

## 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 issues and concerns that arise from the operation and activities at Auckland International Airport ("**Airport**").

###### Activities

1. To identify community concerns regarding aircraft noise.
2. To co-operatively formulate and propose rules and procedures 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 information to the community.
4. To regularly review the current procedure for handling noise complaints, modify that procedure where necessary and make it publicly available as soon as practicable.
5. 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 from Aircraft Operations and engine testing.

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

6. To monitor noise levels and compliance with the noise abatement procedures and Annual Noise Management Report.
7. To access appropriate technical expertise and guidance as required, including to, where appropriate, independently peer review noise monitoring and other technical data provided to the Group by AIAL.

###### Chairperson

Meetings will be chaired by an independent chairperson appointed by Council and AIAL jointly. 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.

###### Membership

|                                                                                   |        |                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Local Board Representatives                                                       | (x 12) | <ul style="list-style-type: none"> <li>• Mangere-Ōtāhuhu</li> <li>• Otara-Papatoetoe</li> <li>• Manurewa</li> <li>• Howick</li> <li>• Franklin</li> <li>• Maungakiekie-Tamaki</li> <li>• Albert-Eden</li> <li>• Puketepapa</li> <li>• Whau</li> <li>• Orakei</li> <li>• Waitakere Ranges</li> <li>• Papakura</li> </ul> |
| Auckland Council Representative                                                   | (x1)   |                                                                                                                                                                                                                                                                                                                         |
| Industry Representative (freight forwarder or manufacturer, etc)                  | (x1)   |                                                                                                                                                                                                                                                                                                                         |
| Airways Corporation Representative                                                | (x1)   |                                                                                                                                                                                                                                                                                                                         |
| Board of Airline Representatives of New Zealand                                   | (x2)   |                                                                                                                                                                                                                                                                                                                         |
| AIAL Representatives                                                              | (x2)   |                                                                                                                                                                                                                                                                                                                         |
| Mana Whenua Representatives                                                       | (x2)   |                                                                                                                                                                                                                                                                                                                         |
| Community Representatives (one of whom must live within the Aircraft Noise Areas) | (x2)   |                                                                                                                                                                                                                                                                                                                         |

#### General

1. The Group will meet at least every three months.
2. Meetings of the Group will be held at a place decided by the chairperson anytime between 2:00 pm and 9:00 pm.
3. AIAL will provide secretarial and support services at AIAL's cost and expense.
4. 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, Mangere-Ōtāhuhu, Otara-Papatoetoe, Manurewa, Howick, Franklin, Maungakiekie - Tamaki, Albert-Eden, Puketepapa, Whau, Orakei, Waitakere Ranges and Papakura; and
  - (b) two Community Representatives, one of whom must live within the Aircraft Noise Areas. The appointment will be made by the majority of the chairperson, the Council Representative and one AIAL Representative. Applications are to be made in writing and will be called for by way of a notice on the internet and an advertisement in both the New Zealand Herald and the Manukau Courier.
5. The term of office for Local Board appointed Representatives and Community Representatives will be the same as the local body electoral term, that is three years. Council will be responsible for any payments to be made to the Local Board appointed Representatives.

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. The Group will monitor AIAL's process for responding to noise complaints and queries. Noise complaints will not be dealt with on an individual basis.

The Group has an objective to reach consensus, however, dissenting views will be recorded.

#### Meeting procedure

1. **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 5 years, unless the Group otherwise agrees. The 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.
2. **Notice of meeting:** AIAL will arrange for:
  - public notice of the meeting to be published on the internet, including the contact details of all members of the Group; and
  - a reminder of 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 time and place of the meeting, and the nature of the business to be discussed. Members of the Group may advise AIAL of items to be included in the notice of meeting.
3. **Method of holding meeting:** Meetings will be held by a number of members, who constitute a quorum, being assembled together at the place, date and time appointed for the meeting.
4. **Quorum:** No business may be transacted at a meeting of the Group if a quorum is not present. A quorum is present if there are at least 6 people including three Local Board representatives, one Board of Airline Representatives of New Zealand representative, the Airways Corporation representative and one AIAL representative. 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 Group may appoint.
5. **Members may act by representative:** A member of the Group may appoint a representative to attend one or more meetings of the Group. A Representative appointed on behalf of the Community Representative who lives within the Aircraft Noise Areas, must also live within the Aircraft Noise Areas.
6. **Minutes:** The Group will ensure that minutes are kept of all proceedings and that the minutes are made available as soon as possible after the meeting on the internet. Minutes of the previous meeting will be sent to members with the notice of meeting for the next meeting.
7. **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 in front of the Group. The allocation of time for the public forum and speaking rights are to be pre-arranged with, and managed by, the chairperson.