

Memorandum

To: Aircraft Noise Community Consultative Group

From: Kylie Higgs and Jeremy Lo

Date: November 2024

Subject: Review of the Aircraft Noise Community Consultative Group Terms of Reference

1.0 Purpose

The purpose of this memo is to:

- present the draft version of the Aircraft Noise Community Consultative Group (ANCCG) Terms of Reference (ToR) incorporating the tracked recommended changes for members to consider.
- outline the process for members to provide feedback on the changes
- provide a timeline of key dates.

2.0 Background

Auckland International Airport Limited (AIAL) and Auckland Council (Council) advised members in a memo presented at the June 2024 ANCCG meeting that the ToR for the ANCCG would be reviewed. The review process began on 10th June 2024 and will conclude with submission of the finalised ToR to Council in April 2025.

The key actions completed to date include:

- During June and July AIAL collated a draft ToR which included all the suggested amendments received from members, local board reps, Catherine Harland and AIAL.
- At the end of August, the Council provided their feedback on the collated draft ToR. In response, AIAL convened in September to review and address the Council's comments. As part of this process, AIAL also sought legal guidance from Russell McVeagh to better understand its consultation obligations and ensure compliance.
- Later in September, AIAL and the Council reconvened to discuss the updates made to the draft ToR. This meeting resulted in a series of follow-up actions for AIAL to complete. By November, AIAL finalised these actions, incorporating the rationale for changes proposed by AIAL, the Council, and the outgoing Chair. The finalised draft ToR was then submitted to the Council for final review and feedback.

- In November final review and feedback was received from Council and AIAL incorporated these and finalised a draft version of the ToR.

3.0 Process for members to provide feedback

Members to review the draft ToR (separate attachment), consider the changes made and provide feedback at the December 2024 ANCCG or to ANCCG_Secretariat@aucklandairport.co.nz by **31st January 2025**.

4.0 Key Dates

Timeline	Key Actions	Status
10 th June ANCCG	<ul style="list-style-type: none"> • AIAL to advise members that a ToR review is due. • AIAL to provide members with an outline of the ToR review process and provide a timeline of key dates. • AIAL to provide members with a copy of the existing ToR and invite them to provide input into the updating. • Members to provide input by 1st July 2024 	<p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p>
August - November 2024	<ul style="list-style-type: none"> • AIAL and Auckland Council staff to review current ToR with consideration to member's input. • AIAL and Auckland Council compile a draft report that outlines recommended updates. 	<p>COMPLETE</p> <p>COMPLETE</p>
December 2024 ANCCG	<ul style="list-style-type: none"> • AIAL to present a draft report to members that provides recommendations for changes along with a draft tracked-changed version for members to consider and provide feedback on. • Members to provide feedback by 31st January 2025 	
February 2025	<ul style="list-style-type: none"> • AIAL and Auckland Council to consider feedback from members on recommended draft ToR changes. • AIAL and Auckland Council to compile final report. 	
March 2025 ANCCG	<ul style="list-style-type: none"> • AIAL to provide a final report and updated version of ToR for members. 	
April 2025	<ul style="list-style-type: none"> • Submit to Auckland Council. 	