



APPENDICES MINUTES

Council Meeting

Thursday, 27 April 2023

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MAYORAL ACTIVITIES
Council Meeting 27 April 2023

22 March – 29 April (on leave 31 March – 5 April)

- Attended Health hui with Jenny Rowan
- WREMO Community Emergency Response Practice – Raumati
- Attended the All-Whites v China PR Football
- Interviews for Area Coordinator Community Youth and Family
- Otaki Childrens Market Day
- Waikanae Boating Club – celebrating 10 years of their youth and Community fishing event
- Attended Yom HaShoah 80 Anniversary of Warsaw Ghetto
- Attended Kapiti Coast Workers Education Association AGM (Mayor Janet spoke)
- Visit to tornado effected street
- Attended Mahara Gallery Blessing
- WREMO Community Emergency Response Practice
- Catch up meeting with Otāki Police: Sergeant Grimstone and Senior Sergeant Samuel Gilpin
- Catch up meeting with MSD, Sergeant Roz and Inspector Renee Perkins
- Attended 3 ANZAC day ceremonies
- Attended site visit – Otaki Reservoir
- Attended site visit – Otaki Gorge
- Attended Pakihi Toitū o Kāpiti Sustainable Business Event
- Hosting Art Exhibition – Bob Zuur - 28 April 2023
- Joining Forest & Bird and Nga Uruora's opening - 29 April 2023

COMMUNITY LIAISON GROUP TERMS OF REFERENCE

Purpose

To consider and where appropriate make recommendations to Kāpiti Coast Airport Holdings Limited (KCAHL) on aircraft noise issues and noise related concerns that arise from the operation and activities at Kāpiti Coast Airport.

Activities

1. To identify community concerns regarding aircraft noise.
2. To assist and advise KCAHL in the dissemination of relevant information to the community.
3. To review the current procedure for handling noise complaints, as set in the Kāpiti Coast Airport Noise Management Plan (Noise Management Plan) and to propose modifications to the procedure where necessary.
4. To assist Kāpiti Coast District Council (KCDC) and KCAHL in the implementation and review of the Noise Management Plan which addresses:
 - a. Procedures for handling noise complaints;
 - b. Noise abatement procedures; and
 - c. Timely provision of aircraft noise and flight path monitoring information.
5. To monitor noise levels and compliance with the noise abatement procedures and the Noise Management Plan.
6. To access appropriate technical expertise and guidance as required.
7. To produce an Annual Report summarising activities in the past 12 months.

Chairperson

Meetings will be chaired by an independent Chairperson jointly appointed by KCAHL and KCDC. The Chairperson may invite other persons on an *ad hoc* basis to address the Group on particular agenda items.

Membership

Position	Number of Persons
Independent Chairperson	1
Kāpiti Coast Airport's Airport Manager (AM)	1
Kāpiti Coast District Council (KCDC) - Advisory Role*	2
Community Representatives – including one from Paraparaumu <u>Community Board</u> and one from Raumati Community Board, and up to two other members selected by KCDC	3 4
Kāpiti Coast Airport Users	2
Ati Awa ki Whakarongotai	1
Kāpiti Coast Airport Holdings Ltd (KCAHL) – <u>e.g. Airport Reporting Officer</u>	1

*Note: The Noise Management Plan calls for meetings to run on consensus. ~~however, t~~The KCDC representative is an ~~non-voting~~ Advisory Role only.

Membership Term

1. Independent Chairperson – Term of three (3) years at the end of which the incumbent may be reappointed if available and agreed to jointly by KCAHL and KCDC.
2. Kāpiti Coast Airport's AM – The term of the AM representative is at the discretion of KCAHL.
3. KCDC Advisory Role – The term of the KCDC advisors is at the discretion of KCDC.
4. Community Representatives – Each of the two general Community Representatives is appointed for a term of three (3) years at the end of which the incumbents may be reappointed if available and agreed to by KCDC. The Paraparaumu Community Board and the Raumati Community Board representatives is/are appointed by KCDC on the recommendation of the Community Board for a term corresponding to Community Board elections (currently three (3) years).
5. Kāpiti Coast Airport Users – Each Airport User representative is appointed for a term of two (2) years at the end of which the incumbents may be reappointed if available and agreed to by the Independent Chairperson, KCAHL and KCDC.
6. Ati Awa ki Whakarongotai – The term of the Ati Awa ki Whakarongotai representative is at the discretion of Ati Awa ki Whakarongotai.
7. KCAHL – The term of the KCAHL representative shall be at the discretion of KCAHL.

General

1. The Airport Noise Community Liaison Group (CLG) will meet at least once per year.
2. The CLG will be governed by these terms of reference that may be amended jointly by KCAHL and KCDC from time to time where appropriate.
3. KCDC will provide secretarial and support services at KCDC's cost and expense.
4. KCAHL and KCDC will share equally the reasonable costs of the Independent Chairperson.
5. KCAHL will provide data and technical information on aircraft movement and a noise complaint summary.
6. The CLG has an objective to reach consensus, however, dissenting views will be recorded.
7. In the event that a CLG representative fails to attend three (3) consecutive meetings without apology, the position shall be deemed vacant and another representative will be appointed.
8. Community and User Representatives have a responsibility to liaise with their groups to ascertain any issues requiring CLG attention.

Meeting procedure

1. **Chairperson:** KCAHL and KCDC will be jointly responsible for appointing and removing the Chair. 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 the members of the group will elect another person to chair the meeting.
2. **Notice of the meeting:** The Chairperson will arrange for a notice of meeting, together with any other relevant information to be sent to all members of the CLG at least five working days before the meeting. The notice of the meeting will set out the time and place of the meeting and the nature of the business to be discussed. Members of the CLG may advise the Chairperson of items to be included in the notice of meeting.
3. **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 four (4) people, including one (1) of the community representatives and the AM representative. If a quorum is not present