



## Norfolk Island Airport Pavement Repair & Resurfacing Q1 Steering Group Meeting (PSG)

– 18 July 2019

Project Name	Norfolk Island Airport Pavement Repair and Resurfacing D&C Project	Contract. No.	SPT171819NIRC
		Grant Agreement.	RNIA000001
Contractor	Boral Resources (QLD) Pty Ltd	Date of Meeting	18/07/2019
Time	11:30am to 1:00pm	Location	Norfolk Island Council Chambers, Bicentennial Centre
Chair	Kieren Moss	Minutes by	Kieren Moss

### Attendees:

Name	Role	Organisation
Tim Cotter	Nominated representative of the Australian Government	Aus Industry
David Porter	Council representative (an Elected member)	NIRC
Tony Allan	Airport Manager	NIA
Alistair Innes-Walker	Invited guest - Commercial Manager	NIRC
Lotta Jackson	Norfolk Island Regional Council General Manager	NIRC
Claire Quintal	On behalf of NI Administrator	DITCRD
Bruce Taylor	NIRC Group Manager Services	NIRC
Kieren Moss	NIRC Project Manager	Aileron Edge

### Apologies:

Name	Role	Organisation
Eric Hutchinson	Norfolk Island Administrator	Norfolk Island Administrator

### Welcome & Project Overview

Kieren Moss welcomed all to the first Quarterly Norfolk Island Airport Pavement Repair & Resurfacing Project Steering Group Meeting.

Around the table, everyone introduced themselves and their role within the Project Steering Group.

Kieren raised the importance of signing and/or providing evidence of confidentiality provisions within employment was raised and accepted as a requirement of participation in the PSG.



### **Confirmation of Terms of Reference**

It was agreed that:

- The PSG Terms of reference as reviewed are accepted with minor amendment.

### **Funding Requirements**

It was agreed that:

- The terms of the funding agreement are accepted with minor amendment.
- The NIRC Project Manager will complete a draft of Schedule 2 Reporting requirements for review prior to the submission date of 31 July 2019.

### **Project Update**

It was agreed that:

- The draft Quarterly Progress Report is accepted with the following additions:
  - Australian Industry Participation (AIP) Plan,
  - Status of the Marine Parks Permit approval noting that a response is expected by end of July 2019, and
  - Confirmation that NIRC have raised a Purchase Order for the purchase of airfield lighting equipment that has a long supply lead time.
- The NIRC Project Manager will include these in the updated Quarterly Progress Report thereafter be circulated to the PSG.

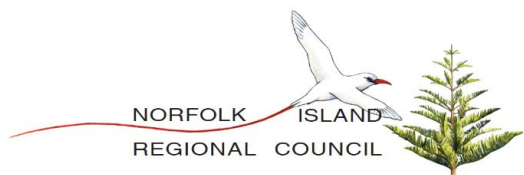
### **Public Relations**

With respect to Complaints, the Contractor shall:

- Maintain a record of any complaints received from the Principal, landowners or the public, shall be maintained by the Contractor. This will also include documentary evidence that complaints have been addressed and attended to, to the satisfaction of the Superintendent.
- All complaints must be discussed with the Superintendent without delay.
- A summary sheet of the complaint register shall be provided to the Superintendent upon request and at each site meeting.
- The Superintendent shall be notified of the circumstances in writing by the Contractor if any complaint is unresolved after 7 working days.

With respect to Notification to Residents and Businesses, the Contractor shall:

- The Contractor shall ensure that all residents and businesses affected by the works, including those that may be unduly affected by noise, are notified at least forty-eight (48) hours prior to the commencement of work.
- The notice shall be submitted to the Superintendent three business days prior to the notice being issued. The form and content of the notification shall be approved by the Superintendent.



- In the event that the Contractor finds dispute with the property owner and/or the owners' wishes, the matter shall be immediately referred to the Superintendent.

### **Risk Management**

The Superintendent and staff will carry out risk assessments to identify those technical and administrative areas where a higher level of surveillance may be required to reduce error and / or rework, and / or reduce safety implications.

While the Contractor will be totally responsible for the risks assigned under the provisions of the Contract, the Superintendent will provide copies of those risk assessments, including but not limited to the Consultant's 'Safety in Design Report', in the spirit of cooperation which may in turn assist the Contractor to identify risk profiles and plan accordingly to address those risks where necessary.

### **General business**

#### **Raised by the Steering Group**

The first quarterly report for the shorter period April – 30 June 2019 is due 31<sup>st</sup> July 2019.

The report is to include status on the following:

- Australian Industry Participation (AIP) plan for the Project,
- Marine Parks Permit approval for proposed Ball Bay Groyne expected 31<sup>st</sup> July 2019, and
- Raising of the Airfield Ground Lighting (AGL) design and long lead time procured items.

Clare Quintal offered support to assist with obtaining approvals such as Biosecurity Plan and Marine Parks permit for Ball Bay Groyne.

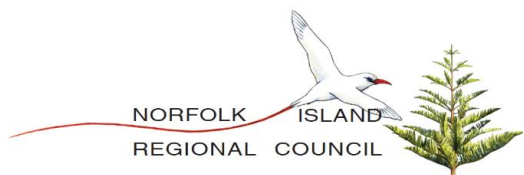
Claire Qunital offered assistance with the development of a project communications plan.

### **Meetings and Reporting**

#### ***Progress Meetings***

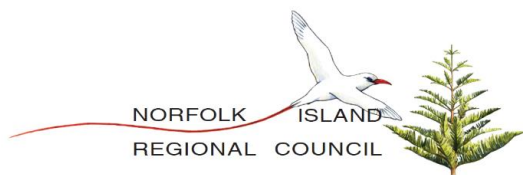
It was agreed that:

- Quarterly Meetings are to be held on Norfolk Island a fortnight prior to the lodgement of the quarterly report. In general, these meetings will include nominated representatives from each organisation or their nominated proxy.
- The date proposed for the next PSG Quarterly Meeting is likely to be held the week commencing 7<sup>th</sup> October 2019.



### Business arising

Meeting	Issue / task	Actioned by	Due	Comment	Complete
18/7/19	Signing and/or providing evidence of confidentiality provisions within employment conditions as a requirement of participation in the PSG	All			
18/7/19	NIRC Project Manager to make minor amendments to the Terms of reference	Kieren Moss			
18/7/19	NIRC to establish an Airport Resurfacing Project page on the Council website	NIRC			
18/7/19	Communications plan to be developed	Claire Quintal			
18/7/19	Example Q&A 1page Sheet to be circulated	Kieren Moss			
18/7/19	NIRC to send email request for funding reporting portal access for NIRC Project Manager	Kieren Moss			
18/7/19	Schedule 2 Reporting requirements be completed as draft for review thereafter uploaded to portal	Kieren Moss			



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