

LORD HOWE ISLAND BOARD POLICY

TITLE	Scientific Research Policy		
DATE ADOPTED	March 2005	AGENDA ITEM	9 (vi)
CURRENT VERSION	September 2016	AGENDA ITEM	8 (iv)
REVIEW	5 years	FILE REFERENCE	GF857
ASSOCIATED LEGISLATION	<i>Lord Howe Island Act 1953 (LHI Act)</i> <i>Lord Howe Island Regulation 2014 (LHI Reg)</i> <i>Animal Research Act 1985 (AR Act)</i> <i>Environmental Planning and Assessment Act 1979 (EPA Act)</i> <i>Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)</i> <i>National Parks and Wildlife Act 1974 (NPW Act)</i> <i>National Parks and Wildlife Regulation 2009 (NPW Reg.)</i> <i>Threatened Species Conservation Act 1995 (TSC Act)</i>		
ASSOCIATED POLICIES	LHI Biodiversity Management Plan Strategic Plan for the LHI World Heritage Property LHI Permanent Park Preserve Plan of Management LHI Biosecurity Strategy LHI Plant Importation Policy LHI Weed Management Strategy		

CONTENTS

1	Introduction	2
2	Scope of Policy	2
3	Objectives.....	2
4	Identifying and Prioritising Research Needs	2
5	Scientific Rigour.....	3
6	Board Programs to Address Knowledge Needs	3
7	Collaboration with Research Partners	4
8	Permit Process.....	4
9	Research Requiring Additional Approvals.....	5
10	Managing and Sharing Scientific Research	5
11	Policy Review.....	5
12	References.....	5
13	Research Application and Proposal Form	6

1 Introduction

The Lord Howe Island Board (Board) is obligated to manage, protect, restore, enhance and conserve the Island's environment and World Heritage values in a manner that is consistent with and promotes the principles of ecologically sustainable development, pursuant to the Charter in the *Lord Howe Island Act 1953*.

Scientific research delivers knowledge and evidence on which the Board can base management decisions.

The Board also recognises the interest of the broader Australian and global community in the values of the Island, and recognises the desirability of independent research, which may or may not contribute directly to the Board's management programs.

2 Scope of Policy

This policy applies to the Lord Howe Island Group as inscribed on the IUCN's World Heritage Convention excluding the area designated as the Lord Howe Island (commonwealth Waters) Marine Park.

3 Objectives

The main objectives of this policy are to:

- 3.1 Establish a process for identifying and prioritising research that meets existing or emerging knowledge needs.
- 3.2 Deliver identified scientific research knowledge through establishment and maintenance of Board programs.
- 3.3 Encourage collaboration with research partners and other organisations to deliver identified knowledge needs.
- 3.4 Permit and support research that meets the standards of scientific rigour in a consistent, equitable and transparent manner.
- 3.5 Manage and share scientific research.

4 Identifying and Prioritising Research Needs

- 4.1 Biodiversity and conservation knowledge gaps and research needs are identified during the development of Board strategies and plans e.g:
 - LHI Biodiversity Management Plan
 - LHI Permanent Park Preserve Plan of Management
 - LHI Weed Management Strategy
 - LHI Biosecurity Strategy
- 4.2 The Board will give first priority to research that is consistent with the actions and recommendations in the above documents, is critical to the progress and delivery of the Board's Corporate and Operational Plans and makes a significant contribution to the understanding of

the Island's environmental values.

- 4.3 Priority will also be given to research which addresses critical social or economic information gaps, makes a significant contribution to the understanding of the Island's social or economic values and will provide a tangible and immediate improvement in the social or economic wellbeing of the Island.
- 4.4 Research that may not meet the above criteria should also be considered for approval where the applicant(s) can demonstrate a unique and opportunistic proposal that contributes to biodiversity management and conservation, social or economic wellbeing on LHI.

5 Scientific Rigour

Scientific rigour is a process of ensuring sound and defensible science (OEH 2013) by:

5.1 Appropriate design including:

- establishing a clear objective
- selecting a scientifically sound and appropriate method
- ensuring the people involved have relevant skills and experience to undertake the work
- peer review of the design before implementation

5.2 Meticulous implementation including:

- adhering to the adopted method, and documenting variations
- ensuring data are reproducible, secure, discoverable and accessible

5.3 Objective analysis and reporting of results, including:

- ensuring evidence supports results and conclusions
- peer review prior to publishing data, results and conclusions
- publishing results in appropriate media.

6 Board Programs to Address Knowledge Needs

- 6.1 The Board will establish and maintain programs to meet knowledge needs where it can be demonstrated that it is an efficient and effective use of resources e.g. Annual LHI Woodhen survey; Permanent threatened flora monitoring; Weed eradication trends.
- 6.2 A scientific project should only be undertaken or commissioned by the Board if it will meet standards of scientific rigour.
- 6.3 A Board Scientific Research Permit is not required for Board staff with delegation under s171 of the NPW Act to undertake routine management or incidental actions on LHI.
- 6.4 Board staff undertaking coordinated activities such as survey, monitoring or other research on LHI may require a Scientific Licence under the NPW Act and/or approval from an Animal Care and Ethics Committee (ACEC) for work involving animals.
- 6.5 Volunteers assisting Board staff with research must comply with the Board's Volunteer Policy.

7 Collaboration with Research Partners

- 7.1 The Board will actively seek partnership with research partners and other organisations to meet knowledge needs where it can be demonstrated that it is not efficient and effective use of Board resources, or if the Board does not hold the required expertise.

8 Permit Process

- 8.1 The Board will approve, under the *LHI Act 1953* (LHI Act) and *LHI Regulation 2014* (LHI Reg), where relevant and appropriate, bone fide research projects that meet standards of scientific rigour and that meet the conditions of clause 4.1 and 4.2.
- 8.2 The Board may approve, under the *LHI Act 1953* (LHI Act) and *LHI Regulation 2014* (LHI Reg), where relevant and appropriate, bone fide research projects that meet standards of scientific rigour and that meet the conditions of clause 4.3.
- 8.3 Scientific research that requires the damage, removal, or export of any flora, fauna or substances forming part of the Island requires the approval of the Board under the LHI Reg. A Board research permit satisfies approval under the LHI Reg.
- 8.4 The Board may refuse an application or impose conditions that limit access to sensitive sites and target species, restrict the quantities or volume of flora, fauna and/or substances proposed to be damaged or removed and otherwise modify the methods proposed to be used to reduce impact.
- 8.5 Approval to conduct research on the Island is subject to complying with the conditions outlined in the LHIB Research Permit including the Code for Responsible Conduct of Research.
- 8.6 The Board may make funds and resources available to support and facilitate scientific research. The Board's Chief Executive Officer (CEO) is delegated to approve research, financial assistance and the use of the Board's Research Facility, without further referral to the LHI Board. Research that requires financial support exceeding \$10,000 including the use of the Board's Research Facility will be referred to the LHI Board for consideration.
- 8.7 In order to satisfy clauses 8.1 and 8.2 researchers must submit a LHIB Research Application Form. The following factors will be taken into account when assessing an application for Scientific Research:
- Potential impacts to target and non-target flora and fauna species or populations, in particular threatened species, populations, ecological communities and identified critical habitat.
 - Potential impacts to the habitat of flora and fauna species and other site or ecosystem values, in particular the values of the LHI Permanent Park Preserve.
 - Potential impacts to karst, geodiversity and/or other non-biotic features.
 - The risk of spreading disease, pathogens, pest species or factors contributing to a listed Key Threatening Processes.
 - Potential impacts to residents or visitors and particularly their businesses and access and enjoyment of the island, in particular the values of the LHI Permanent Park Preserve.
- 8.8 Relevant stakeholders will be consulted, where required, to ensure that the benefits and risks of an application are fully assessed.

- 8.9 LHIB Scientific Research Permits are usually issued for a single project. A project may include multiple parties, species or sites.
- 8.10 LHIB Scientific Research Permit terms will be up to the discretion of the LHIB depending on the nature and scope of the proposed activity.
- 8.11 A Permittee may seek the renewal of a permit subject to completion of any annual reporting requirements and compliance with the conditions of the LHIB Scientific Research Permit.

9 Research Requiring Additional Approvals

- 9.1 It is the research permit applicant's responsibility to obtain all relevant approvals and licences prior to commencement of the project such as:
- a 'scientific licence' under section 132C of the *National Parks and Wildlife Act 1974* (NPW Act).
 - a LHI Marine Parks scientific research approval under the *Lord Howe Island Marine Parks Act 2004* and the *Marine Parks Regulation 1999*.
 - an approval from an Animal Care and Ethics Committee (ACEC) constituted under the *Animal Research Act 1985* (AR Act). The key objective of the AR Act is to protect the welfare of animals used in connection with research.

10 Managing and Sharing Scientific Research

- 10.1 The Board will monitor compliance with the conditions of the LHIB research permit. Failure to comply with the conditions of a permit may result in a variation, suspension or cancellation of the permit. In severe cases a penalty infringement notice may be issued or a prosecution initiated.
- 10.2 Results of the scientific research will be published in appropriate media and shared with those responsible for relevant management decision-making.

11 Policy Review

The LHIB is responsible for coordinating the review of this policy every 5 years.

12 References

Office of Environment and Heritage, 2013. *Scientific Rigour Position Statement*. <http://www.environment.nsw.gov.au/resources/research/OEHSciRigPosnStmntJul13.pdf>. Accessed 24 May 2016.

National Health and Medical Research Council, the Australian Research Council and Universities Australia. (2007) *Australian Code for the Responsible Conduct of Research Conduct of Responsible Research*. <http://www.nhmrc.gov.au/index.htm> Accessed 24 May 2016.

13 Research Application and Proposal Form



LORD HOWE ISLAND BOARD

RESEARCH APPLICATION AND PROPOSAL

1. PROJECT DETAILS

Project Title: _____

2. RESEARCHER/S CONTACT DETAILS

Principal Investigator

Name: _____

Institution: _____

Mailing Address: _____

Phone: _____

Email: _____

Collaborating Investigator/s

Name: _____

Institution: _____

Mailing Address: _____

Phone: _____

Email: _____

Name: _____

Institution: _____

Mailing Address: _____

Phone: _____

Email: _____

Name: _____

Institution: _____

Mailing Address:

Phone:

Email:

Name:

Institution:

Mailing Address:

Phone:

Email:

3. COMMENCEMENT AND FINISHING DATE FOR PROPOSED RESEARCH

Commencement Date:	
Finishing Date:	

4. RESEARCH FOCUS

- Biodiversity Geodiversity Social
- Conservation Economic Climate
- Other (please specify): _____

Research on Lord Howe Island is prioritized based on research needs, knowledge gaps, actions or recommendations made in the following documents:

- [Lord Howe Island Biodiversity Management Plan](#)
- [LHI Permanent Park Preserve Plan of Management](#)
- [Strategic Plan for Lord Howe Island Group World Heritage Property](#)
- [LHI Weed Management Strategy](#)
- [LHI Biosecurity Strategy](#)
- [LHIB Corporate Plan](#)

Provide a statement outlining priority of the project in relation to the research needs, knowledge gaps, actions or recommendations made in the above documents:

5. PROJECT OUTCOMES AND BENEFITS

Define expected outcomes from the project for future management on Lord Howe Island:

6. BACKGROUND INFORMATION FOR PROPOSED PROJECT

Outline relevant background information for the proposed project:

7. OBJECTIVES (Less than 100 words)

Clearly and succinctly state the objectives of the proposed project:

8. PROJECT DESIGN AND METHOD

Provide a brief description outlining the design and methods of the proposed project.
Refer to the Office of Environment and Heritage *Scientific Rigour Position Statement* (2013).
<https://www.environment.nsw.gov.au/resources/research/citizen-science-position-statement.pdf>

10. PROJECT MILESTONES

Define project milestones and dates:

Milestone	Description	Outcome	Proposed Date

11. BUDGET (If applicable)

If in-kind support is sought / required (i.e. LHIB plant use, LHIB staff assistance), please provide details below.

Item	Details Provide itemised details of the component.	2023/24 \$	2024/25 \$	2025/26 \$	TOTAL \$
Applicant Component					
Applicant Cash					
Applicant In-kind					
Total Applicant					
LHIB Component					
LHIB Cash					
LHIB In-kind					
Total LHIB					

Component details may include the following:

- Research costs for flights and living expenses for research team of 3 people.
- Salaries for researcher and colleagues for fieldwork and subsequent analyses, report and publications, plus in-kind use of equipment for research.
- Wages LHIB Staff.
- Use of LHIB utility, use of 5-metre RIB vessel “Shearwater”, laboratory use, minor plant and equipment use. Refer to LHIB Fees and Charges for the relevant financial year.

12. CONSULTING EXPERT/S (If applicable)

Name:

Institution:

Mailing Address:

Phone:

Email:

Name:

Institution:

Mailing Address:

Phone:

Email:

Name:

Institution:

Mailing Address:

Phone:

Email:

Name:

Institution:

Mailing Address:

Phone:

Email:

13. IN WHICH LOCATIONS DO YOU WANT TO OPERATE (SETTLEMENT, PERMANENT PARK PRESERVE)?

Refer to the [Lord Howe Island Permanent Park Preserve Plan of Management](#) for areas contained in the Preserve.

Please tick the appropriate box/es.

Settlement Area

Permanent Park Preserve

If selecting "Permanent Park Preserve" – please describe specific location(s) below

Specific location (site name/GPS if applicable)	Frequency of visit/s (daily, weekly, once)	Duration of visit/s (length of time at each location)

14. ADDITIONAL PERMIT/S

If your research is likely to harm, damage or collect protected flora, fauna or their habitat you will probably need a scientific and/or wildlife licence from the NSW Office of Environment and Heritage
<https://www.environment.nsw.gov.au/licences-and-permits/scientific-licences>.

Please tick the applicable response below.

No additional permit is required for this activity.

Yes I have an OEH Scientific/Wildlife Licence.

Licence No: _____

Copy attached: Yes No

Yes I have an Animal Ethics approval.

AEC Licence No: _____

Copy attached: Yes No

Other permit

Permit Name: _____

Other Permit No: _____

Copy attached: Yes No

No but I intend on applying for additional permit(s) if this application is successful

Name of permit(s): _____

NOTE: You may still need other approvals, marine park permit*, leaseholder consent and planning approvals. You must ensure the right approvals have been obtained before commencing any work.

* If research involves the taking of marine flora and/or fauna from the LHI Marine Park a LHI Marine Park Authority Permit is required and a NSW Fisheries/NSW Department of Primary Industries permit is also required. If you do not have a permit under the Fisheries Management Act 1994, it is recommended that you first apply for a NSW Department of Primary Industries (DPI) permit. NSW Fisheries Research permit application forms can be obtained from the NSW Department of Primary Industries web site at: <https://www.dpi.nsw.gov.au/fishing/closures/section-37-permits>. Please contact the LHI Marine Parks Authority on 02 6563 2359.

15. RESEARCH FACILITY REQUIRED?

Use Required	Number of People	Proposed Dates	Total Number of Days / Nights Required
Accommodation			
Laboratory			

If research facility accommodation or laboratory use is required, please contact LHIB Administration on (02) 6563 2066 or administration@lhib.nsw.gov.au for information on how to book. Refer to [LHIB Fees and Charges](#) for the relevant financial year for pricing.

16. INSURANCE REQUIREMENTS FOR ACTIVITIES COMMERCIAL IN NATURE

Conditions on permits allowing the conduct of commercial activities require that the Permittee must, prior to the commencement of the permitted activities and during the life of their permit, obtain a public liability policy of insurance which covers the following:

Public Liability cover of not less than ten million dollars (\$10,000,000) in respect of the death of or injury to any person, or the loss of or damage to any property including a protected area), arising out of or in connection with the Permittee's commercial activity in a marine park, where such death, injury, loss or damage is caused in whole or in part by the conduct, or presence in the marine park, of the Permittee, or employee, agent or client of the Permittee.

Before a permit allowing commercial activities is granted evidence that the applicant hold sufficient Public Liability Insurance is required. If the activity is commercial in nature please provide details of public liability insurance cover held by the applicant:

Public Liability Insurance

Name of Insurer: _____

Policy No.: _____

Expiry Date: _____

Amount of Cover: _____

As evidence of this please also attach to this application a copy of the Certificate of Currency as proof that you hold the required public liability insurance.

Copy attached: Yes No

17. DECLARATION

- I declare that the information I have given on this form is correct.
- Where the applicant is a company I declare that I am duly authorised by the company to sign this application in its behalf.
- When application is made on behalf of a company and you are not the Director, you must attach to the application an authority from the company stating that you may act on the company's behalf in regards to the application.
- When an application is submitted for more than one person, all persons must sign the form.

Principal Investigator:

Name:

Signature:

Date:

Additional Investigator(s):

Name:

Signature:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date:

Prior to submitting this application please ensure you have done the following:

- Completed every relevant question?
- Included a complete reference list of all citations on the application form?
- Signed the declaration?
- Attached outstanding research reports as required in existing permit?
- Obtained any permits from other Authorities and attached copies?

SEND COMPLETED PROPOSAL TO:

administration@lhib.nsw.gov.au

OFFICE USE ONLY

The proposed research addresses priority areas outlined in the following plan/s:

Lord Howe Island Biodiversity Management Plan 2007

Section: _____

Other: _____

Approvals:

Ranger

Name: _____

Date: _____

Signature: _____

Notes: _____

Team Leader World Heritage

Name: _____

Date: _____

Signature: _____

Notes: _____

Manager Environment & Community Services

Name: _____

Date: _____

Signature: _____

Notes: _____

Chief Executive Officer

Name: _____

Date: _____

Signature: _____

Notes: _____