

Board Meeting: September 2018

Agenda Number: 4

Record Number: ED18/8254

LORD HOWE ISLAND BOARD

Business Paper

OPEN SESSION

Chief Executive Officer's Report to September 2018 Meeting of the Board

The following briefing provides an overview of key issues managed by the Board during the reporting period, and their status. It is intended that this document be available to the public as part of the minutes of the meeting. Matters which are subject to confidentiality, business in confidence or legal action are shaded and are not included in the public copy of the report.

Number of items excluded from this public edition:

Business & Corporate Service Report

Reason: Business in Confidence

MATTER	STATUS	ACTION REQUIRED BY BOARD AT THIS MEETING
Community Strategic Plan	An implementation plan has been prepared for the Board on the steps to be taken to produce a community-driven community strategic plan for the Island. Resources (personnel) were recently appointed.	See agenda item 8 (i)
Runway Feasibility Study	Consultants AECOM have completed stage one of the Feasibility Study with a report on future aircraft requirements for the island, plane characteristics, existing runway/site limitations and CASA requirements. The next stage of the feasibility analysis (conceptual design) is completed.	See agenda item 12 (iii)
Rodent Eradication Program	Work continues in preparation for the implementation of the rodent eradication project. The new permit from the APVMA has been received.	See agenda item 12 (i)
Renewable Energy Project	The Australian Renewable Energy Agency has approved the new funding agreement for the revised project.	See agenda item 12 (ii)
Boat retrieval system (slipway)	Further work has been undertaken on the Slipway project; however, there is insufficient funding to enable the preferred solution to be implemented. Project work on the RMS proposal is underway by RMS..	See agenda item 12 (iv)
Grant funding	The Board was successful in receiving Environmental Trust funding for preparation of Blackburn Island for phasmid reintroduction.	For noting

Prepared: Peter Adams, Chief Executive Officer

Attachments:

Attachment A: Chief Executive Officer Report – BCS Unit - **Closed**

Attachment B: Chief Executive Officer Report – ECS Unit - Open

Attachment C: Chief Executive Officer Report – IES Unit - Open

ENVIRONMENT & COMMUNITY SERVICES UNIT
May - September 2018

Biodiversity Management

- Conservation Volunteers & Citizen Science programs provided increased education and participation opportunities for visitors and residents.
- Attended workshop in Coffs Harbour to revise grant details for Saving Our Species (SOS) Grant (2017- 2021) Project 2 – Year 2.
- Final report for SOS Grant (2017- 2021) Project 2 – Year 1 submitted: This project reported on weed search and control across 297 ha and site based weed control of 25 ha in threatened plant habitats. Translocation plans were prepared for Sand Spurge *Chamaesyce psammogeton* and Phillip Island Wheat Grass *Elymus multiflorus* (critically nationally endangered plant species with populations of less than 100 individuals on LHI). Both species have successfully germinated in the nursery but have been impacted by rodent predation. Rodent stations have been set up to improve the threatened plants propagation capacity (in nursery and in wild) to help their persistence in the wild on LHI.
- Successful grant bid through National Landcare Program – Regional Landcare Partners consortium with the LHIB, North Coast Local Land Service (NCLLS), Conservation Volunteers Australia, Richmond Regional Landcare and Big Scrub Rainforest Landcare Group. Funding focus is the ‘Protection of the Lord Howe Island Group’s outstanding universal World Heritage values and the Little Mountain Palm’ (LMP Grant), (addressing Nationally Endangered species funding targets). Grant bid estimate of \$300K (weed labour, vegetation monitoring Mount Gower, education aids and technical operations). Project to be administered through the NCLLS and is due for commencement in October 2018. This is a one year project.
- LHI remains free of Myrtle Rust.

Research & Volunteers

The following persons were approved to stay in/use the Research Station during the reporting period.

Name	No. People	No. Nights	Project
Jenifer Lavers & Peter Puskic	2	2	Plastics - Shearwaters
Frank Koehler & Isobel Hymen	2	7	Australian Museum Snail Research
Geoff Hines	1	1	LHIB Plant Officer/Mechanic
Steve Smith	1	6	Conservation Volunteer Clam Surveys
Kaycee Davis	2	27	Marine Park Coral Research
Terry O'Dwyer	1	9	REP Biodiversity Benefits
Jacob Waide & Aiden Dempsey	2	33	Volunteer Weeders
Keith Springer	1	7	REP Consultant
Rochelle Ferris	2	4	Conservation Volunteer – Turtle Surveys

Rodent Eradication

- See Agenda Item - Rodent Eradication progress report.

Quarantine

- Biosecurity Detection Dog handlers attended DPI Biosecurity Act training in Sydney and undertook biosecurity inspections and assessments of freight, shed and grounds at Port Macquarie wharf. MEWH & Team leader Weeds and Flora attended DPI Biosecurity Act training in Coffs Harbour.
- The Board are working with NSW DPI to ascertain the best biosecurity measures for the island under the NSW Biosecurity Act 2015. A draft Discussion Paper is in preparation for consideration by the NSW Environment Minister.
- Ongoing inspections of incoming freight and passengers.

Weed Management

- Attended Regional Weed Advisory Committee meeting and workshops regarding Weed Risk Assessments – Coffs Harbour.
- The Board is currently running three externally funded weed eradication grant programs (including the NSW Environmental Trust, Saving Our Species, NSW Weeds Action Plan).
- On 29 August, the Board were notified that the Weed Eradication Program was short-listed as a finalist for the 2018 [Green Globe Awards](#). Their independent judging panel assessed the Board's nomination as being one of the leading projects that is making real progress toward sustainability across NSW.
- On 29th August the Board was interviewed as a finalist to the Banksia Sustainability Awards for a project titled "Protecting Paradise – Lord Howe Island". The proposal highlighted the islands long history of implementing successful and ongoing sustainability and conservation programs that protect and enhance the World Heritage values aligning with the United Nations Sustainable Development Goal's and helping to protect the 'planet.'
- Submitted nominations to Society for Ecological Restoration Awards for Excellence in ecological restoration practise.

Revegetation

- Maintenance of revegetation sites has been undertaken in accordance with the Revegetation Work Schedule.
- Revegetation on Blackburn Island to extend area of native forest, replacing the exotic Rhodes Grass *Chloris gayana*. This project has multiple benefits for species persisting on Blackburn Island but is also identified as a potential site to undertake trials prior to any reintroduction of LHI Phasmid to the main island.
- The Board has been awarded a grant of \$55,366 under the 2018 NSW Environmental Trust round of the Restoration and Rehabilitation program for the delivery of the project entitled Restoring Blackburn Island in Preparation for the Translocation of the Lord Howe Island Phasmid.
- Revegetation at Calystegia site at the start of Max Nicholls track maintained plantings and spread over 30 bulker bags of thatch on site to reduce growth of annual weeds and improve habitat features for the Critically Endangered Calystegia (funded by the Saving Our Species program).

Incident Management

- One incident where elderly hiker was fatigued and required extraction from Malabar track – conducted by SES.

Community Programs & Education

- Contribute to Signal and Community Information Bulletin.
- On Friday 24th August 2018, Gardening Australia screened a segment showcasing the Board's Weed Eradication Program - <http://www.abc.net.au/gardening/factsheets/weed-team/10152320>
- The Weed Eradication Protecting Paradise facebook page continues to receive interest both on island and further - <https://www.facebook.com/protectingparadiseLHI/>

Visitor Infrastructure

- Walking Track Audit completed in May 2018;
- Replaced interpretation signs where degradation was observed.
- Sallywood Swamp Forest interpretation sign erected at Cobbys Corner.

Marine Management / Moorings

- LHIB monthly mooring inspections were completed for the reporting period;
- Approximately 10 yachts visited the Island and attached to LHIB public moorings during the reporting period.

Human Resource Management

- Sue Bower awarded position of Team Leader Weeds and Flora Projects.
- Justin Sauvage awarded position of Manager Environment/Community Services.

Training

- Biosecurity detection dogs & Tim Solomon were assessed by Steve Austin and passed certification.
- First Aid.
- Chemcert.
- Biosecurity Act Phase 2 training
- Weed Risk Assessment – DPI
- Seabird Rescue.

Work Health & Safety

- Nil time-lost incidents during the period.

Environmental Assessment

- Ecological assessments for all OC / DAs referred completed
- Tree risk assessments completed.

Land Administration

- Respond to applications for suspension of residency, lease transfers, minor land transactions, subleasing and tenure related project work.

Development Assessment

- Continue assessments for Owner Consent, Development Applications and s96 modification applications

Prepared: Justin Sauvage, Manager Environment and Community Services

Endorsed: Peter Adams, Chief Executive Officer

INFRASTRUCTURE AND ENGINEERING SERVICES

3 May 2018 to 29 August 2018

Airport

- The Annual Aerodrome Technical Inspection (ATI) was undertaken from 22 to 25 July 2018 by Mr Daniel Holliday of Aerodrome OLS Surveys. The ensuing report was received by the Board on 10 August 2018. Four (4) Recommendations for Corrective Action were detailed in the report with two (2) relating to vegetation management, one (1) relating to the runway strip transverse slope and one (1) relating to apron markings. Aerodrome management were aware of the non-compliances and had already developed a Plan for Corrective Action. Works had already commenced at the time of the ATI and it is anticipated the majority of the actions required will be completed by January 2019.

Overall, the Inspector was pleased with the state of the aerodrome offering the following statement with the delivery of the ATI report – ‘the aerodrome itself is very well looked after and continues to improve (in regards to previous recommendations) – for that, management and staff should be commended.’

- In July 2018 the Aerodrome Manual and Bird and Animal Hazard Plan were reissued in full with a copy sent to the Civil Aviation Safety Authority on 24 July 2018.
- The LHI Aerodrome Bird and Animal Hazard Committee met on Monday 23 July 2018. The committee primarily discussed the preparation for the upcoming Sooty Tern and Migratory Wader Season. Trialling of additional bird harassment techniques will commence late September/early October and plans are in place for pasture improvement to deter on field foraging.
- In June 2018, seven (7) LHIB staff undertook Aerodrome Reporting Officer and Aerodrome Works Safety Officer training. Three (3) staff undertook the training for the first time and Four (4) undertook refresher training as per the requirements of the Civil Aviation Safety Authority. The training was delivered by Mr Tom Skorzewski of Jasko Airport Services.
- During July 2018, the Aerodrome Frequency Response Unit (AFRU) failed on two (2) occasions due to power outages. Further equipment has been purchased and installed and it is anticipated that there will be no disruption to AFRU operations should another power outage occur.
- In August 2018, the Board renewed the Pavement Concession for the QantasLink Dash 8 aircraft. A Pavement Concession is required for this aircraft to operate at the aerodrome due to their tyre pressure exceeding the published ratings.
- At the time of writing (Friday 31 August 2018) there had been two (2) bird strikes recorded for 2018 at the aerodrome. A C-130 Hercules struck a Pacific Golden Plover during night training operations on Monday 5 February 2018 and a QantasLink DHC8-200 struck a white tern over the lagoon on Sunday 18 February 2018.

From 1 January 2018 to 31 August 2018, there were 1178 aircraft movements, which equates to 1.70 strikes per 1000 movements. For the corresponding period in 2017 there was one (1) strike recorded (Pacific Golden Plover) with 1154 aircraft movements. This equates to 0.87 bird strikes per 1,000 aircraft movements.

- Removal and relocation of demountable buildings and grey water storage tanks complete.
- Temporary terminal area cleaned and serviced.
- Temporary fencing still in position adjacent to the northern side of the terminal building. Permanent fencing is planned for installation by mid-September following the return of Board's carpenter.

Building Construction Maintenance and Management

- Further erosion prevention works at Pinetrees boatshed south and north of the geotextile sandbag wall. Recent works have been damaged by east coast low surges and high tides.
- Repairs to the Doctor's residence decking areas to commence September.
- Repair works completed on LHIB house TC Douglas Drive.
- Works completed at the new post office site including installation of new toilet.

Emergency Management

- The Local Emergency Management Committee (LEMC) met on Thursday 16 August 2018. The LEMC was joined by Anthony Day - SES Mid North Coast Region Controller Northern Zone, Heath Stimson – SES Community First Responder Sponsor and Kam Baker – RFS Mid Coast District Manager.

Anthony Day made a presentation to the LEMC on the proposed 'One Emergency Service Model' for the Island. The model advocates the combining of the Emergency Response Agencies on the Island with a core group of volunteers cross-trained in competencies tailored to the Island situation. The model is supported by NSW Police, NSW RFS, NSW SES, NSW Health and NSW Ambulance.

The LEMC acknowledge that the 'One Emergency Service Model' is an efficient model for delivering emergency response and provides a protective measure for spontaneous volunteers. The State Emergency Management Committee (SEMC) are looking at utilising the 'One Emergency Service Model' for other remote areas/communities around NSW.

- Air Ambulance patient retrievals year to date (Friday 31 August 2018) total seven (7), six (6) of which were residents. Five (5) residents required treatment for illness and one (1) for an injury, with the one (1) visitor required treatment for illness.

Patient retrievals for the same period in 2017 totalled six (6), five (5) of which were residents. Four (4) residents required treatment for illness and one (1) for injury, with the one (1) visitor requiring treatment for illness.

- Continued successful testing of emergency siren 1000 hrs first Wednesday of each month.
- SES North Region Controller Tony Day, NSW Paramedic Heath Stimpson and RFS inspector Kam Baker visited the island 15 August to further consultation and talks regarding the establishment of a 'One Emergency Service' model. The concept was well received by all stakeholders. Further negotiations are currently underway between all agencies including the NSW Police Force.
- A 000 emergency response was initiated on May 26 when an elderly male visitor collapsed at Ned's Beach. The responding personnel, including the island doctor and nurse, attempted to revive the gentleman for 50 minutes, however resuscitation attempts were stopped as no sign of life was present. The deceased was transported off the island via QantasLink. To our knowledge this was the first time QantasLink has allowed a deceased person to be transported off the island on a QantasLink aircraft. Special conditions were imposed and LHIB staff did a great job meeting those transport requirements in a short time frame. A special mention to the Lord Howe Travellers staff who negotiated this first time body transport off island.
- Mid-June SES personnel were activated responding to 2 x male overdue walkers on the MT Gower track. The two visitors, father and son, commenced the hike unaccompanied and became disorientated as darkness approached. The hikers were located and escorted to safety and an irritated wife.
- 22 August SES in company with off duty LHIB staff and community members responded to an elderly male who had collapsed on the Malabar track. The male was located, treated and stretchered down to Oceanview Apartments. It appeared that the male may have suffered a minor stroke whilst hiking with his wife.
- The SES survival igloo which houses first aid and survival equipment at the top of Mt Gower was vandalised sometime over the past few months. The igloo was found to have been left open resulting in extensive mould over the entire contents of supplies. Emergency food etc. had been consumed and empty tins left. The SES will repair and resupply the igloo and plan to locate a second emergency point around the saddle area or half way up. This will consist of a water tight storage case containing the same supplies as the igloo. In addition the second station will contain a small survival tent to shelter those in need. Both emergency points will be padlocked with a combination style lock, the code will be supplied to all stakeholders.

Water

- In May 2018, the Board facilitated a visit by Senior Environmental Health Officer, Mr Michael Cassidy of NSW Health. The purpose of the visit was to meet with Private Water Suppliers (PWS) on the Island and outline their legal obligations under the NSW Public Health Act 2010 and the NSW Public Health Regulation 2012 including the development and lodgement of a Quality Assurance Programme for drinking water supplies. Drinking

water refers to any water that is intended for human consumption, or purposes associated with human consumption including contact with food.

Mr Cassidy also undertook an audit on the Board's Public water supplies during his visit.

- On 12 August 2018, the Board supplied the Island Trader with approximately 10,000lt of water due to failure of their on-board desalinator.

General items

- LHIB staff continue to monitor the Board's drinking water quality for NSW Health compliance.
- LHIB staff continue to monitor mosquito larvae as per the Lord Howe Island Mosquito Surveillance and Vector Monitoring Program. This program is part of a National scheme run by the Federal Government.
- LHIB staff continue to monitor wastewater discharge at the WMF with reporting for EPA licence compliance.
- LHIB staff continue to assist residents and businesses with their onsite wastewater management system installations and/or upgrades.
- LHIB staff continue to conduct building inspections and provide certification for Construction Certificates as part of the Development Application process.
- August 24 saw the final day of duty for temporary relief Works Unit Field Supervisor Martin Barrett. Tia Makiiti will be relieving in as works supervisor until the beginning of December when the position will be filled with the return of Geoff Thompson or advertised and recruited.
- Staff training was conducted by "All On Site Training Australia" (AOTA) commencing May 16. LHIB staff were trained and certified in the operation of forklift, excavator, bobcat and advanced crane operation. The training was conducted over a two week period.

Maritime Facilities and Coastal Activities

- LHIB punt 'Silver Eye' continues to be utilised by LHIB Environment Unit, Marine Parks and runway extension feasibility contractors. The vessel has proven to be an excellent asset.
- The jetty stairs and boat ramp were high temperate (140°) /pressure cleaned in mid-July.
- The swimming pontoon has been cleaned, serviced and refitted with 316 stainless steel tackle. The pontoon was positioned back on her mooring 16 August 2018.

- Jetty construction contractor John Farrell, Australian Barge Hire, visited the island on 3 May 2018 to conduct a self-funded site visit with regard to jetty construction and repairs. He is expected to commence works on jetty repairs, including the replacement of the jetty access stair piles before the end of September. A scope of works for jetty repairs, maintenance and further additions is expected in early September.
- One fender on the southern side of the jetty was repositioned and remounted after being spun around during the docking of the Island Trader during heavy surge activity. Nil damage to the jetty or fender.

Roads, Parks and Visitor Facilities

- Extensive pothole repairs are constantly being carried out weekly.
- Road base has been used to complete edge repairs at several driveway entrances where rainwater/traffic has eroded/damaged entrances including Greenback.
- Under the Pines carpark has had an ag-drain installed in the north western corner of the carpark where rainwater pooling has been evident. Further material was applied to raise the level and direct rainwater to the ag-drain.
- 15 dangerous trees were identified and removed from locations on the island within the road reserve and commercial properties. The trees were removed without incident with assistance of local arborist utilising the LHIB crane.
- Spraying for broadleaf weeds such as bindi and clover commenced in mid-August but was reduced as alternative methods were explored after concerns were raised regarding bees. Areas of clover on the oval are flowering attracting large numbers of bees resulting numerous bee stings to school children. LHIB works staff whipper snipped the flowering patches in order to reduce incidents whilst awaiting ideal weather conditions to continue the spraying program. Areas along the annual school cross country run were also subject to bee reduction strategies to minimise bees stings during the barefooted race. The LHIB are actively researching alternatives to pesticide and herbicide use but must weigh up the welfare of bees against current resources/practicalities.
- Levelling works were completed around the Ned's Beach shed after sand build was constantly allowing water runoff into the shed. Approximately 300 mm of sand and grass were removed and the area levelled off. Grass runners were replanted and the area watered. To date the grass coverage is progressing well and should be substantial by the commencement of the high season.

Waste Management Facility

- General maintenance and service on all equipment has been undertaken.
- Installation of sludge management system complete.
- Trommel system has been installed but requires further development, so will be looked at by supplier Global Composting in September.

- Further concrete pouring operations were conducted on the compost storage area at the rear of the WMF facility.
- Glass crusher conveyor belt replaced July.
- Gary Sant relieving as supervisor during John Tofaeono's annual leave in August.
- An enormous amount of builders' waste continues to be received and processed as a result of on-going major construction projects around the island.

ELECTRICAL SERVICES

Operation of the Powerhouse and Reticulation System for the reporting period 3rd May 2018 to 29th August 2018

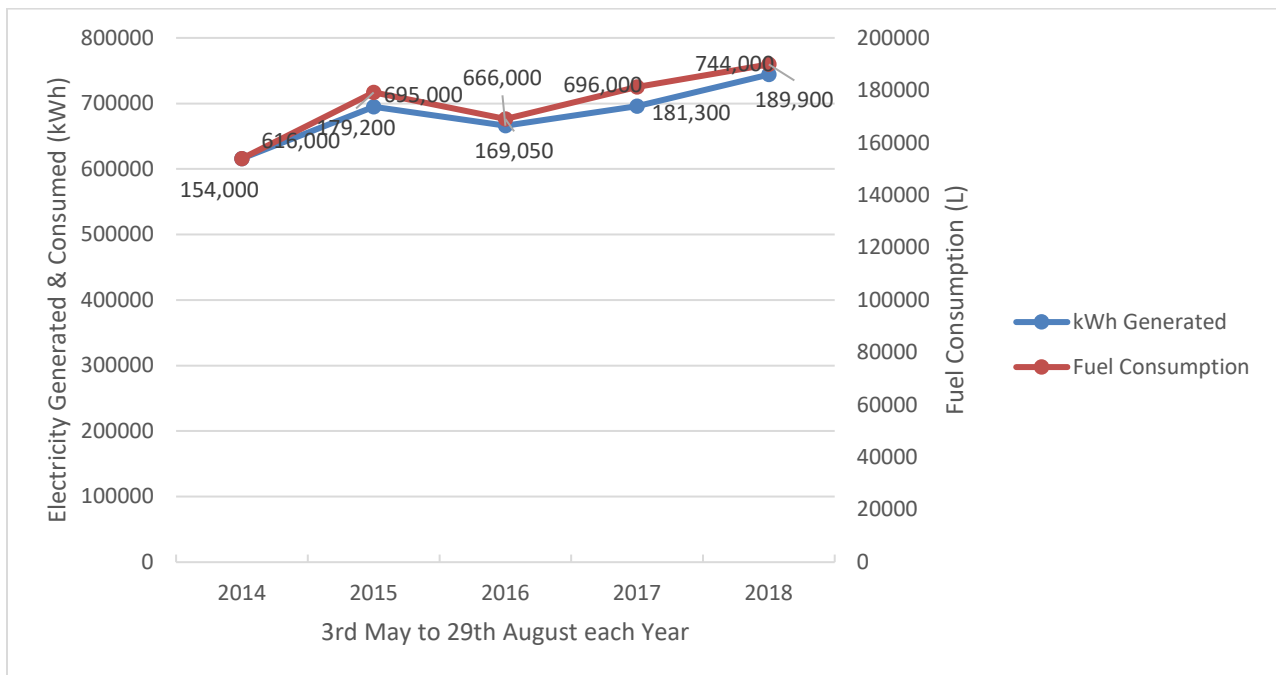
Overview of Activities

- Routine maintenance on Generator No. 1, 2 and 3 was completed.
- Routine maintenance on Generator No. 1, 2 and 3 battery banks was completed.
- Routine maintenance on Generator No. 1 and 2 Air Circuit Breaker was completed.
- Routine maintenance on Powerhouse Ventilation fans No.1 and 2 was completed.
- LHIB 6 monthly field safety checklist inspections were completed.
- Routine maintenance on Generator No. 1, 2 and 3 battery chargers was completed.
- Routine maintenance on Substation No. 5-Lagoon Road, No. 6-Middle Beach Road, No. 7 Mulley Drive and No. 8-Airport distribution pillars was completed.
- Routine maintenance on Substations No. 4-LHIB Workshop, No. 7-Mulley Drive, No. 9 Oceanview and No. 12-Powerhouse South was completed.
- Supply load surveys were carried out on Substations No.4-LHIB Workshop, No.7-Mulley Drive and No.9-Oceanview and along with their associated distribution pillars. Distribution pillars were monitored for their voltage levels. Substations were monitored for maximum demand and voltage levels. All maximum demand and voltage levels in the surveyed areas were within acceptable limits.

Information for Board Members

- Energy demand for the reporting period was 744 000 kWh.
- Fuel consumption for the reporting period was 189,900 litres.

- Fuel energy efficiency for the reporting period was 3.92 kWh/l.
- Presently there are 109 kW of privately owned solar panels connected to the electrical distribution system.
- Maximum demand for the period was 470 kW on the 9th May.
- There was one powerhouse supply interruption during the reporting period. On 22nd July generator no.2 shutdown as a result of an under frequency fault. All remaining generators were restarted and full supply restored to all customers within 25 minutes. Investigations showed that generator no.2 fuel pump gear drive had sheared resulting in a loss of fuel to the engine. The fuel pump gear drive is not a serviceable part and failure is not normally expected. As a result of the fuel pump gear drive shearing significant metal debris had circulated throughout the engine resulting in it no longer being serviceable. As a result the engine was removed from service and replaced with the spare powerhouse engine. The failed generator will need a major rebuild before it can be returned to service. At the time of engine failure generator 2 had completed 21,461 operational hours and had been in service since August 2014. It is normal practice to remove the powerhouse engines for rebuild between 21,000 and 24,000 hours.
- There were three distribution system supply interruptions during the reporting period. All interruptions were the direct result of localised customer overloading.
- There were two new customers connected during the reporting period. There are currently 290 customers connected to the electrical supply system.



Prepared: John Teague, Manager Infrastructure and Engineering Services

Endorsed: Peter Adams, Chief Executive Officer