

Matters Arising from ANCCG Meeting on 03 September 2024

	Ongoing Matters Arising	Meeting	Action By	Due Date	Status
1	Auckland Airport to review and publish minutes (i.e., month review period; “unconfirmed minutes” published to website; published as “confirmed” after next meeting). for all future meetings.	09/12/24	Jeremy L	1 month after meeting date	Ongoing process
2	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.	09/12/24	Jeremy L	10/03/25	In progress
3	ANCCG members who have not yet completed the standing conflict register to sign and complete that.	09/12/24	Jeremy L	10/03/25	In progress
4	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.	09/12/24	Jeremy L	10/03/25	In progress

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5	<p>AIAL and Auckland Council to draft a Terms of Reference for members to provide feedback</p> <p>Jeremy Lo to email reminder to all members, and members to email back all feedback by 31 January 2025, for follow up at the next meeting.</p>	10/06/24 09/12/24	David W J Lo Mark L All members	30/01/25	Completed.
6	AIAL to further consider the formalities of the final “sign-off” process for the ToR and a regular review process and provide an update at the next meeting.	09/12/24	Jeremy L Kylie H Mark L	10/03/25	See Agenda Item 11.
7	Jeremy Lo to prompt members to email back feedback about what is desirable in the Noise Report by 31 January 2025	09/12/24	Jeremy L	10/03/25	See Agenda Item 8.
8	Mark Laurenson to draft and present an Engagement Strategy document for consideration at the next meeting.	09/12/24	Mark L	10/03/25	See Agenda Item 9.
9	Jeremy Lo to email the group requesting any further nominations for the ANCCG AACT nominee with a fairly short turnaround, and report back at the next meeting.	09/12/24	Jeremy L	10/03/25	Completed.

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10	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.	09/12/24	Jeremy L Kylie H	10/03/25	In progress
11	AIAL will undertake to place the Glossary document and the Legal "How To" Guide into the formal company document control system, to preserve it and its history as a "living document" going forwards, thus becoming subject to regular formal content reviews.	10/06/24	Steve H J Lo	10/03/25	Steve H and J Lo to work together on this.
13	Community Engagement Portal (CASPER Noise Lab or equivalent) budget bid FY26	10/06/24	J Lo K Higgs	10/03/25	Update ANCCG on work to advance / progress a FY26 budget bid.

Completed since previous meeting

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1	Auckland Airport to publish these Minutes to the website as “unconfirmed Minutes” after the Group’s one-month review period, and to do the same for all future meetings.	03/09/24 09/12/24	J Lo	07/10/24	Completed
	Auckland Airport to look into the possibility of surveying past complainers on the usability of the system, and report back to the Group. Jeremy Lo and Helen Futter discuss the proposed AIAL internal review off-line for her understanding of the process, and anything of note to be recorded in the Matters Arising paper.	11/03/24 10/06/24 03/09/24	J Lo Helen F	09/12/24	Completed
	Auckland Airport to create a Conflicts of Interest Register and ensure it is an Agenda item for all future meetings.	03/09/24	J Lo	09/12/24	Completed. Conflicts of Interest Register created. Some members have not declared their conflicts.
	Auckland Airport will organise a group discussion to generate ideas about ways to increase the uptake of noise mitigation package offers. Group Members and non-Members will be invited.	03/09/24	Mark L Helen F	09/12/24	Completed.

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	Auckland Airport (Jeremy Lo) to ask CASPER about including better instructions in the complaints system about available translations and the mechanism, and report back to the Group.	03/09/24	CASPER	09/12/24	Completed. CASPER has added instructions on the 'Welcome' pop up window of the Flight tracker.
	Auckland Airport (Ben Levesque) to consider communicating the translation tools to the public to highlight their availability.	03/09/24	Ben L J Lo	09/12/24	Completed
	Auckland Airport (Jeremy Lo) to explore adding a link to the complaints system to the Council website and update the Group at the next meeting.	03/09/24	J Lo	09/12/24	Completed. Auckland Council will update their 'Complain about noise' webpage to include the link to Auckland Airport's Noise Complaint webpage.
	Auckland Airport to draft a process for the appointment of a member to the Auckland Airport Community Trust in consultation with Tauanu'u Nick Bakulich.	03/09/24	J Lo Nick B	09/12/24	Completed.
	Draft 2023 Financial Year Annual Noise Management Report - include in the standard process, noise monitoring audits from a sample of houses post NMP installations.	11/09/23	J Lo A Marshall	11/12/24	Completed.

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	After one year, review effects arising from the Dec 2023 changes made in relation to the CASPER Noise Complaint System and revisit addition of a secondary cause of complaint.	11/09/23 11/12/23	J Lo	09/12/24	Completed.
	Airways and Auckland Airport to reassess the issue of late night/early morning central city overflights and report back to the Group.	11/03/24 10/06/24 03/09/24	Airways	10/03/25	Completed. Chart circulated in the December meeting pack. It would be published in February 2025 world-wide publication cycle and confirmed in the 10 March meeting.