

Attachments

Attachment A: Aircraft Noise Community Consultative Group Terms of Reference

DESIGNATION AIAL 1100 — ATTACHMENT A

AIRCRAFT NOISE COMMUNITY CONSULTATIVE GROUP ("Group")

TERMS OF REFERENCE

Purpose

To consider, and where appropriate make recommendations to Auckland International Airport Limited ("AIAL"), on aircraft noise matters that arise from the operation of Auckland International Airport ("Airport").

Meetings provide a forum for information and analysis sharing, open discussion and consensus resolution of issues between Group members, representatives from relevant agencies, consultant advisors, and AIAL.

Activities

1. To identify community feedback regarding aircraft noise.
2. To co-operatively formulate and propose options to minimise the impact of aircraft noise on the community and to consider how AIAL should respond to community concerns regarding aircraft noise.
3. To assist and advise AIAL and Council in the dissemination of relevant, clear, and timely information to the community.
4. To regularly review the procedure for handling noise complaints, recommend modifications to that procedure where appropriate, and ensure the latest procedure is publicly available as soon as possible.
5. To identify potential opportunities to improve the implementation and uptake of the Noise Reduction Package.
6. To assist AIAL in the review of and, where necessary, to recommend modifications to, the Annual Noise Management Report's recommended initiatives, methods and procedures for reducing noise levels and adverse effects from Aircraft Operations and engine testing.
7. To monitor compliance with the noise conditions of AIAL's designation, the noise abatement procedures and Annual Noise Management Report.
8. To access appropriate technical expertise and guidance as required, including to, request, where appropriate, independent peer review of noise monitoring and other technical data provided to the Group by AIAL.

AIAL is to consider feedback from the Group in good faith and provide the Group with a written response to recommendations, including the reasons for rejecting any recommendations, should such a response be requested by the Group.

Independent Chairperson

Meetings will be chaired by an Independent Chairperson. AIAL and Council will be jointly responsible for appointing and removing the chairperson. The terms of appointment will set out the conditions of appointment and removal and will include that the term of appointment for the chairperson is limited to 6 years, unless the Group otherwise agrees. AIAL and Council will share equally the reasonable costs of the Independent Chairperson.

The chairperson may invite other persons on an ad-hoc basis to address the Group on particular agenda items. Where a matter is to be considered by the Group which would be likely to directly affect residents of a Local Board that is not otherwise represented on the Group, then the chairperson should notify the chair of that Local Board and invite them to the relevant meeting.

Memberships

Local Board Representatives	(x 12)	<ul style="list-style-type: none"> •Māngere-Ōtāhuhu •Ōtara-Papatoetoe •Manurewa •Howick •Papakura •Franklin •Maungakiekie-Tāmaki •Ōrākei •Albert-Eden •Puketāpapa •Whau •Waitākere Ranges
Auckland Council Representative	(x1)	
Industry Representative (e.g. freight forwarder, logistics, manufacturer, regular user of cargo or air export facilities, business organisation etc)	(x1)	
Airways Corporation Representative	(x1)	
Board of Airline Representatives of New Zealand (BARNZ) Representatives	(x2)	
AIAL Representatives	(x2)	The group may require additional AIAL representatives and consultants to attend.
Mana Whenua Representatives	(x2)	<ul style="list-style-type: none"> •Te Ākitai •Te Ahiwaru
Community Representatives (two of whom must live within the Aircraft Noise Areas)	(x3)	

Roles

AIAL members represent the operator of Auckland International Airport which is responsible for ensuring that aircraft noise from its activities are managed to minimise noise as far as practicable and in compliance with Designation 1100.

Auckland Council's member represents the territorial authority which is the regulator with responsibilities under the Resource Management Act 1991, including for ensuring that Auckland Airport undertakes its activities in accordance with the Auckland Unitary Plan and Designation 1100.

Airways' member represents New Zealand's air navigation service provider which is responsible for the management of all air traffic within New Zealand's airspace. Airways' roles of most relevance to the management of aircraft noise from Auckland Airport relate to the design of procedures for aircraft arrivals and departures and the design of flight tracks.

The Board of Airline Representatives of New Zealand Inc. (BARNZ) members represent the perspective of the member airlines that make up its incorporated society (approximately 25 airlines) which operate scheduled, and code share international and domestic services, including airlines using Auckland Airport. BARNZ also represents businesses that supply aviation, such as ground handlers, wastes management system companies, and catering firms. The main interest of BARNZ in relation to noise relates to its role in representing the airlines that utilise Auckland Airport.

The Industry Representative member provides a perspective from businesses that utilise the airport's facilities, for instance for freight and logistic purposes.

The Local Board Members represent the views of their local communities.

The Community Representatives represent the perspectives of residents directly affected by aircraft noise, including within the Airport's aircraft noise contour.

All members are expected to actively engage with the parties they represent and provide corresponding feedback to the ANCCG.

General

1. AIAL will provide venue, secretarial, and support services at AIAL's cost and expense.
2. Council will provide planning staff to attend and represent Council's regulatory interests at its cost and expense.
3. The selection of the Local Board and Community Representatives will be on the basis of:
 - (a) one Representative on behalf of each of the Local Boards namely, Māngere-Ōtāhuhu, Ōtara-Papatoetoe, Manurewa, Howick, Papakura, Franklin, Maungakiekie-Tāmaki, Ōrākei, Albert-Eden, Puketāpapa, Whau, and Waitākere Ranges; and
 - (b) three Community Representatives, two of whom must live within the Aircraft Noise Areas. The appointments will be made by the majority of the Independent Chairperson, the Council Representative and one AIAL Representative. The opportunities will be widely advertised (e.g. New Zealand Herald, freely circulated local community newspapers in the relevant areas, online employment sites, AIAL/Council career sites, social media and community platforms) and applications must be made in writing.
4. The term of office for Local Board appointed Representatives and Community Representatives

will be the same as the local body electoral term, that is currently three years. Council will be responsible for any payments to be made to the Local Board appointed Representatives.

5. Mana Whenua representatives may choose to engage directly on aircraft noise matters via the Kaitiaki Forum established in 2020 (refer Designation 1100 Condition 21) or attend Group meetings.
6. AIAL will be responsible for any payments that are to be made to the Mana Whenua and Community Representatives in return for their services to the Group.
7. AIAL and Council will share equally the reasonable costs of the independent chairperson.
8. AIAL will provide data and technical information on aircraft movements and a noise complaint summary. Noise complaints will not be dealt with on an individual basis.

Meeting procedures

While it is anticipated the Group will develop and modify its own processes for the facilitation of meetings over time, the following procedures are expected to be followed:

1. The Group will meet at least every three months.
2. Meetings of the Group will be held at a place, date, and time decided by the Chairperson.
3. **Chairperson:** The Independent Chairperson will chair the meeting. If the Chairperson is not present within 15 minutes of the time appointed for the meeting, then the Group will appoint another person to chair the meeting.
4. **Notice of meeting:** AIAL will arrange for:
 - public notice of the meeting to be published on the internet, including a means to contact the Group, its chairperson or members; and
 - a reminder of the meeting, together with any other relevant information to be sent to all members of the Group at least 5 working days before the meeting. The notice of meeting will set out the date, time, and place of the meeting, including a link for online attendance where available, and the proposed agenda. Members of the Group may advise AIAL of items for the Chairperson to consider including in the notice of meeting.
5. **Method of holding meeting:** Meetings will be held by a number of members, who constitute a quorum, attending at the date and time appointed for the meeting. Members may attend online except in circumstances where the Independent Chairperson decides an in-person meeting is required. The online meeting platform must be of suitable quality, enabling everyone participating in the meeting to hear each other and receive or view documents shown as part of the meeting. Where there are technological issues that prevent a member from attending online, that member must be deemed to be no longer in attendance.
6. **Quorum:** No business may be transacted at a meeting of the Group if there is no quorum. A quorum is present if there are at least 6 people including three Local Board representatives, one Board of Airline Representatives of New Zealand (BARNZ) representative, the Airways Corporation of New Zealand representative and one AIAL representative. Members attending online will be counted as present for the purposes of a quorum. If a quorum is not present within 15 minutes of the time appointed for the meeting, then the meeting is to be adjourned to the same day in the following week at the same time and place or to such other date, time and place as the Independent Chairperson may appoint.

7. **Members may act by alternate representative:** Where a member of the Group is unavailable to attend all or part of one or more meetings, advice to the chairperson of a nominated alternate representative is to be provided in advance and their attendance approved at the Chairperson's discretion. An alternate representative for a Community Representative who lives within the Aircraft Noise Areas, must also live within the Aircraft Noise Areas.
8. **Non-attendance:** The Independent Chair has discretion to determine a named member of the Group has resigned if that member is absent from three consecutive meetings and extenuating circumstances do not apply.
9. **Public attendance:** Meetings of the Group shall generally be open to the public to observe with access arranged in advance via AIAL. Any person who wants to record a meeting must notify their intention to the chairperson before the meeting starts and subject to the chair's approval, record the meeting unobtrusively, without distracting members.
10. **Public Forum:** A brief public forum may be held at the start of each meeting for one or more members of the public to speak to the Group. Speaking rights, including the allocation of time are at the discretion of the chairperson.
11. **Confidentiality and exclusion of the Public:** At the discretion of the Independent Chairperson, non- members may be excluded from meetings or portions of meetings. Such instances could include consideration of commercial-in-confidence issues, aviation security issues, privacy issues or other grounds. Specified people may remain to assist the Group. All members and those in attendance are asked to respect such requests. (Note: The Local Government Official Information and Meetings Act 1987 does not apply to Group proceedings although it provides guidance that may be applicable for excluding the public).
12. **Code of Conduct:** All members are required to adhere to the Group's Code of Conduct.
13. **Minutes:** AIAL will ensure minutes are kept of proceedings and made available to the public online. Unless exceptional circumstances exist, draft minutes should be made available to the chairperson for review within ten working days and thereafter to members within 15 working days. Members must provide amendments, objections or issues within seven working days. No comment will be taken as acceptance of the minutes and they will be published, incorporating any minor edits, on the internet no later than 30 working days after each meeting. If issues are raised, draft minutes will be sent to members for consideration and formal confirmation at the next meeting before publication on the internet.
14. These terms of reference shall be reviewed at least every three years.