

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
14	Research Facility Booking Form	13
15	Research Facility Booking Form – Internal Bookings	17

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/s

Name:

Institution:

Mailing Address:

Phone:

Fax:

Email:

Collaborating Investigator/s

Name:

Institution:

Mailing Address:

Phone:

Fax:

Email:

Name:

Phone:

Fax:

Email:

3. RESEARCH FOCUS

☐ Biodiversity

☐ Geodiversity

☐ Social

☐ Conservation

☐ Other non-biotic features

☐ Economic

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

- Lord Howe Island Biodiversity Management Plan 2007)
http://www.environment.nsw.gov.au/resources/parks/LHI_bmp.pdf
- LHI Permanent Park Preserve Plan of Management <http://www.lhib.nsw.gov.au/board/publications/plans>
- LHI Weed Management Strategy <http://www.lhib.nsw.gov.au/board/publications/plans>
- LHI Biosecurity Strategy <http://www.lhib.nsw.gov.au/board/publications/plans>
- LHIB Corporate Plan <http://www.lhib.nsw.gov.au/board/publications/plans>
- LHIB Operations Plan

4. PROJECT OUTCOMES and BENEFITS

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

5. COMMENCEMENT AND FINISHING DATE FOR PROPOSED RESEARCH

Commencement Date:

Finishing Date:

6. BACKGROUND INFORMATION FOR PROPOSED PROJECT

7. OBJECTIVES (Less than 100 words)

8. PROJECT DESIGN AND METHODOLOGY

Provide a brief description outlining the design and methodology of the proposed project. Make reference the Office of Environment and Heritage *Scientific Rigour Position Statement* (2013).

<http://www.environment.nsw.gov.au/resources/research/OEHSciRigPosnStmntJul13.pdf>

9. RESEARCH SAMPLING METHODS

If manipulative research of flora, fauna or abiotic material proposed (see above):

Insert additional rows as required.

Common Name	Scientific Name	Number of Specimens	Size of Sample / Specimen	Location/s Proposed	Materials / Equipment Proposed

10. PROJECT MILESTONES

Define project milestones and dates.

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.	2016/17 \$	2017/18 \$	2018/19 \$	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:

Fax:

Email:

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

Please insert tick ✓ adjacent to that which is applicable.

- ☐ All areas and locations
- ☐ Specific locations – complete table below.

Specific location (site name/GPS if applicable)	Frequency of visit/s (daily, weekly, once)	Duration of visit/s (proposed 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

<http://www.environment.nsw.gov.au/wildlifelicences/ScientificResearchLicences.htm>.

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 name:

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: <http://www.dpi.nsw.gov.au/fisheries/info/section-37-permits>. Please contact the LHI Marine Parks Authority on 02 6563 2359.

15. DURATION IN WHICH A PERMIT IS SOUGHT

From:

To:

16. RESEARCH FACILITY REQUIRED?

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

If research facility accommodation or laboratory use is required you will need to complete the Research Facility Booking Application Form. Refer to LHIB Fees and Charges for the relevant financial year

17. 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

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

18. 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.

SIGNATURE

Name

Position

Date

SIGNATURE

Name

Position

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?

FORWARD PROPOSAL TO

Lord Howe Island Board
PO Box 5
LORD HOWE ISLAND NSW 2898

OFFICE USE ONLY

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

Lord Howe Island Biodiversity Management Plan 2007

Section:

Other:

Application submitted to:

Christo Haselden / Megan Bennett
Ranger/s

Recommended:

NOTES:

.....

Hank Bower
Manager Environment / World Heritage

Endorsed:

David Kelly
Manager Environment & Community Services

Endorsed:

Penny Holloway
CEO

Approved:

NOTES:

.....

File No:

Permit Assessment Complete: ☐ Yes ☐ No

Permit Sent: ☐ Yes ☐ No

Filed: ☐ Yes ☐ No

14 Research Facility Booking Form

LORD HOWE ISLAND BOARD

RESEARCH FACILITY BOOKING FORM – EXTERNAL

This Booking Form is in accordance with the *Lord Howe Island Board Research Facility Guidelines 2004*. Approval for staying at the Lord Howe Island Board Research Facility must be approved by the Board's Chief Executive Officer.

Payment is required to confirm your booking before your application is approved. The administration office will contact you to make payment. Once payment has been received, we will forward your approval.

15 APPLICANT DETAILS

Name of Applicant: _____

Address: _____

Applicant Email: _____ Applicant _____ Contact
Number: _____

Name of Approved Project/Research/Contract: _____

Permit Approval/Contract No.: _____ LHIB _____ Contact
name: _____

Number of people requiring accommodation: _____ Request to stay for a period of _____ nights

Request to use laboratory for a period of: _____ days

Arrival Date: _____ Flight No.: _____ Airport Transfers: Yes ☐ No
☐

Departure Date: _____ Flight No.: _____ Airport Transfers: Yes ☐ No
☐

The Ranger must be contacted on +61 2 6563 2066 extension 31 at least 72 hours prior to arrival.

16 CONDITIONS

- The Permittee/s must pay in full the accommodation costs to confirm the facility booking. Payment is subject to the cancellation/change policy detailed below. Bookings not confirmed will be deleted and made available to other research activities. The LHIB advise organising travel insurance prior to arrival on LHI.
- Accommodation shall be restricted to those undertaking genuine work or research. Spouses, children, friends etc. not directly involved in the approved work or research will not be permitted use of the facility.
- Length of stay will be restricted to the minimum time required to undertake the proposed work or research.
- The facility will not be available for additional time either preceding or following the minimum period required to undertake the work or research.
- The facility will not be available for permanent, long-term or holiday accommodation.
- Long-term storage of equipment or material is not permitted, and all equipment and materials are to be returned to the mainland at the conclusion of the visit.
- As it is a shared space, users of the facility will be required to maintain the facility in a clean and tidy condition. This includes keeping shared spaces clean and tidy, and cleaning any used bedrooms and bathrooms at the end of your stay.
- Internet usage should be for research purposes only. There is limited bandwidth to be shared amongst all guests of the research facility. Streaming and high bandwidth use for entertainment purposes is not permitted.

- Payment can be made to the LHIB over the phone by debit or credit card.
- All reservations apply only to the dates listed and may not be transferred to another person.
- A 0.4% credit card surcharge will apply to all credit card transactions.

Cancellation/Change policy:

- Where you elect to change your booking, a new booking form must be completed. If availability permits, you can transfer your booking up to 7 days before the first day of your booking. Otherwise, cancellation fees may apply in line with this policy.
 - Where you elect to extend/reduce your booking, a new booking form must be completed, and you will be charged for any additional days. Any reduction in days will be refunded as per the cancellation points below.
 - Where you elect to cancel your booking, if the arrival date is greater than 31 days from the date of cancellation, a refund will be given for all fees charged except for the administration fee.
 - Where you elect to cancel your booking, if the arrival date is between 31 and 22 days from the date of cancellation, a 75% refund will be given for all fees charged except for the administration fee.
 - Where you elect to cancel your booking, if the arrival date is between 21 and 8 days from the date of cancellation, 50% refund will be given for all fees charged except for the administration fee.
 - Where you elect to cancel your booking 7 days or less before your arrival date, the booking is non-refundable, and no changes will be permitted.
-

Useful Information:

- The Research Facility can house up to six people at one time. It contains three rooms with two single beds per room; a kitchen/lounge room; two bathrooms with shower and toilet, a covered outdoor area, and a research laboratory.
- You may be required to share the Research Facility with other users. Ensure you are clean and be mindful of other people, particularly when working on different schedules.
- All bedding is provided including blankets, sheets, bath towels, pillows, pillowcases, and shower mats. Before your departure, any used linens and towels must be washed and hung out to dry.

Facilities include:

- Kitchen with generic utensils and appliances including a gas stove and oven, microwave, toaster, kettle, saucepans, plates, cutlery etc.
- Washing machine, clothes line, and dryer available
- Phone for local (LHI) calls only - however long-distance calls can be received (ph: 02 6563 2417)
- TV with set top box
- Radio with iPod docking station
- Web access – via external router

OFFICE USE ONLY

1. Contact Officer: Add a note to the CM9 record advising of the eligibility criteria for the application. Eligibility criteria:
 - ☐ Applicant is a researcher undertaking bona-fide research;
 - ☐ Applicant is a Board volunteer;
 - ☐ Applicant is a Board contractor; or
 - ☐ Applicant is undertaking community work on behalf of the Board
2. Contact Officer: In CM9, action the Ranger on duty to confirm availability.
3. Ranger: Confirm that facility is available. In CM9, action the CEO for approval.

Facility Availability Confirmed

Ranger
Date:

4. CEO: In CM9, action the Ranger and advise if application is Approved / Not Approved.

Approved/Not Approved

CEO
Date:

5. Ranger: Enter in Research Facility Availability and Booking Sheet (ED17/249). In CM9, prepare approval and action front desk Administration Officer.

Entered in Booking Sheet

Ranger
Date:

6. Administration Officer: Once approval received from Ranger, enter booking in Research Facility Payments (ED17/122) and contact researcher for payment. Once payment approved, enter payment details in the notes and forward approval to applicant. Action contact officer.

Payment Received

Administration
Date:

Officer

7. Contact Officer: Complete further actions if required (add notes to CM9 record):
 - a. Airport transfers arranged.
 - b. Facility cleaning arranged with Ranger.

17 Research Facility Booking Form – Internal Bookings

LORD HOWE ISLAND BOARD

RESEARCH FACILITY BOOKING FORM – INTERNAL

This Booking Form is in accordance with the *Lord Howe Island Board Research Facility Guidelines 2004*. Approval for staying at the Lord Howe Island Board Research Facility must be approved by the Board's Chief Executive Officer.

Name of Applicant: _____

Address: _____

Name of Approved Project/Research: _____

_____ Approval No: _____

Number of people requiring accommodation: _____ Request to stay for a period of _____ nights

Request to use laboratory for a period of: _____ days

Arrival Date: _____ Flight No.: _____ Airport Transfers: Yes ☐ No ☐

Departure Date: _____ Flight No.: _____ Airport Transfers: Yes ☐ No ☐

LHIB Funded project: Yes ☐ No ☐

Grant Funded: Work Order _____.

CONDITIONS

- Accommodation shall be restricted to those actually undertaking work or research. Spouses, children, friends etc. not directly involved in the approved work or research will not be permitted use of the facility;
- Length of stay will be restricted to the minimum time required to undertake the proposed work or research;
- The facility will not be available for additional time either preceding or following the minimum period required to undertake the work or research;
- The facility will not be available for permanent, long-term or holiday accommodation;
- Long-term storage of equipment or material is not permitted, and all equipment and materials are to be returned to the mainland at the conclusion of the visit and
- Users of the facility will be required to maintain the facility in a clean and tidy condition.

Facility Availability Confirmed	Recommended	Approved	Entered in Register
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Ranger Date:	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> LHIB Employee Date:	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> CEO Date:	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Administration Date:
Further Actions	Y/N	Comment	
ADMIN: Details entered into the Booking Sheet. Booking confirmed with applicant			
BOARD PROJECT OFFICER: Airport transfers arranged			
BOARD PROJECT OFFICER: Facility cleaning arranged			