

Norfolk Island Airport Pavement Repair & Resurfacing Q2 Steering Group Meeting (PSG)

– 10 October 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	10/10/2019
Time	9:30am to 11:12am	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
Eric Hutchinson	Norfolk Island Administrator	Norfolk Island Administrator
Karen Quintal	Acting Airport Manager	NIA
Alistair Innes-Walker	Invited guest - Commercial Manager	NIRC
Phillip Wilson	Norfolk Island Regional Council - Acting General Manager	NIRC
Claire Quintal	Invited guest - DITCRD	DITCRD
Joy Walker	NIRC Acting Group Manager Services	NIRC
Kieren Moss	NIRC Project Manager	Aileron Edge
Glenn Robinson	Invited guest - Assisting A/Airport Manager	NIA assistant
Chris Jeffery	Invited guest – Boral Project Manager	Boral (Head Contractor)

Apologies:

Name	Role	Organisation
NIL		

Welcome & Project Overview

Kieren Moss welcomed all to the second 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. At commencement of this meeting all new members had signed confidentiality agreements.

Funding Requirements

It was confirmed that:

- The terms of the funding agreement are accepted with minor amendment.
- The NIRC Project Manager had submitted Schedule 2 Reporting requirements for review prior to the submission date of 31 October 2019.
- Payments are made in advance \$2.5M Q1, nil payment Q2, Q3 expected to be larger to make shortfall of Q2.

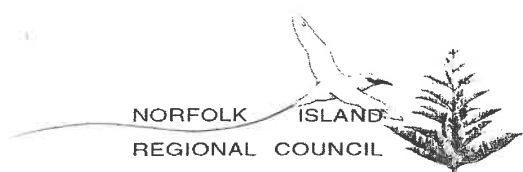
Project Update

Boral Project Manager Chris Jeffery provided a project update:

- Ball Bay Groyne was completed in accordance with Permit requirements by end of September 2019, 3 day delay due to on island protest, ongoing maintenance of groyne required, temporary closure of Marsh Road
- Procured items include: Capital equipment, bitumen, cement, aggregates, airfield lighting.
- Risk workshop held 9/10/19 – Largest risks were identified as
 - Weather particularly swells from the East to allow safe unloading of equipment and material delivery by January 2020,
 - Public Safety is a high priority
 - WH&S – people / plant interface a key safety risk
 - Civil unrest is also seen as a high risk.
- A security plan assessment is underway working with NIRC / NI-Police / AFP. Exchange of dialogue delayed initial barge unloading by 3 days.
- Permit to close Marsh's Road at the top has been granted for public safety,
- Design is progressing well, including airfield lighting, civil works, mix designs.
- Question and Answer (Q&A) sheets have been developed, circulated and posted on the NIRC website.
- Bio-security requirements were requested for release to inform Norfolk Islanders. Unfortunately, these are subject of commercial in confidence arrangements between DAWR and Boral. DAWR / Boral / NIRC to explore whether a high-level overview of the process can be provided on the NIRC Q&A website.
- The Bio-security process was explained including thorough cleaning of all equipment, dedicated trucks, inspection of every load, pesticide bait plans, for covered storage, reloaded via truck to Port of Brisbane, treatment of the aggregate was fumigated in hull with double the upper limit of fumigant. The vessel must be vacated for three days for the fumigant levels to reduce to safe levels for sailing. The extent of the bio-security requirements undertaken by this project is an unprecedented process.

It was agreed that:

- The draft Quarterly Progress Report with one minor amendment is accepted.



General business

Raised by the Steering Group

The project be documented through film and photography as it is a significant project for the island.

The number of businesses involved in the project be added to a Q&A sheet on NIRC website.

Explore whether a high-level overview of the Bio-security process can be provided on the NIRC Q&A website

Australian Industry Participation (AIP) plan and variations for the Project be reported,

NIRC to look at other opportunities to have greater local community participation in the project.

Acknowledged the benefit of having the Boral representative attend.

Next Meeting and Reporting

- Quarterly Meetings are to be held on Norfolk Island generally 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 mid to late January 2020 to enable as many nominated representatives to attend as possible.

Meeting	Issue / task	Actioned by	Due	Comment	Complete
18/7/19 & 10/10/19	Signing of confidentiality agreements a requirement of participation in the PSG	All		Additional confidentiality agreements for new members were signed	COMPLETED
10/10/19	The project be documented through film and photography	CJ, KM	ongoing		Ongoing
10/10/19	Local business project involvement to be released and included in next Q&A sheet	AIW			Ongoing
10/10/19	Biosecurity plan high level overview to be released and included in next Q&A sheet	CJ/KM/AIW		Commercial in confidence requirements to be resolved DAWR/Boral	Ongoing
10/10/19	AIP & variations to be reported	AIW/KM	Jan 20		COMPLETED
10/10/19	NIRC to look at other opportunities to have greater local community participation in the project	AIW/KM	Jan 20		Ongoing
10/10/19	Boral representative to attend next meeting	KM	Jan 20		COMPLETED

