



Name of Committee: Project Steering Committee - Norfolk Island Airport Pavement Repair and Resurfacing Design and Construct Project (PSC)

Title: Terms of Reference

Purpose of the Committee:

To oversee delivery of the Norfolk Island Airport Pavement Repair and Resurfacing Design and Construct Project as per the contracted project plan and budget.

Background:

Norfolk Island Airport is managed by Norfolk Island Regional Council (NIRC). In 2017/18, it processed 41 medical evacuation flights, 72 general aviation flights, 22 military flights, 233 RPT movements, and 32,941 passengers of which 86 per cent, were visitors to Norfolk Island. The Airport has an asphalt surface approaching ten years of age and an asphalt overlay of all the aircraft pavements is required to maintain this vital economic link to Australia and New Zealand.

The Civil Aviation Safety Authority (CASA) undertook an assessment of the Airport in 2017 which found that portions of the current runway surface and aprons contain deformities such as cracking and if not rectified, could result in the runway being deemed as unsuitable for commercial aircraft servicing Norfolk Island.

The key project outcomes are;

- to ensure that Norfolk Island Airport runways and apron are resurfaced to address the relevant observations identified in the 2017 CASA assessment, and
- to provide safe access to Norfolk Island by commercial aircraft.

Under the terms of the Grant funding being sought from the Commonwealth, the NIRC must establish a steering committee to oversight the Project.

Responsibilities of the Committee:

- To endorse the overall project plan and budget provided by the principal Design and Construct contractor
- To review and endorse Milestone reports and recommendations provided by the Norfolk Island Regional Council's (NIRC) Project Manager
- To monitor all project risk management plans
- To support and provide general advice to the NIRC's Project Manager to ensure the project is delivered by the Contractor as per plan and budget
- It is not intended that the PSC will have an operational focus or become involved in the day to day management of the project



Membership:

- A nominated representative of the Australian Government
- A Council representative (an Elected member)
- Norfolk Island Regional Council (NIRC) General Manager, NIRC
- NIRC Project Manager
- NIRC Group Manager Services
- Norfolk Island Airport Operations Manager
- Norfolk Island Administrator
- Other invited members

The period of membership will be for the duration of the Project, or if a member resigns, whichever is the earlier.

Accountability:

This is an Advisory Committee only and will not be accountable for any decisions implemented as part of the Project.

Review:

The Terms of Reference of the PSC will be reviewed at the first meeting and amended where appropriate.

Meetings

Meetings will be held quarterly. The first meeting will be called by the NIRC Project Manager who will have the authority to call other meetings as required. At least one Australian government representative and the Norfolk Island Administrator must be in attendance. Each Committee member must nominate a proxy if they are unable to attend a meeting. The Chair will be the Project Manager. Papers will be circulated a week before the meeting. The secretariat will be provided by the Project Manager, or their delegate. Non-members may be invited due to technical expertise, or as required.

Sharing of information and resources (including confidential materials)

Members will be asked to complete Confidentiality Agreements. Members will be advised by the Project Manager which matters are to be kept confidential, and those that may be shared.