



Wynyard Quarter Transport Management Association

ANNUAL GENERAL MEETING

Wednesday 30th November 2022 at 12pm

Held at ASB Waterfront Theatre, Jellicoe Street, Wynyard Quarter

1. Attendees were confirmed as follows:

Name	Company
Anita Potgieter (AP)	ASB
Sharon Byrne (SB)	Auckland Theatre Company
Graeme Gunthorp (GG)	Auckland Transport
Tracey Ryan (TR)	Eke Panuku
Tania Loveridge (TL)	Heart of the City
Meredith Bates (MB)	Mott MacDonald
Jayne Street (JS)	NZ Marine
Brett Sweetman (BS)	Park Hyatt Auckland
Lauren Tilson (LT)	Precinct Properties
Olivia Heighton (OH)	Precinct Properties
Tom Dooley (TD)	Sanford
Peter Longdill (PL)	Sanford
Pete Bowden (PB)	VHHL
Sian Marek (SM)	WSP
Brigid Rogers (BR)	WQ TMA Coordinator

Apologies received from:

Name	Company
Ben Twigden	151 Property
Ryan Carter	151 Property
Finnbarr Kerr-Newell	BC511328
Andrew Charlesworth	Big Street Bikers
Cleve Cameron	Big Street Bikers
Fiona Knox	Eke Panuku
Martin Leabourn	Fonterra
George Higgins-Smith	Genesis
Erik Zydervelt	Mevo
Peter Busfield	NZ Marine Industry Association
Sandra Smith	Southern Cross
Tom Locke	Warren & Mahoney
Zilch	Kirsten Corson

2. Welcome and house keeping

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

3. Notes of the last AGM

AP confirmed that this was held on 23rd November 2021. A copy of the notes from the last AGM had been circulated to all TMA members and were also available on the TMA website. The notes were agreed as correct – proposed by AP and seconded by SM.

4. Review of 2021 to 2022

AP 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 2022. Almost 4,000 employees responded from ten different companies, this was a 47% response rate. 36% indicated they usually travel by bus with 27% indicating they drive alone to work in Wynyard Quarter.
- Staff Travel Survey outcomes shared with participants and travel planning undertaken with targeted employers.
- Ferry Survey undertaken in conjunction with AT. 72% of respondents said they would use ferry services that connected to and from Wynyard Quarter.
- Ongoing dialogue with Auckland Transport in respect of the proposed upgrade of Beaumont Street.
- WQ TMA produced a new Strategic Plan covering 2022 – 2025.
- WQ TMA produced an End of Trip guide for business.
- Submissions included AT Draft Parking Strategy, AC Annual Budget, Emissions Reduction Plan, City Centre Bus Plan and Auckland Light Rail.
- Promotion of Car Free Day, Bike Challenge, Walk to Work Day, E Bike training courses and 50% of PT fares.
- Facilitated conversations around the new Light Rail network and shared information through the TMA comms channels.

5. Review of financial accounts year ending 30 June 2022

AP 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:

“Based on our review, nothing has come to our attention that causes us to believe that the accompanying 2022 financial statements of Wynard Quarter Transport Management Association Incorporated do not present fairly, in all material respects, the financial position of the Wynard Quarter Transport Management Association Incorporated as at 30 June 2022.”

The financial review is available on the TMA website, and had been circulated to all TMA members before the AGM. AP 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 SB and seconded by BS.

AP 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 BS and seconded by PL.

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

AP 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 kilometers 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

AP asked if any attendees had any questions or comments. SM suggested that it could be useful for the Staff Travel Survey to capture data on train users so that comms could be communicated directly to them. This is in light of ongoing rail network upgrades taking place over the next 12 -24 months. AP thanked SM for her idea.

AP presented the draft budget (shown below) and explained that the Board may review the budget over the coming months, as priorities may change. This draft budget had been circulated ahead of the AGM. AP thanked AT for their ongoing funding. AP also thanked Eke Panuku and Heart of the City for their ongoing financial and project support.

Draft budget 2021 - 2022

Income	
Membership fees	30,000
Core funding - Auckland Transport	40,000
Project funding	30,000
Total income	100,000
Programme costs	
Staff Travel Survey	35,000
Work Place Travel Planning	6,000
Marketing & PR	2,000
Advocacy	2,500
Professional fees & research	2,000
Comms	
Website	3,500
EDM, Facebook & other	2,500
Administration	
Contractor	39,500
Board & Secretarial services	5,000
Contingency	2,000
Total expenses	100,000

The members present had no questions, so AP asked that the members accept the proposed Action Plan and Budget for 2022 to 2023. This was agreed – proposed by SB and seconded by AP.

7. Appointment of WQ TMA Board

AP 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
- BC511328
- Genesis Energy
- Mott MacDonald
- NZ Marine
- Park Hyatt Auckland
- Precinct Properties
- Sanford
- Viaduct Harbour Holdings Ltd
- WSP

AP congratulated those who had been elected to the Board. AP confirmed that Auckland Transport, Eke Panuku and Waitemata Local Board will remain as non-voting members of the TMA Board.

8. Acknowledgements from AP

- 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
- Welcome to our new Board members
- Thanks to our Treasurer, Brett Sweetman from the Park Hyatt, Auckland
- Thanks very much to Brigid Rogers, the TMA Coordinator.

GG asked AP if he could address the AGM. GG informed the attendees that he was formerly a member of Waitematā Local Board and had served as their representative on the TMA Board. GG has recently taken up a new role at Auckland Transport as Programme Director, City Centre Transport Integration. He is keen to connect with the TMA Board and TMA members and find out how AT can improve connections in and around the area.

BR asked that AP be thanked for her excellent work as Chair, and support to her as the coordinator. AP thanked everyone for attending and the meeting closed at 1225pm.

ENDS