

# Minutes

**Subject:** Meeting of the Aircraft Noise Community Consultative Group

**Location:** Meeting held in Person and via Microsoft Teams

**Date:** 09 December 2024

**Members Present**

**In Person:**

Rachel Devine, Independent Chair  
Geoff Hounsell, Airways Corporation  
Kylie Higgs, Auckland Airport  
Troy Churton, Ōrākei Local Board

**Via "Teams":**

Councillor Alf Filipaina, Auckland Council  
Cath O'Brian, BARNZ  
Bobby Shen, Puketāpapa Local Board  
Bruce Kendall, Howick Local Board  
Heather Haylock, Community Representative  
Helen Futter, Community Representative  
Karl Taylor, Airways Corporation  
Malcom Bell, Franklin Local Board  
Mark Allen, Waitākere Ranges Local Board  
Mark Easson, Community Representative  
Maria Meredith, Maungakiekie-Tāmaki Local Board (From 1.13pm)  
Tauanu'u Nick Bakulich, Māngere-Ōtāhuhu Local Board

**Others in Attendance**

**In Person:**

Jeremy Lo, Auckland Airport  
Mark Laurenson, Auckland Airport  
Stephanie King, Marshall Day Acoustics  
Steve Hardwick, Auckland Airport  
Steve Peakall, Marshall Day Acoustics

**Via "Teams":**

Kathleen Delaney, CASPER Airport Solutions Manager (Australia)  
Nicholas Lau, Auckland Council  
Tieri Christopher, Auckland Airport (from 2.42pm)

**Members of the Public**

Nil

**Apologies**

Bianca Cresswell, Auckland Airport  
Helen Twose, Auckland Airport

## 1. Opening Karakia, Kylie Higgs

**Action:** Karakia to be included in pack in future so members can join in.

## 2. Meeting Quorum & Apologies

The Independent Chair, once quorum was confirmed, declared the meeting opened at 1:00pm.

Apologies as listed on cover page 1 of these Minutes. The apologies were noted and accepted.

## 3. Public Forum

The Chair noted that no requests were received from the public to speak at or to observe the meeting.

## 4. Minutes of Meeting Held on 03 September 2024

The Chair requested feedback on the new process to review and publish minutes (i.e., month review period; “unconfirmed minutes” published to website; published as “confirmed” after next meeting).

There being no further comments, the Chair took the Minutes of the meeting held on 03 September 2024 as confirmed as true and correct and noted that this new process would continue in future.

**Action:** Auckland Airport to follow this publishing process for all future meetings (and, if appropriate, add to the terms of reference under review).

## 5. Matters Arising from the Previous Minutes

Jeremy Lo spoke to items 2, 3 and 7 in the Matters Arising paper circulated as part of the Meeting Pack:

- Item 2; the AIAL Legal Team have advised that privacy laws in combination with the previous wording of the online system make it difficult to use personal information for purposes other than AIAL investigating and responding to the complaint. The wording in the complaint form has now been updated to enable complainants to be approached for survey purposes in future.
- There was discussion about the complaint form and its use on the Council website. AIAL noted that Casper has never had feedback from other clients to prompt any changes to the online feedback form.

It was queried if an alternative word to “complainant” be used.

- Helen Futter recently tested the system to see how it is currently working in practice. Both the website and the Council’s call taker referred to both AIAL and the CAA (distinguishing between “enquiries” and “complaints”), and discussion ensued over the height requirements over “built-up” and non-built-up areas (1000 ft vs 500 ft). Concerned about whether the system (including the call centre) is sufficiently responsive to concerns about aircraft noise made by the public, further IT and training changes were suggested. Councillor Alf Filipaina volunteered to work with AIAL to improve processes and report back.
- Item 3; the Conflict Register has been circulated, but not signed by all. All members were asked to confirm their willingness to comply with the ANCCG code of conduct and declare standing conflicts if they had not already and all present agreed. Jeremy Lo will follow up to get signatures from those who have not yet responded. The Chair thanked everyone for their support and noted that conflicts would be checked against the agenda for each meeting.
- Item 7; Jeremy Lo noted Ben Levesque has left the business and read out a written response from Helen Twose (of AIAL) on the translation issue.

There were no further questions or comments.

**Action:** Jeremy Lo and Alf Filipaina to liaise on possible alterations to Council internal processes and website information, and to consider Council compliance monitoring staff member attendance, and report back to the Group.

Action: ANCCG members who have not yet completed the standing conflict register to sign and complete that.

## 6. Identification of Conflicts of Interest

The Chair requested a show of hands from each member present if anyone had conflicts to declare in relation to the agenda for this, and no attendees had any.

Later, as part of the discussion on the noise reduction report, in relation to the impact of noise complaints on flight paths, Troy Churton declared that he makes noise complaints and noted that it could be considered a conflict of interest.

There were no further questions or comments.

## 7. Signatures for Code of Conduct

The Chair clarified, in response to attendee questions, that:

- Attendees' conflict of interest declarations is intended to be only in relation to any matter in the Agenda of any particular meeting.
- Having such a Register is not "a new thing", that it is standard practice in many other forums, aligns with Auckland Council practices and that there had been a Code of Conduct signed by participants in 2022.

There was discussion about who were appropriate signatories to the Code of Conduct and it was noted that members were the focus of this process and they sign as a person complying with the code, being a representative of their community of interest. Cath O'Brien noted that Hugh Pearce does not represent BARNZ (he is an Air NZ employee). It was noted that the Manurewa local board member noted in the ANCCG system is no longer a local board member. Alf Filipaina stated Council "Advisors" would be in a good position to administer Council Members' declarations. Two further in-person attendees signed the Register during the meeting.

Action: ANCCG Secretariat to follow up with those who had not yet signed the Code of Conduct and liaise with Council advisors to assist the process.

## 8. Draft Terms of Reference

The Chair indicated that discussion would be in two parts - process proposed, and then discussion on the substance of the draft document, if any at this stage. There also could be a substantive discussion about the document at an additional or separate meeting, if required.

Kylie Higgs spoke to the timeline and proposed process that continues to evolve. She noted that updating the draft was initiated by the outgoing Chair and updates had been provided at subsequent meetings. There was discussion about "what changed" that prompted the review. AIAL noted that the group's purpose had not changed; the review is to modernise (e.g. recognise online attendance) and clarify provisions in the terms of reference so that it aligns with current practices. She noted that the current terms of reference differs from processes used by ANCCG at present. If small changes were proposed in future then perhaps change could be undertaken via regular ANCCG meeting cycles instead of an overhaul process. As this is the first time the review has captured more items and is taking quite a length of time, so AIAL would prefer to leave this type of review to every 5 years or so. Kylie Higgs said that Auckland Council had indicated that if all members of ANCCG were in support of changes then the process to amend the terms of reference in the AIAL designation would be straight-forward. There was discussion about the requirements to "sign-off" and give final approval of content by the various legal entities participating as members in ANCCG. AIAL advised that they would consider this step further.

There was acceptance of the 31 January 2025 deadline for substantive feedback on content, noting that having flexibility in timeframes was appreciated. BARNZ and Airways sought efficient processes to reduce the number of iterations that need approval by their organisations. Auckland Council acknowledged tier 5 members of the Council had been involved in the review process so far.

Discussion ensued about what stages the members were at so far with their content feedback. Troy Churton had circulated some initial thoughts on the draft terms of reference but asked that they be set aside and he would provide substantive feedback within the timeframe. In light of the feedback of members, the Chair recommended that substance not be dealt with any further during the meeting. Mark Laurensen noted that

tracked changes to the current wording of the Word file previously circulated would considerably assist in administration.

- Actions:**
1. Members to provide all content suggestions back to AIAL by 31 January 2025.
  2. AIAL to further consider the formalities of the final “sign-off” process and a regular review process and provide an update at the next meeting.

## 9. Quarterly Aircraft Noise Report

Steve Peakall from Marshall Day Acoustics (“MDA”) drew attention to the new format for the Noise Report. It is now a “streamlined” main report focused on compliance obligations, with much of the previous finer detail in a “Supplementary” Report).

Members indicated difficulty at finding information given the different format. Members expressed disappointment that certain information and diagrams appeared to now be omitted from the Supplementary Report, adding that the previous format had already taken them a long time to become conversant with due to its technical nature. Members also asked how they would find information to inform themselves when consulted about route changes, route volumes and flight paths. Visual information and maps with overlapping information (like flight paths, noise monitors and complaints) were all valued parts of the Noise Report. After discussion of initial reactions, the Chair asked the group to consider if the new format would assist the public, assist themselves to participate constructively in the group, and if there is an inherent difficulty for members from the new format. The Chair asked the group to provide all feedback on the new format of the Quarterly Reports to AIAL via email for consideration by AIAL and MDA for the next meeting.

Steve Peakall spoke to the information in the main Report (pdf name including “(main body)” in meeting pack) on page 2 (aircraft movements), page 3 (engine testing) and page 4 (monitors). There were questions about the cause of reported noise increase in the Report. Steve Peakall stated that analysis suggests the most likely cause of the small increase is from “runway use” (ie, percentage of arrivals/departures using which end/direction of the runway; usually determined by wind). He also clarified that the “Prices Rd Temporary Monitor” is a 2<sup>nd</sup> monitor scheduled to replace the first one, and that the intensity of construction noise now in the vicinity of the first one has significantly impeded MDA’s ability to correlate the noise it records with specific flights.

Steve Peakall indicated his intention not to speak to the Supplementary Report, and there were no further questions or comments.

- Action:** Jeremy Lo to prompt members to email back feedback about what is desirable in the Noise Report by 31 January 2025.

## 10. Quarterly Noise Reduction Report

Mark Laurenson spoke to the Report, adding that the written offers to the 1339 properties were made via hard-copy letters which is the best method to get the information to them. He thanked Malcolm Bell and Helen Futter for a very useful brainstorming session since the last meeting that resulted in possible engagement initiatives AIAL had not previously considered (eg, a children’s booklet, a “refer-a-friend” scheme, etc). An Engagement Strategy will be presented for members’ consideration in future. He noted that based on information from Kainga Ora AIAL was checking its historical records to confirm the number of households that had received noise reduction packages.

There were no further questions or comments, and the Report was noted.

- Action:** Mark Laurenson to draft and present an Engagement Strategy document for consideration at the next meeting.

## 11. Review of Change on Noise Complaint Form

Jeremy Lo spoke to the Report and requested questions.

There was discussion about the current “drop-down” options on the form and how people could choose between them. Troy Churton used as an example 3am flights close to his home and the difficulty of choosing one “primary” cause of discomfort at that time. When reviewing the data that the complaint form generates Kylie Higgs advised that AIAL looks for “systemic” issues (taking all of the factors into account), not problems caused by single instances of a flight.

Geoff Hounsell from Airways noted that from mid-February 2025, the “3am flights” in the example will no longer be flying, due to the flight path improvements discussed at the previous meeting.

There were no further questions or discussion.

## 12. Auckland Airport Community Trust Annual Report

Tieri Christopher spoke to the Report summarising the purpose and history of the Trust operation. The Chair gave thanks for the Report and the work of the Trust.

Tauanu’u Nick Bakulich spoke to the impending end of his term as ANCCG appointee (in March 2025) and Chair of the Trust, and his thoughts on AIAL’s paper presenting an approach to future appointments (which was addressed by Jeremy Lo from AIAL). That paper includes criteria for the trustee to be either an elected member of a local board in the Trust’s area of benefit or live in the area of benefit. AIAL’s paper provides for the outgoing appointee to make a recommendation. He considers that it is useful for an appointee to come from the Local Board within an area that grants from the Trust benefit because they would be well-placed to have information on whether potential beneficiary groups are well-funded already, as well as being potentially “privity to information not available to other persons”.

Tauanu’u Bakulich also indicated he did have a successor in mind, that the person has indicated they would be available if successful, and in response to a member requesting more detail on his reasons, spoke to his reasons for proposing this candidate.

The Chair asked attendees if anyone had any other candidate in mind, which nobody did. Jeremy Lo suggested that time be provided to members not attending the current meeting to have input, and the Chair requested the timeline for such input be short so that there could be certainty about whether a vote would be required. Kylie Higgs suggested that if there ended up being more than one name put forward, the group could vote at the next meeting.

There were no further questions or comments, and the Chair thanked Tauanu’u Nick Bakulich for his service.

**Action** Jeremy Lo to email the group advising of the candidate that was recommended and requesting any further nominations to be provided within a few weeks of the email being sent. If further candidates are identified then he will prepare a process for voting at the next meeting.

## 13. Work Plan and Any Other Business

Jeremy Lo requested the group consider whether having the same meeting cycle for 2025 would be suitable (ie, 2<sup>nd</sup> Monday of month, 1pm)? There were no objections. Alf Filipaina raised the issue, and the group discussed (including potential for lack of quorum), the issue of Local Government elections falling in the August/September 2025 period. In response to a Chair querying the possibility of not having a quorum at the September 2025 meeting, Kylie Higgs indicated that she would consider regulatory requirements and the timing of meetings around that period.

AIAL advised previously there had been an outgoing Council / local board members’ “reflections” in the relevant Agenda and that incoming members would participate in an induction process.

Mark Easson referred to a “final ‘New Star’ Agenda item” that had not been mentioned in the meeting, but after discussion it was clarified he was referring to the “Star Arrival Chart” at the end of the meeting pack. This was not an Agenda item but was included in the meeting pack as agreed at the previous meeting. The Chair thanked Mr Easson for his thoroughness in reading the entirety of the meeting pack.

**Action** – Auckland Airport to consider the potential timing, Regulatory and quorum implications of Local Government elections when drafting the 2025 meeting schedule, and report back at the next meeting.

There being no other business, the Chair closed the meeting with Karakia.

**Closing Karakia by Kylie Higgs**

**Meeting closed:** 3.05pm

**Next meeting:** 10 March 2025

