania Loveridge has moved to AC.	

	Transition: The new structure is now in place. Some staff have already moved to Albert Street, another shift is expected in November. PB asked if AT offices would stay in WQ – ACF replied that she was not aware of any planned changes and that the current staff at Viaduct Harbour Ave could not be accommodated at Albert Street. HS commented on the positive comms that had been circulating about what services had moved over to AC. ACF noted that there was to be a rebranding of parking – now under the AC umbrella. **Aotearoa Bike Challenge** KS outlined the opportunity for businesses to be part of the Aotearoa Bike Challenge being run in February 2027. Challenge Structure: KS explained that the challenge runs nationally in February through a web platform. Individuals and organisations register, receive points for registering, and earn additional points by logging rides, including commuting and other cycling trips. Wynyard Quarter competition: Businesses in Wynyard Quarter will automatically be grouped into a local neighbourhood based on their registered address. KS with worked with BR on targeted communications and prizes, while participating organisations were encouraged to challenge one another and offer staff incentives. Workplace Champions: KS encouraged each organisation to appoint a workplace champion who can actively encourage participation. Visible leadership participation and experienced cyclists buddying with newer riders were identified as practical ways to increase involvement. ACF noted that it was always great to see leaders within businesses acting as role models. WQ TMA are always keen to promote such stories on the website. Participation Barriers: The group discussed including information about affordable or free second-hand bikes and nearby bike hubs in the campaign material. They also identified the need for businesses and building managers to check whether secure cycle parking and other end-of-trip facilities can accommodate increased demand. MG suggested that the staff subsidy bike schemes should be promoted as part of this event. **City Rail Link:** The Board discussed the early impact of the City Rail Link, noting usage above one million and anecdotal evidence of changed travel behaviour, while planning further measurement through the next Staff Travel Survey in March 2027. Usage Results: Auckland Transport reported that City Rail Link usage had exceeded one million and that the result was tracking well against relevant patronage targets. Seven of ten stations recorded their highest passenger numbers, and the first-week result exceeded the previous weekly record from 2019. Travel Behaviour: Participants described people switching from driving to rail, including a corporate manager travelling by car to Glen Eden and then taking the train, and older residents using the network for day trips. The group also noted increased Gold Card use and the importance of bus connections from the North Shore to the rail network. Ongoing Communications: The group agreed that communications should continue because some people still do not understand that the City Rail Link is open. Case studies and real user stories were suggested to explain the benefits and connections. Anyone with user stories please let BR know. Travel Survey: Beca mentioned they will be conducting a travel survey in November, with a possible question on whether the City Rail Link opening changed respondents' travel behaviour. KH thanked AT for the great comms on CRL and for helping with a pop-up events and flyers for the recent bus changes.	**ALL** **BR/KS** **BR/KS** **BR**
3	**Strategic Plan** BR asked members to review the Wynyard Quarter Transport Management Association strategic plan and provide comments promptly so it can be completed for the AGM and broader stakeholder use. Document purpose: The strategic plan will be published on the website and is intended for both members and external stakeholders who want to understand the association's purpose, activities, and priorities.	

	Review Process: BR has circulated the written copy first; graphics and other design elements will be fitted around the agreed content. Members were asked to identify missing material or content that should be removed. **Deadline:** Members were asked to send comments to BR by 8th October, with the aim of producing the final document ready to be launched at the AGM at the end of November.	
4	**Apologies and notes from last meeting / matters arising** Apologies were noted as above. The notes moved by POB seconded by LV	
5	**Updates** **Chair –** HS items below on the agenda **Waitematā Local Board –** KK the volume and uncertainty of current and proposed planning changes, as well as unclear responsibilities for transport decisions following the reform. Plan Changes: KK mentioned the city-centre plan change initiated by Minister Bishop that could allow potentially unlimited building heights, alongside the Wynyard plan change, a forthcoming Auckland Plan review, and other additional central-government planning changes. Consultation Pressure: The short consultation period for the city-centre proposal required Council to respond within 20 working days, leaving only a few days for local input. Participants noted that repeated plan changes create uncertainty for developers and stakeholders and can lead to consultation fatigue. MG noted that there seemed to be some contradictions between the current WQ Plan Change and what is now being proposed. Transport delegations: The group were informed that decision-making thresholds are still being developed. One proposed trigger is that road closures of 60 days or less could be delegated to staff, while longer closures would come to elected representatives; arterial roads and bus routes may sit with the governing body rather than the local board. KK commented that all roads operate as part of a connected network, projects such as parking changes may affect local-board and governing-body roads simultaneously. A Council GIS viewer was identified as a tool for checking arterial roads in the Auckland region. **AT –** update as above **AUDO –** no update	
6	**Items of interest / AOB** **Viaduct Harbour Clearway Proposal:** The TMA asked Auckland Transport's to consider an afternoon clearway on Viaduct Harbour Avenue. AT had actioned this was asking for feedback. Safety & Congestion: The proposed clearway would remove the existing row of spaces between 4pm and 6pm, creating two effectively lanes for traffic at the Halsey Street intersection. The current arrangement causes congestion, prevents vehicles from exiting efficiently, and creates pedestrian-safety risks when frustrated drivers try to sneak round as the lights are changing. Submissions: The consultation closing date is 12 October. Everyone was encouraged to submit their feedback via email. **Membership Fee Increase:** The Board approved a 5% membership-fee increase for the current year (applying to the 2026/27 membership invoices) to strengthen the association's financial resilience, while declining to make an automatic annual increase permanent. Rationale: BR explained that the previous membership-fee increase occurred in October 2025, following a gap since 2021. A 5% increase was proposed to build reserves and increase resilience. Discussion: Members questioned whether 5% was based on inflation and whether the wording would create a perpetual annual increase. The Board discussed the governance concern of binding future boards to a yearly 5% rise and agreed that fees should be reviewed periodically rather than automatically increased every year. **Contractor arrangements:** (BR left the meeting for this item) The Board were asked to review the current arrangements with the Contractor. HS was keen to see any changes reflect the experience, organisational knowledge, relationships, and senior stakeholder capability required for the role.	**ALL**

	The Board requested a formalisation of the current Contract, market bench marking, clearer hours and responsibilities and a full year budget.	**HS/PBO**
	Financial statements - year ending June 2024 to June 2025 PBO as new Treasurer reported that 2024 and 2025 TMA accounts required several rounds of correction. A major issue involved approximately $46,000 of invoices that had not been accrued into income, along with other classification or GST issues. After the corrections, the 2024 and 2025 accounts were considered reconciled and accurate. The corrected figures moved the reported position from a deficit to a surplus and increased accumulated funds to $115,188 as at 30 June 2025. Board members questioned why the previous reviewer (Kudos Murray) had not identified the errors. The discussion established that the reviewer had access to MYOB and prepared / reviewed the accounts. The Board wanted a clear explanation of what went wrong and stronger independent assurance going forward. PB suggested engaging an independent suitably qualified accountant, to examine the cause of the errors and assess whether the current accounting processes are sufficiently rigorous. PBO to organise this. The Board agreed that the TMA members should be informed through the AGM documentation that the previously filed accounts were corrected and what caused the discrepancies, and the measures put in place to prevent recurrence.	**PBO** **BR** **PBO**
	Annual review of TMA Accounts The TMA accounts are independently reviewed annually, with the reviewer appointed at the AGM. In light of inaccuracies and issues identified in previous years' accounts, it was proposed that a new accounting company be appointed to undertake the 2025 to 2026 review. The Board agreed to this and requested that the appointed company ensure the review complies with the TMA Constitution, which requires the annual accounts to be reviewed by a suitably qualified member of Chartered Accountants Australia and New Zealand (CA ANZ). PBO delegated to find a suitable company to undertake the annual review.	**PBO**
	Revision to TMA Constitution The WQ TMA Constitution, Clause 18.1, requires the accounts to be reviewed by a suitably qualified member of Chartered Accountants Australia and New Zealand (CA ANZ). However, many suitably qualified accountants, are members of CPA Australia rather than CA ANZ. CPA Australia is fully recognised in NZ. The current wording of the TMA Constitution therefore sets a narrower bar than necessary. It was proposed that the TMA Constitution be revised to read: *"The WQ TMA accounts shall be annually reviewed by a suitably qualified member of Chartered Accountants [of] Australia and New Zealand (CA ANZ) or CPA Australia."* Under 36.1 of the TMA Constitution any changes need to be done by S*pecial Resolution*. All members need to be given 21 days' notice of the proposed change to the Constitution - as drafted above. This Special Resolution can be undertaken alongside the AGM. The Board agreed to revise the wording to broaden the eligible accountant qualifications, as above and BR to notify all members of this, in advance of the AGM.	**BR**
	POST MEETING Annual Review BR will prepare an online version of the Annual Review for this year's AGM. The digital format will provide members with convenient access to the TMA's activities, achievements and key outcomes over the past year. It will also support more efficient distribution, reduce the need for printed copies and provide an accessible resource that members can revisit as needed. The Annual Review will be shared with all members alongside their membership invoices and details of the AGM. TMA website refresh The website will undergo a refresh, incorporating new imagery and an updated layout to create a more modern, engaging and user-friendly experience. The improvements will make the key information and resources easier to access. This will strengthen the website's role as a central hub for commuting and transport information for Wynyard Quarter businesses and commuters. This will	

	go live early 2027.	
	Date of next meeting Wednesday 4 November 2026 – hosted at Mott MacDonald, 30 Daldy Street	