

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"> • Mangere-Ōtāhuhu • Otara-Papatoetoe • Manurewa • Howick • Franklin • Maungakiekie-Tamaki • Albert-Eden • Puketepapa • Whau • Orakei • Waitakere Ranges • Papakura |
| 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.

Aircraft Noise Community Consultative Group (ANCCG)

Code of Conduct

Introduction

The ANCCG is a Group established by condition 9(a) of Designation 110 in the Auckland Unitary Plan. It includes provision for 23 representatives from Auckland Council (one Councillor and 12 Local Boards); air industry - Airways, Board of Airline Representatives of New Zealand (BARNZ), Auckland International Airport Limited (AIAL); community (one of two must live within the Aircraft Noise Areas); industry and mana whenua. An independent Chairperson is jointly appointed by AIAL and Council.

The Group is supported by staff and contractors of Auckland Council, Auckland Airport, Airways, BARNZ and Airlines involved with ANCCG activities. Attendance by nominated alternate members, where the formally appointed representative is unavailable, has been accepted practice over time.

The Group is committed to high standards of ethical and respectful conduct. Accordingly, it has resolved to adopt a Code of Conduct (Code) to guide the manner in which ANCCG representatives and alternates conduct themselves while acting in their capacity as members. That includes behaviour toward one another, supporting staff or contractors, any external organisations they may engage with on behalf of the ANCCG and members of the public.

All ANCCG representatives (the 'Members') and alternates are required to adhere to the Code and its principles.

When acting as ANCCG representatives, governing body and local board members must also observe the [Auckland Council Elected Members Code of Conduct \(2021, May 27\)](#) or any replacement version. In addition, Council expects any non-elected persons appointed to the ANCCG by the governing body or local boards to demonstrate conduct in accord with the principles set out in its code of conduct.

Principles

Two key principles are articulated in Council's Elected Members Code of Conduct, namely:

- (a) *The principle of 'trust' refers to the high ethical standards the community expects of its elected representatives.*
- (b) *The principle of 'respect' refers to the positive relationships members are expected to have with each other, the public and staff.*

The ANCCG has determined that those "Trust" and "Respect" principles are an appropriate base for its Code, albeit with adjustments to reflect the consultative nature of the ANCCG and the interests some Members are appointed to represent.

The two principles are expanded upon below, with each ANCCG Member and alternate committed to upholding and reflecting these in all of their conduct and engagement.

1. Trust

All ANCCG Members and alternates will:

- contribute to ANCCG discussions on their merits and in the interests of the:
 - wellbeing of the public directly or potentially affected by aircraft noise
 - wellbeing of all people in the Auckland region
 - economy and air connectivity of the Auckland region and wider New Zealand

- declare a conflict of interests and step aside from discussion on an issue where unable to approach the issue on its merits without being unduly affected by an inappropriate conflicting personal or outside interest, relationship or duty
- have an open mind to the views of others and to alternatives, and be prepared, despite any personal predisposition, to have a change of mind
- ensure they are not under an obligation to those who might inappropriately try to influence them as a member of the ANCCG
- seek to make an equitable contribution, including attending meetings and workshops, preparing for meetings, and participating in relevant training seminars
- act and make contributions openly and transparently
- be truthful and demonstrate honesty and integrity
- uphold the law, and promote and support high standards of conduct by leadership and example.

2. Respect

All ANCCG Members and alternates will respect the people they work and interact with in their capacity on the Group (including other ANCCG members; supporting staff or contractors of Auckland Council, Auckland Airport, Airways, BARNZ, Airlines involved with ANCCG activities; external organisations and the public) in a way that:

- encourages mutual respect and maintains the dignity of each individual
- recognises others' roles and responsibilities
- is inclusive
- enables the co-existence of individual and collective responsibility
- allows for robust discussion and debate focusing on issues rather than personalities
- is not derogatory
- encourages thoughtful analysis
- maintains public confidence in the role of the ANCCG
- is open and honest
- maintains the confidentiality of any confidential information provided to me

Process for Breach of the Code

A breach of the Code occurs if one or both of the principles of Trust and Respect are breached.

Where an ANCCG Member or alternate, supporting staff or contractor, or a member of the public believes that an ANCCG Member or alternate has breached the Code, a complaint may be made either formally in writing (letter or email) or informally (via means such as an in-person chat, telephone conversation, text or email).

The ANCCG Independent Chairperson may also raise conduct matters with a Member or alternate without a complaint being lodged.

Conduct matters that arise in meetings should be dealt with during the meeting. Where a conduct matter arises at a meeting but is not addressed at the meeting it may be raised under the Code and referred to the Independent Chairperson to review and, if appropriate, use informal methods for resolution including but not limited to discussing the matter with the parties concerned and/or the appointing organisation.

A formal complaint must be made in writing and lodged with the Independent Chairperson. It must reference the part of the Code which is alleged to be breached, provide evidence of the alleged breach and evidence of any attempts to resolve the complaint. The complaint must relate to conduct of the Member or alternate when acting in their capacity as an ANCCG member or when engaging on matters related to the ANCCG.

Complaints will be considered in a manner consistent with the following principles:

- the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness, nature and complexity of the alleged breach;
- the concepts of natural justice, fairness and reasonableness will apply in the determination of any complaints made under this Code.

If the breach is material, the Independent Chairperson will seek support from senior management within Auckland Airport and/or Auckland Council to apply needed resources to work through resolution of the conduct.

If the complaint relates for the conduct of the Independent Chairperson, the complaint should be lodged with the Auckland Airport General Manager Operations Auckland Airport and/or the Auckland Council Director Governance and CCO Partnerships.

Code of Conduct adopted and endorsed by the Aircraft Noise Community Consultative Group on 13 June 2022

Cr A Filipaina

Councillor Alf Filipaina, Auckland Council

Ella Kumar
Ella Kumar, Puketāpapa Local Board, on behalf of Local Board Representatives

Helen R Z Futter

Helen Futter, Community Representative

Mark Easson

Mark Easson, Community Representative

Garth Wyllie

Garth Wyllie, Industry Representative

Justin Tighe-Umpers

Justin Tighe-Umpers, on behalf of BARNZ

James Evans
James Evans, on behalf of Airways

Kristina Cooper
Kristina Cooper, on behalf of Auckland Airport

Catherine Harland
Catherine Harland, ANCCG Independent Chair



ANCCG Member (Governing body and Local Board)

| Reporting Relationship and Remuneration | |
|---|---|
| Team / Business Unit: | Aircraft Noise Community Consultative Group (ANCCG) |
| Reports to: | The appointing organisation |
| Honorarium: | Governing Body and Local Board representatives receive standard Council allowances with costs met by Auckland Council |
| Background and Purpose | |
| <p>The Aircraft Noise Community Consultative Group is a group established by condition 9(a) of Designation 1100 in the Auckland Unitary Plan. Designation 1100 enables Auckland International Airport Ltd (AIAL), as a designating authority, to use the area designated for activities associated with the operation of Auckland International Airport subject to conditions.</p> <p>The ANCCG meets four times a year and its purpose (refer Attachment A to Designation 1100) is:</p> <ol style="list-style-type: none"> 1. <i>To identify community concerns regarding aircraft noise.</i> 2. <i>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.</i> 3. <i>To assist and advise AIAL and Council in the dissemination of relevant information to the community.</i> 4. <i>To regularly review the current procedure for handling noise complaints, modify that procedure where necessary and make it publicly available as soon as practicable.</i> 5. <i>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.</i> <i>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.</i> 6. <i>To monitor noise levels and compliance with the noise abatement procedures and Annual Noise Management Report.</i> 7. <i>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.</i> | |
| Membership | |
| <p>The designation Terms of Reference detail the membership of the ANCCG which includes 23 representatives from Auckland Council (one Councillor and 12 Local Boards), air industry (Airways, BARNZ, AIAL), community (one must live within the Aircraft Noise Areas), mana whenua and industry.</p> <p>An independent Chairperson is jointly appointed by AIAL and Council.</p> <p>The 12 Local Boards with the right to appoint a Representative are Māngere-Ōtāhuhu, Ōtara-Papatoetoe, Manurewa, Howick, Papakura, Franklin, Maungakiekie-Tāmaki, Albert-Eden, Puketāpapa, Ōrākei, Whau and Waitākere Ranges.</p> <p>Provision for a nominated alternate member, where the formally appointed representative is unavailable to attend a meeting, has been accepted practice over time although not mandated within the Terms of Reference. As per Council guidelines, if alternates attend a meeting at the same time as the appointed representative they should not participate unless invited to do so by the ANCCG chair.</p> | |
| Governing body and Local Board Representative Role | |
| <p>ANCCG members appointed as Local Board representatives by each of the 12 Local Boards have the role of representing residents of their Local Board area in relation to concerns regarding aircraft noise. Group members seek ways to address aircraft noise issues balanced with the need to have reliable and sufficient air freight and passenger services that meet the needs of the economy and people of the Auckland region. Local Board representatives are responsible for updating their Board and on occasions will need to take matters back to their Local Board to obtain a position from that Local Board.</p> | |

Local Board representatives have an important role in understanding and conveying residents' complaints and views regarding aircraft noise to all ANCCG members, contributing to the monitoring and review of effective complaint and aircraft noise minimisation processes and procedures as well as facilitating communication flows between the air industry and affected individuals.

The ability to identify and consider different stakeholder group interests and potential consequences or trade-offs that might arise from ANCCG recommendations is required.

A desire to enhance personal understanding of regulatory matters, aviation industry and noise is important, along with skills in negotiating and mediating between technical experts and members of the community.

The Governing body (Councillor) appointee has that same remit as above but must take particular account of and represent the voice of the broader regional context.

Governing body and Local Board members are appointed in a representative role to consider aircraft noise matters. Personal experience of aircraft noise does not negate involvement in the ANCCG. However, members should be mindful of managing and avoiding advocacy based on narrow personal interests while valuably contributing their knowledge for the benefit of the wider community.

The coming years will be challenging as, after a period of sustained growth, the effects of the global coronavirus health pandemic have dramatically impacted global travel and tourism activity. Auckland Airport, the airlines servicing Auckland and Airways Corporation of NZ must re-build their businesses and the airline routes offered to and from Auckland.

Key Accountabilities

- Participate fully as a member of the ANCCG preparing for and regularly attending quarterly meetings.
- Provide perspective from the Local Board area represented.
- Liaise with and update other members of the Governing body or Local Board on relevant matters raised at the ANCCG or when requested by the ANCCG Independent Chair.
- Act as a contact point for Local Board area residents affected or concerned by aircraft noise.
- Develop and maintain constructive, progressive and “win together” thinking-based relationships with the Independent Chair and members of the ANCCG.
- Role model collaborative, respectful conversations and engagement.
- Adhere to the ANCCG Code of Conduct while acting as an ANCCG member or engaging on matters relating to the ANCCG

Key Relationships

- ANCCG Independent Chair and fellow ANCCG members

Qualifications and Experience

- For the Governing Body representative – an elected member of the Governing body.
- For Local Board representatives – an elected Local Board Representative for the relevant Local Board (or a community member appointed by the Local Board if the Local Board determines this is their preference and has appropriate reporting and governance system in place).
- Experience participating in consultative groups (whether community or industry based).
- Experience with or knowledge of regulatory environments, resource management or aviation sector is desirable but not essential.

Personal Characteristics

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| <ul style="list-style-type: none"> • Demonstrated experience of exercising judgement and critical thinking. • Commercially astute – a strong partnership orientation coupled with sensing the moment when agendas align. • Open minded, active listener – able to understand the perspective of others and take on board their views. | <ul style="list-style-type: none"> • An inquisitive mind with broad interests. • Common sense and a long-term perspective. • Purpose-led and values-based, a progressive and pragmatic approach. • Collaborative and collegial - a consensus builder. • Honesty and integrity - credible and professional, engendering the trust and confidence of a wide range of stakeholders. |
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ANCCG Community Representative

| Reporting Relationship and Remuneration | |
|---|--|
| Team / Business Unit: | Aircraft Noise Community Consultative Group (ANCCG) |
| Reports to: | Nil – the Community Representative is an independent member of ANCCG |
| Honorarium: | Community Representatives receive \$250 honorarium per meeting attended paid by Auckland Airport |
| Background and Purpose | |
| <p>The Aircraft Noise Community Consultative Group is a group established by condition 9(a) of Designation 1100 in the Auckland Unitary Plan. Designation 1100 enables Auckland International Airport Ltd (AIAL), as a designating authority, to use the area designated for activities associated with the operation of Auckland International Airport subject to conditions.</p> <p>The ANCCG meets four times a year and its purpose (see Attachment A to Designation 1100) is:</p> <ol style="list-style-type: none"> 1. <i>To identify community concerns regarding aircraft noise.</i> 2. <i>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.</i> 3. <i>To assist and advise AIAL and Council in the dissemination of relevant information to the community.</i> 4. <i>To regularly review the current procedure for handling noise complaints, modify that procedure where necessary and make it publicly available as soon as practicable.</i> 5. <i>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.</i> <p style="padding-left: 40px;"><i>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.</i></p> <ol style="list-style-type: none"> 6. <i>To monitor noise levels & compliance with the noise abatement procedures and Annual Noise Management Report.</i> 7. <i>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.</i> | |
| Membership | |
| <p>The designation Terms of Reference detail the membership of the ANCCG which includes 23 representatives from Auckland Council (one Councillor and 12 Local Boards), air industry (Airways, BARNZ, AIAL), community (one must live within the Aircraft Noise Areas), mana whenua and industry.</p> <p>An independent Chairperson is jointly appointed by AIAL and Council.</p> | |
| Community Representative Role | |
| <p>The Community Representative Role is a position to provide representation from, and share the perspectives of, community members directly affected by aircraft noise. At least one of the Community Representatives is required to live within the Aircraft Noise Areas.</p> <p>The Community Representatives form an important voice to directly represent the concerns of residents regarding aircraft noise and to contribute to the monitoring and review of effective complaint and aircraft noise minimisation processes and procedures.</p> <p>The role can be seen as an intermediary, able to articulate community views while encouraging systems that enable effective communication flows between the air industry and affected individuals. Having good connections to and understanding of the communities around the Airport or areas affected by aircraft noise is important, coupled with a desire to enhance regulatory, aviation industry and noise knowledge.</p> <p>The coming years will be challenging as, after a period of sustained growth, the effects of the 2020/2021 global coronavirus health pandemic have dramatically impacted global travel and tourism activity. Auckland Airport, the airlines servicing Auckland and Airways Corporation of NZ must re-build their businesses and the airline routes offered to and from Auckland.</p> | |

Key Accountabilities

- Participate fully as a member of the ANCCG regularly attending the quarterly meetings.
- Provide perspectives from residents affected by noise from aircraft providing passengers and freight services to and from Auckland Airport.
- Provide input with a community voice to decisions made.
- Provide the perspective of the community or customer of noise related services and information such as the CASPER and phone line noise complaints process, the Noise Mitigation programme, and noise related information made available on Auckland Airport and Council websites.
- Liaise with individual residents who hold particular concerns regarding aircraft noise as required or when requested by the ANCCG Independent Chair.
- Develop and maintain constructive, progressive and “win together” thinking-based relationships with the Independent Chair and members of the ANCCG.
- Role model collaborative, respectful conversations and engagement.
- Adhere to the ANCCG Code of Conduct while acting as an ANCCG member or engaging on matters relating to the ANCCG

Key Relationships

- Independent Chair ANCCG
- ANCCG members
- Any residents particularly concerned over aircraft noise

Qualifications and Experience

- An understanding of your local community and ideally its experience of aircraft noise.
- Experience representing the interests of community members, participating in consultative groups or serving on committees, including involvement with voluntary organisations or vulnerable communities.
- Connection with and some knowledge of South Auckland communities and diverse networks is desirable.
- Experience with or knowledge of regulatory environments, resource management, local government, the aviation sector and/or associated business and industry is desirable.
- It is ideal if one of the two community representatives has technical knowledge and/or experience with aircraft and flight tracks either as a pilot or air traffic controller or other equivalent role

Personal Characteristics

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|---|---|
| <ul style="list-style-type: none">• Demonstrated experience of exercising judgement and critical thinking.• A genuine desire to engage with your local community and resolve disputes.• A strong partnership orientation coupled with sensing the moment when agendas align.• Open minded, active listener – able to understand the perspective of others and take on board their views. | <ul style="list-style-type: none">• An inquisitive mind with broad interests.• Common sense and a long-term perspective.• Purpose-led and values-based, a progressive and pragmatic approach.• Collaborative and collegial - a consensus builder.• Honesty and integrity - credible and professional, engendering the trust and confidence of a wide range of stakeholders. |
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Appointment process

The ANCCG Terms of Reference provide that one of the two Community Representatives must live within the Aircraft Noise Areas. The appointment is made by the majority of the chairperson, the Council Representative and one AIAL Representative. The term is up to three years with provision for reappointment. Applications are to be made in writing and called for by way of advertising in the New Zealand Herald, Manukau Courier and online. People of all gender identities, ages, ethnicities, sexual orientations, disabilities, and religions are welcome.