

DESIGNATION AIAL 1100 — ATTACHMENT A

AIRCRAFT NOISE COMMUNITY CONSULTATIVE 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 noise impact on the surrounding community.
3. To assist and advise AIAL in the dissemination of relevant information to the community.
4. To review the current procedure for handling noise complaints and modify that procedure where necessary.
5. To assist AIAL in the preparation of a Noise Management Plan which will address:
 - (i) procedures for handling noise complaints;
 - (ii) noise abatement procedures; and
 - (iii) timely provision of aircraft noise and flight path monitoring information.
6. To monitor noise levels and compliance with the noise abatement procedures and Noise Management Plan.
7. To access appropriate technical expertise and guidance as required.

Chairperson

Meetings will be chaired by an independent chairperson appointed by Auckland Council (“Auckland Council”) and AIAL jointly. The chairperson may invite other persons on an ad hoc basis to address the Group on particular agenda items.

Membership

Local Board Representatives	(x6)	- Mangere-Otahuhu - Otara-Papatoetoe - - Manurewa -Howick -Franklin -Maungakiekie-Tamaki
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)	
Tangata whenua Representative	(x1)	

General

1. The Group will meet every three months.
2. The Group will be governed by these terms of reference which may be amended jointly by AIAL and the Council from time to time where appropriate.
3. Meetings of the Group will be held at the Airport between 2:00 pm to 5:00 pm.
4. AIAL will provide secretarial and support services at AIAL's cost and expense.
5. The selection of the community representatives will be on the basis of one community representative on behalf of each of the Local Boards most affected by aircraft noise, namely, Mangere-Otahuhu, Otara-Papatoetoe, Manurewa, Howick, Franklin and Maungakiekie - Tamaki.
6. The term of office for Local Board appointed representatives will be the same as the local body electoral term, that is three years. Auckland Council will be responsible for any payments to be made to the Local Board appointed representatives.
7. AIAL and Auckland Council will be jointly responsible for approaching tangata whenua to ensure their representation on the Aircraft Noise Community Consultative Group. AIAL will be responsible for any payments that are to be made to tangata whenua in return for services to the Group.
8. AIAL and Auckland Council will share equally the reasonable costs of the independent chairperson.
9. 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.

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

Meeting procedure

1. **Chairperson:** AIAL and Auckland Council will be jointly responsible for appointing and removing the chairperson. The terms of appointment will set out the conditions of appointment and removal. The chairperson will chair the meeting. If the chairperson is not present within 15 minutes of the time appointed for the meeting then AIAL and Auckland Council will elect another person to chair the meeting.
2. **Notice of meeting:** AIAL will arrange for a notice 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 7 people including one Local Board representative, one Board of Airline Representatives of New Zealand 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.
6. **Minutes:** AIAL will ensure that minutes are kept of all proceedings. Minutes of the previous meeting will be sent to members with the notice of meeting for the next meeting.