

<b>Wynyard Quarter Transport Management Association</b>		<b>Meeting No.11</b>
<b>Board Meeting</b>		
<b>Date and time:</b>	<b>Wednesday 27<sup>th</sup> June 2018 10am</b>	
<b>Attendees:</b>	<ul style="list-style-type: none"> <li>• Anita Potgieter (AP), Fonterra – Chair</li> <li>• Tim Fitzsimmons (TF), Goodman</li> <li>• Adam Davis (AD), Sanford</li> <li>• Sian Waldron (SW), Viaduct Harbour Holdings</li> <li>• Lester McGrath (LM), Auckland Theatre Company</li> <li>• Dave Luxton (DL), Precinct Properties</li> <li>• Fiona Knox (FK), Panuku</li> <li>• Louise Baker (LB), WSP Opus</li> <li>• Brigid Rogers (BR), WQ TMA Coordinator</li> </ul>	
<b>Apologies:</b>	<ul style="list-style-type: none"> <li>• Miguel Menezes (MM), Auckland Transport</li> <li>• Peter Busfield (PB), NZ Marine</li> <li>• Bernard Trevor (BT), ASB</li> <li>• Murray Helm (MH), Bulk Storage Terminals</li> <li>• Fred Botica (FB), Stolthaven Terminals</li> <li>• Pippa Coom (PC), Waitemata Local Board Chair</li> </ul>	
<b>Notes taken by:</b>	Brigid Rogers	
<b>Meeting Held at:</b>	Fonterra	

<b>Item</b>	<b>Discussion and Action</b>	<b>By who</b>
<b>1</b>	<p><b>Apologies and notes from last meeting / matters arising</b></p> <p>Apologies were noted as above.</p> <p>AP thanked SW for all her work on the Board including Facebook set up, and on behalf of the Board wished her well in her new role. SW explained that her move would still keep her in WQ and she would keep in close contact with the TMA.</p> <p>Matters arising were to be covered on the minutes. Notes of Board meeting agreed proposed by AD seconded by SW.</p>	
<b>2</b>	<p><b>Presentation By Louise Baker</b></p> <p>A virtual tour: stories from successful TMAs abroad. A copy of the presentation is attached with the notes of this meeting.</p> <p>From her attendance at international conferences, and membership of professional organisations representing TMAs, LB outlined the work of some of the most successful TMAs. It was noted that almost all were funded by local authority bodies. LB focussed on TMAs that had delivered excellent results. One example cited was of a city in the US where the TMA worked with employers to reduced employees travelling in on the day of a visit by the Pope. The event ran smoothly as staff were encouraged to work from home. America’s Cup was going to be a big challenge for WQ and LB acknowledged that the TMA could play a vital role in the smooth running of the event.</p> <p>The Board thanked LB for her presentation.</p>	

<p><b>3</b></p>	<p><b>Funding updates</b></p> <p>AP reported that an email has been sent to Shane Ellison (CEO of AT) following up on funding and the meeting that took place between AP, TF and SE. SE had been supportive at that meeting and had indicated he felt that the goals of AT and the TMA were aligned. AP would follow up with SE to ensure email had been received.</p> <p>LB reported on a meeting that had taken place between herself, MM and BR. LB commented that MM suggested that the WQ intersection vehicle trip targets could be managed by changing traffic light phasing. MM talked about the concept of a “health check” for WQ whereby occupants agree to undertake annual reviews, including staff travel plans. MM questioned the appropriateness of the methodology used for the Annexure 18 survey, in that there may be better ways of obtaining relevant information being sought.</p> <p>MM commented that WQ was “smashing it” and tracking well towards the 70:30 mode share target and there were other areas in Auckland that might need more help. LB responded she felt WQ might be ok now, but to extend MM’s health analogy, WQ was in danger of a “heart attack” in a year or so, hence the need for TDM now. BR commented at that meeting that the 70:30 mode share split had been set as a target back in 2004 and in light of new development figures, the mode share needed was more likely to be 80:20 or even 90:10.</p> <p>MM was keen to see a joint funding model rather than all funds coming from AT. LB emphasised that there was regulatory requirement for the TMA and that the only organisation with a transport remit was AT.</p> <p>The Board agreed to prepare a short one pager including outlining the objectives of the TMA, the value that the TMA can deliver, the connections that the TMA has, the number of employees that the TMA can reach etc. LB agreed to create a draft and circulate.</p> <p>It was also deemed important to remind the CCO’s of their obligations, both statutory and regulatory.</p> <p>BR reported that a short proposal document had been sent to Panuku following on from the presentation last month from Miranda James (MJ) Chief Sustainability Officer for Panuku. The proposal was targeted at the Fossil Fuel Free Streets project. The TMA suggested analysing what baseline data was currently being collected, (walking, cycling, vehicle numbers etc.) identifying any gaps in data and setting in place mechanisms in place to collect relevant transport data. This would be needed to review performance of WQ as well as for baseline data for C40 and other projects. Key to success of all projects is change to travel behaviour in WQ. Panuku liked the project proposal as had shared the concept with AT. BR to follow up with MJ at Panuku.</p> <p>AP noted that while project funding was important the TMA could not function without core administrative personnel.</p>	<p><b>AP</b></p> <p><b>LB</b></p> <p><b>BR</b></p>
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<p><b>4</b></p>	<p><b>Updates</b></p> <p><b>America’s Cup</b>  FK reported that a new governance body had been set up for the work streams that are in addition to the consent process for the America’s Cup Resource consent. The body is called Wynyard Edge Alliance.</p> <p>All the submitters on the America’s Cup are being met with so that a full understanding of the issues can be made. It is likely that there will be some workshop events around the management plans that most submitters were keen to see. These will take place in early July. FK indicated that if the process stayed on track the consent could be issued in October 2018.</p> <p><b>Presentation (attached) from Michael Goudie</b> Stakeholder &amp; Communications Manager for Wynyard Edge Alliance is attached.</p> <p>There is an America’s Cup Steering group and the formation of the alliance is a relatively new way of progressing large scale, multifaceted projects. The Alliance will deal with everything eye height and below – basically delivering the stage upon which the Americas Cup will be held.</p> <p>DL commented that it was critical to get information well ahead of time.  LM asked about the ASB car parking situation. FK commented that she was working with ASB on those issues.</p> <p>TF reiterated that the Board would be willing to help with communications, marketing and as a consultation group. TF pointed out that the Board represented a wide range of interests but managed to find common ground when resolving issues.</p>	
<p><b>5</b></p>	<p><b>Items of interest / AOB</b></p> <p><b>Contractor Parking</b>  DL reported that despite numerous conversations no further progress had been made with utilizing NZTA land. FK commented that Panuku thought the consent process to enable the land to be used for parking could be challenging.</p> <p><b>Inugo Trial</b>  This was almost ready to be launched on one site. There had been unseen costs to integrate the software with the Gallagher access software. The costs were met by Precinct. Next steps are to open the parking for Generator occupants as a closed community and then to Fonterra for the remainder of the trial period, with the idea being that once tested and approved it might be opened up to the public/wider groups after that. Inugo is also working through some issues with carpooling verification technology and thus the carpooling trial will be revisited once ready. TF indicated that a trial at Fonterra site should not be impacted by a possible landlord change and could be started whenever the parties were ready.</p> <p><b>Annex 18 survey</b>  This is an annual survey undertaken by AT as part of their statutory requirements noted in the original District Plan and now cascaded down into the Unitary Plan. A copy of the latest survey had been circulated to all Board members along with the methodology to be used.</p>	<p><b>AP</b></p>

<p><b>Accounts</b> AP to follow up with DM when he is back from leave next week to ensure smooth handover to new treasurer.</p> <p><b>AGM</b> In line with the TMA rules this has to be held within 6 months of the end of the financial year. Accounts would need to be reviewed and elections for vacant Board seats would take place. Likely to be held Sept/Oct 2018</p> <p><b>Future of WQ TMA</b> AP asked that this be put on a future Board agenda to be discussed in detail including; strategic direction, resourcing, and what the TMA might look like with different levels of funding.</p> <p><b>Email from Sue Philbin</b> AP shared an email from Sue Philbin offering her professional travel demand management skills to the Board as a consultant free of charge. The Board requested that AP contact SP to get a better understanding from Sue regarding this offer.</p> <p><b>Car sharing in WQ</b> AP commented that the procurement team in Fonterra are looking at ways to possibly share pool vehicle fleets within WQ. The procurement team would like to talk with TMA to investigate options of WQ business to business transport ideas and how/if the TMA can support / facilitate. AP mentioned an electric vehicle sharing scheme in Christchurch. LB suggested that this could be something that the TMA could facilitate given the right resources.</p> <p><b>Meeting closed at 1145am</b></p>	<p><b>AP</b></p> <p><b>BR</b></p> <p><b>AP</b></p>
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