



Wynyard Quarter Transport Management Association

ANNUAL GENERAL MEETING

Thursday 23rd November 2023 at 12pm

Held at ASB Waterfront Theatre, Jellicoe Street, Wynyard Quarter

1. Attendees were confirmed as follows:

Name	Company
Ben Hardie	151 Property
Anita Potgieter (AP)	ASB
Sharon Byrne (SB)	Auckland Theatre Company
Graeme Gunthorp (GG)	Auckland Transport
Tania Loveridge (TL)	Heart of the City
Meredith Bates (MB)	Mott MacDonald
Peter Busfield (PB)	NZ Marine Industry Association
Brett Sweetman (BS)	Park Hyatt Auckland
Peter Young (PY)	Sanford
Pete Bowden (PB2)	VHHL
Michael Hawes (MH)	Warren & Mahoney
Annukka Saatela (AS)	WSP
Brigid Rogers (BR)	WQ TMA Coordinator

Apologies received from:

Name	Company
Andrew Charlesworth	Big Street Bikers
Fiona Knox	Eke Panuku
Gen Sage	Waitematā Local Board
Greg Moyle	Waitematā Local Board
Ronald Tay	WSP
Kirsten Corson	Zilch

2. Welcome and house keeping

MB welcomed everyone to the ASB Waterfront Theatre and after the Karakia SB explained emergency procedures as well as general housekeeping. MB, as the current Chair of WQ TMA, ran through the AGM presentation.

3. Notes of the last AGM

MB confirmed that this was held on 30th November 2022. A copy of the notes from the last AGM had been circulated to all TMA members and are also on the TMA website. The notes were agreed as correct – proposed by SB and seconded by AP.

4. Review of 2022 to 2023

MB informed the attendees that copies of the Annual Review had been circulated ahead of the AGM and were also available on the TMA website. Highlights from last year included:

- Staff Travel Survey undertaken March 2023. Almost 4,500 employees responded from eleven different companies, this was a 55% response rate. 56% indicated they usually travel by public transport (up from 54% in 2022). 23% indicated they drove alone to work in Wynyard Quarter down slightly from 24% in 2022.
- This year for the first-time carbon emissions from commuting were calculated for each business. This will be used to bench mark for future years.
- Staff Travel Survey outcomes shared with participants and travel planning undertaken with employers.
- Ongoing dialogue with Auckland Transport on the proposed upgrade of Beaumont Street.

- Submissions included Auckland Council Draft Budget, Auckland Waitematā Harbour Connections and The Regional Public Transport Plan.
- Promotion of events and activations in Wynyard Quarter in particular the Bike Challenge, Walk to Work Day, E Bike training courses and discounts on PT fares.
- Facilitated conversations around the new Light Rail network, the new Waitematā Harbour connections project and shared information through the TMA communications channels.
- WQ TMA have amended their Rules in line with the new Incorporated Societies Act 2022 and will be reapplying for Incorporated Society status at the end of 2023.

5. Review of financial accounts year ending 30 June 2023

MB reported that a review of the TMA accounts had been undertaken by Matley Chartered Accountants, Hamilton. Matley are an independent Chartered Accountants who have no connection with the TMA in any capacity. David Waite, MD of Matley Chartered Accountants stated:

“We did not identify any fraudulent transactions or noncompliance with laws and regulations. There was no limitation imposed by management on the scope or extent of our procedures and no significant difficulties, or disagreements with management noted during the course of the engagement. As a result, there are no circumstances which affect the form or content of the auditor’s report”.

The financial review is available on the TMA website, and had been circulated to all TMA members ahead of the AGM. MB asked the members present to agree and approve the financial review for the previous year. The review of the accounts was accepted and approved – proposed by MB and seconded by PB.

MB asked the members present to approve the appointment of Matley Chartered Accountants to review the accounts for the next financial year, unless anyone had any other suggestions. Matley were confirmed. This was agreed - proposed by PB and seconded by BS.

6. Priority project, action plan and budget for 2022 to 2023

MB ran through the priority projects and highlights of the proposed Priority projects/Action Plan for 2022 -2023 AP explained that these can be read in full on page 4 of the Annual Review. In brief they are as follows:

Reducing transport related emissions

- Work with employers and employees to increase awareness and uptake of sustainable transport options
- Seek to reduce the kilometres travelled by commuters in private vehicles
- Lobby Auckland Transport to ensure well connected public transport for the area
- Benchmark current travel patterns and monitor changes over time

Supporting sustainable transport options

- Through collaboration, seek to enhance the uptake of electric car share options in Wynyard Quarter
- Encourage the use of active modes
- Seek to increase secure public bike parking facilities in the area
- Advocate for improved public and private end of trip facilities in the area

Accessible and safe for all

- Promote transport related safety throughout the area, in line with Vision Zero
- Encourage safe and reliable access for freight and commercial vehicles
- Advocate for safe and reliable access for recreational marine vehicles
- Promote safe, connected routes for active modes

Advocate, share and communicate

- Regularly update WQ TMA’s online presence
- Communicate directly with TMA members via email bulletins
- Make submissions on key strategies and reports relevant to the WQ community
- Continue to be the voice of Wynyard Quarter businesses and advocate on their behalf

Monitor and review

- Undertake Staff Travel Surveys with Wynyard Quarter businesses
- Track and monitor changes / trends compared to previous years
- Seek to identify any barriers to change and report back
- Support businesses with Workplace Travel Plan activations
- Share and celebrate transport related successes
- Advocate for increased monitoring of sustainable travel modes

MB asked if any attendees had any questions or comments. MB presented the draft budget (shown below) and explained that this was a draft budget given the uncertainty in funding from AT at the time of the AGM. The budget shown does not include any funding from AT. MB reported that potential funding from AT was being investigated but the proposed budget shows a minimal amount of funding available for the TMA to be able to deliver / progress the priority projects/action plan as shown on previous slides. The Board may review the budget over the coming months, as priorities may change. MB thanked AT for their funding support, along with Eke Panuku and Heart of the City for their project-based support.

Draft budget 2023 - 2024

Income	
Membership fees	35,000
External and project funding	35,000
Total income	70,000
Programme costs	
Staff Travel Survey	35,000
Work Place Travel Planning	2,000
Advocacy	1,500
Professional fees & research	1,000
Comms	
Website	2,000
EDM, Facebook & other	2,000
Administration	
Contractor	20,000
Board & Secretarial services	6,000
Contingency	500
Total expenses	70,000

GG asked if there should be a discussion around the AT funding at the AGM. MB requested that it be kept separate to the business of the AGM and that discussions with AT were ongoing. The members present had no questions, so MB asked that the members accept the proposed Action Plan and Budget for 2023 to 2024. This was agreed – proposed by MB and seconded by AP.

7. Appointment of WQ TMA Board

MB confirmed that all 11 seats were open to any members of WQ TMA. Following a formal election process, and in accordance to the Rules of the TMA, the businesses listed below were duly elected:

- ASB
- Auckland Theatre Company

- Mott MacDonald
- NZ Marine
- Park Hyatt Auckland
- Precinct Properties
- Sanford
- Viaduct Harbour Holdings Ltd
- Warren & Mahoney
- WSP

MB noted that the one remaining seat would be deemed a casual vacancy. MB congratulated those who had been elected to the Board. MB confirmed that Auckland Transport, Eke Panuku and Waitematā Local Board would remain as non-voting members of the TMA Board. GG asked if, as members of WQ TMA, could AT have voting rights on the Board, if they wished. BR to investigate and report back.

8. Acknowledgements from MB

- Thanks to Auckland Transport, Eke Panuku & Heart of the City for their funding and continuing support of the TMA
- A big thank you to all members of the TMA for their ongoing support
- A big thanks to the Board members for their hard work over the past year
- Thanks to our Treasurer, Brett Sweetman from the Park Hyatt, Auckland
- Thanks very much to Brigid Rogers, the TMA Coordinator.

MB thanked everyone for attending and the meeting closed at 1215pm.

ENDS