

**Board Meeting:** May 2017

**Agenda Number:** 4

**File Ref:** ED17/28

# LORD HOWE ISLAND BOARD

## Business Paper

### OPEN SESSION

#### Chief Executive Officer's Report to May 2017 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

<b>MATTER</b>	<b>STATUS</b>	<b>ACTION REQUIRED BY BOARD AT THIS MEETING</b>
Visit by NSW Governor	His Excellency the Governor of NSW and Mrs Hurley visited the Island from 15 to 17 March 2017 and enjoyed their time viewing the Island's facilities and services and meeting local people.	For noting
Air Services	The Board has been advised of a grant through Restart NSW of \$450,000 for the feasibility study of the extension of the airport runway	For noting
Rodent Eradication Program	Because key approvals will not be available in time, the Board is advised that a report will be submitted to the September 2017 Board meeting to enable a go or no-go decision on the project	See agenda item 12 (i)
Renewable Energy Project	The awarding of the contract for the construction of the access road is still awaiting approval of the Minister. The awarding of the contract for the installation of the solar panels is still awaiting endorsement of ARENA.	See agenda item 12 (ii)
Airport Terminal Upgrade	Work is progressing with Airport Terminal Upgrade Project. The Terminal Construction Contract tender evaluation has been completed. The award of the contract has to be approved by the Minister as the contract amount is over the CEO's delegation. The project is still on course with	See agenda item 12 (iii)

	construction expected to commence in late May 2017 with completion in November 2017.	
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**Prepared:** Penny Holloway, Chief Executive Officer

## **ENVIRONMENT & COMMUNITY SERVICES UNIT**

**14 March – 8 May 2017**

### **Biodiversity Management**

- Australian Museum scientific expedition of LHI including invertebrate survey of Balls Pyramid.
- Targeted threatened plant surveys undertaken in accordance with Saving Our Species (SOS) grant.

### **Research & Volunteers**

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

<b>Name</b>	<b>No. People</b>	<b>No. Nights</b>	<b>Project</b>	<b>Address</b>
Jann Gilbert	2	31	Seabird research	SCU Lismore
OEH Nicholas Carlile	3	14	Biodiversity Benefits – Rodent eradication - fauna	C/o OEH
Australian Museum Paul Flemons	4	29	LHI Scientific expedition	Sydney

### **Rodent Eradication**

- See Agenda Item - Rodent Eradication progress report.

### **Quarantine**

- Development of biosecurity procedures for high risk items including all vehicles (new & second hand), plant and equipment, boats/trailers, shipping containers and barrier fencing commenced.
- Applications to import plant, mulch/potting medium, dog, livestock and chicken have been assessed as required and inspections carried out of imports upon arrival.
- Maintenance of boot cleaning stations.
- Perimeter of phytophthora site flagged and boot scrub bays installed. Site treated with Medley fungicide quarterly as per Royal Botanical Gardens recommendations.
- CSIRO undertook Biosecurity assessment of the premise of LHI Sea Freight at Port Macquarie and submitted report.
- Training of biosecurity and rodent detection dogs commenced and includes the following target scents: rodents, reptiles, amphibians, African Big-headed Ant and Cherry Guava.
- Role description for Biosecurity Detection dog handler developed.

### **African Big-headed Ant Eradication**

- ABhA survey of Lots 208, 209 & 57 with nil detected. A final survey will be conducted with detection dogs in summer 2017/18 and if none detected we will be able to declare eradication (first jurisdiction and inhabited island).

## Weed Management

- Survey of Crofton Rust release sites undertaken. Crofton Rust is established at a lowland site on the track up to Greyface and was also present at the release site at Greyface. Eddies Cave site is established and spreading. Still to inspect Middle Cave. Establishment at the Eddies Cave site should be sufficient to spread elsewhere across Island (Louise Moran CSIRO pers comm.).
- The Board is currently running 4 external funded weed eradication focused grant programs.
- Cumulative search outputs across multiple external grant funded programs have delivered at least 354ha of weed search this financial year, with an additional 112 ha including blocks that are in progress or completed and search data to be uploaded into the weeds database.
- **Green Army – Project 2 ‘Accelerating the Demise of Weeds on LHI’** completes in early June 2017. Recruitment for Project 3 (the final project) is in progress with a pending 5th July 2017 start date. A 50 ha target in search effort is required for reporting.
- **North Coast Local Land Services ‘Progressing the treatment and eradication of invasive weeds etc’** is due for reporting May 31st 2017. This program has funded helicopter spray and winch programs. \$55 k towards weed search effort is identified for next financial year under the current contract NC00276.
- **NSW Environmental Trust ‘The Tide is Turning’**. The Board has previously reported on 316 ha out of a target of 350ha of weed search effort. The Board is applying for an extension for aerial weed treatment programs including Unmanned Automated Vehicles (UAV) (for mapping and development of software for plant recognition) and Herbicide Ballistic Technology and roll over \$60K of labour for weed search, to enable prioritising delivery of the SOS program by May 2017 due date.
- **Saving our Species LHI Threatened Species Recovery Program** is due for reporting May 31st 2017. This program will be reporting on threatened plant monitoring survey plots, translocation planning and weed threat abatement. The Board is due to negotiate contracts for the next financial year.

## Revegetation

- Maintenance of revegetation sites has been undertaken in accordance with Revegetation Work Schedule.
- Funding provided by North Coast Local Land Services for restoration of Sallywood Swamp Forest EEC at the Golf Club. Golf Club contracted to undertake ongoing site maintenance.
- Revegetation at Calystegia site at start of Max Nicholls track commenced via SOS funds.

## Incident Management

- Nil

## Community Programs & Education

- Contribute to Signal and Community Information Bulletin

## Visitor Infrastructure

- Initial Permanent Park Preserve Plan Of Management Community Advisory Committee (PPP POM CAC) meeting held.

- General maintenance of walking tracks;
- Commenced remediation of Muttonbird Point track in accordance with Geotechnical Engineer report recommendations and approved Review of Environmental Factors (REF).
- Assist with Island wide clean up including the Lagoon Foreshore
- Consultation meeting with tour operators working in the PPP held to review Eco-Pass Commercial Tour Operator Licensing System. Participants provided feedback on the document and were generally supportive of the proposal. Consensus to proceed following provision of answers to questions and investigate options to introduce a cap on commercial tour operations within the PPP. Responses to queries commenced but not finalised. Investigation of options to cap tour operations not commenced.

### **Marine Management / Moorings**

- LHIB monthly mooring inspections were completed for the reporting period;
- 19 yachts visited the Island and attached to LHIB public moorings during the reporting period.
- 9 new header chains were installed during the reporting period.

### **Human Resource Management**

- Darcie Bellanto back filling vacant ranger (Megan Bennett who is on leave doing practical teaching at LHI Central Public School)

### **Training**

- Selected staff undertook training in twin rope access (weed team, Ranger, MEWH), and Field Officers without previous training undertook forklift training.

### **Work Health & Safety**

- Knee injury to employee resulting in surgery and loss of work time
- Pinched nerve in neck.

### **Environmental Assessment**

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

### **Land Administration**

- Respond to applications for suspension of residency, lease transfers, minor land transactions and subleasing.
- Liaise with Department of Planning & Environment regarding Stage 1 of the review of the LHI Local Environmental Plan
- Continue liaison with Treasury regarding introduction of Fire & Emergency Services Levy

### **Development Assessment**

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

### **Community Health & Wellbeing**

- Continue comprehensive addressing system project for the Island.

## **INFRASTRUCTURE AND ENGINEERING SERVICES**

**25 February to 5 May 2017**

### **Airport**

- At the time of writing (Friday 05 May 2017) there has been one (1) bird strike recorded for 2017. The bird struck was a Pacific Golden Plover. There was no damage to the aircraft recorded and the strike caused no disruption to the flight. There were 720 aircraft movements logged for the Lord Howe Island Aerodrome from 01.01.17 to 30.04.17, excluding RAAF training movements and movements of one of the privately owned planes stationed at the airport. This equates to 1.39 strikes per 1000 movements.

For the corresponding period in 2016 there was one (1) strike recorded – unknown species as the strike occurred over the lagoon and the carcass was unable to be recovered. With 712 aircraft movements during the period this equates to 1.40 bird strikes per 1,000 aircraft movements.

- Planning is underway to remove a group of Norfolk Island Pines which have been identified as infringing the Obstacle Limitation Surface (OLS) of the aerodrome. These trees infringe the transitional surface of the Runway and have been directed by CASA to be removed. It is expected that the works will be completed by the end of July 2017.
- The LHIB has engaged Airworks Consulting to undertake design works for the Aprons. The General Aviation parking Apron will be completely redesigned. The design works are to include provision for parking areas for mid-sized aircraft (Code B) as well as the smaller Code A aircraft. The taxi lanes and parking positions will incorporate the amendments to the Manual of Standards (MOS) – Part 139 for taxiway widths and separation distances of 25 January 2017.

Airworks Consulting will also be redesigning the RPT Apron markings to bring them into compliance with the MOS. The design will incorporate parking for 2 Dash 8-200s as it is presently, but will also include markings for enhanced aircraft tracking ensuring correct wingtip and wheel edge clearances.

- The LHIB is continuing to work with CASA to address a small number of observations made by CASA inspector Iain Lobegeier during the October 2016 surveillance event. These observations are mainly administrative and require legal instruments to cover any deviations from legislation/regulations. For example the windsock and anemometer at Windy Point infringe the OLS but both have been installed for aircraft safety.

### **Emergency Management**

- The Local Emergency Management Committee (LEMC) met on Thursday 2 March 2017. The members completed the Consequence Management Guides (CMGs) as required of the final stages of the state wide Emergency Plan Review. The completed CMGs and the LHI Emergency Plan 2017 Review were submitted to the North Coast Regional Emergency Management Committee (NCREMC) and were endorsed at the NCREMC meeting 29 March 2017.
- Air Ambulance patient retrievals year to date (Friday 05 May 2017) total three (3) which consisted of two (2) residents and one (1) visitor requiring treatment for illness.

Patient retrievals for the same period in 2016 totalled six (6), four (4) of which were residents with two (2) requiring treatment for injury and two (2) for illness. The two (2) visitors both required treatment for illness.

- The planned island emergency services exercise scheduled for early April 2017 had to be postponed due to cancelled flights. The severe weather experienced during this time not only caused the cancellation of flights and the delaying of their passengers including mainland adjudicators, but also made it unsafe to conduct the exercise. The island emergency services will always respond in all types of weather, however risks are not taking during training exercises. The emergency exercise will be rescheduled.
- In May, LHIB staff assisted and hosted Brett McMillan from the Rural Fire Service to commission the new fire truck and decommission the old truck in preparation for its trip to the mainland.

### **Building Construction, Maintenance and Management**

- Repairs were made to the front door of the Pro Dive shed as water had damaged the lower section, making it hard to secure when locked. Further work was carried out to improve drainage between the Pro Dive shed and the Greenback shed. Further alterations to the Pro Dive shed have been referred to the NSW Heritage Office before external alterations are made.
- A new kitchen and office area was fitted to the office at the Waste Management Facility. The work was carried out by the LHIB carpenter and has eliminated rodents entering the office and kitchen areas.
- The hospital floor in the northern treatment room was lifted 50mm. The floor had dropped some 20 years ago and since the introduction of a second treatment bed near the northern sliding doors, the bed rolled towards the wall. Airbags and bottle jacks were utilised to lift and chock the floor. The sliding doors were subsequently removed and replaced with aluminium windows. The gyprock walls were re-plastered and the exterior cladding was replaced. The verandah and pergola were removed and the area re-vegetated. The treatment room was closed for 3 days during the works.
- Minor renovations were carried out on Met House 3 (formerly the Kelly residence) by the LHIB carpenter in preparation for use as short term accommodation for LHIB contractors. A complete refit of internal furniture was completed shortly after.
- In February 2017 a FujiClean wastewater system was installed at the Waste Management Facility, and was commissioned in late March. Works are ongoing to decommission the redundant tanks from the old wastewater system and fine tune the arrangements at the site.

### **Maritime Facilities and Coastal Activities**

- The boat ramp surface and jetty steps were treated for marine growth in April. The use of high temperature water to remove algal growth has proved to be successful allowing less frequent cleaning.

- Chain and cables were utilised to secure the outer bottom corner of the jetty stairs which were loose due to the deterioration of several piles. Six piles supporting the stair structure are due for replacement.
- An inspection was carried out of the HD fendering on the southern side of the jetty post departure of voyage 625. All fendering is in good condition although some further very minor adjusting is required, although not urgently. Several voyages earlier a main jetty bollard which secures the port shoulder of the ship had broken a bolt, which was promptly replaced by LHIB staff.

### **Roads, Parks and Visitor Facilities**

- Extensive pot hole repairs were conducted throughout March and April as damage was sustained during heavy rainfall.
- All roadside drains were cleaned in late April.
- Two dangerous trees were removed from within the road reserve and residential residences. The trees were removed without incident and with the assistance of local arborist Craig Wilson.
- One dangerous pine tree was removed from the north side of Pinetrees boatshed. The tree had been undercut by erosion and was in imminent danger of falling into the lagoon.
- The LHIB carpenter has made several attempts to secure Marine Parks supplied signage in and around the Ned's Beach shed. On two occasions the signs have been forcibly removed and discarded some distance away. LHIB staff will replace the external sign when the replacement arrives, under the direction of Marine Parks.

### **Waste Management Facility**

- General maintenance and service on all equipment has been undertaken.
- Extra staff have been heavily utilised daily at the WMF in order to process the continuing waste received through the island clean-up program, although this has reduce dramatically over the most recent period.
- The old Vertical Compost Unit (VCU) has been demolished in preparation for the new Hotrot composting system installation in late June. In the interim food waste is being wind-rowed with shredded paper and cardboard and wood chip. A quote for the new compost system concrete works and roof system will be sort in May to allow completion before the arrival of the Hotrot unit.

### **Electric Vehicles**

- LHIB staff have been working in a number of areas to facilitate the introduction of electric golf-buggy style vehicles on the Island. The guidelines published by the NSW RMS in December 2016 are very difficult to meet for standard golf buggy style vehicles, without major and expensive modifications. Through the Sustainable Energy Working Group, individual residents, Leslie Williams MP and suppliers of the vehicles, feedback has been provided to the RMS of the significant obstacles resulting from the guidelines, and the need to make amendments to make them more affordable and achievable for the Island's unique road and traffic conditions.



## **General items**

- LHIB staff undertook sampling and testing of the Island's groundwater wells & bores during April 2017.
- LHIB staff continue to monitor drinking water quality for NSW Health compliance.
- LHIB staff continue to monitor mosquito larvae as per the Lord Howe Island Mosquito Surveillance & Vector Monitoring Program.
- LHIB staff continue to monitor wastewater discharge at the WMF 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.
- Through May, LHIB staff have been undertaking training in forklift, crane operation, dogging and elevated work platform.

## **ELECTRICAL SERVICES UNIT**

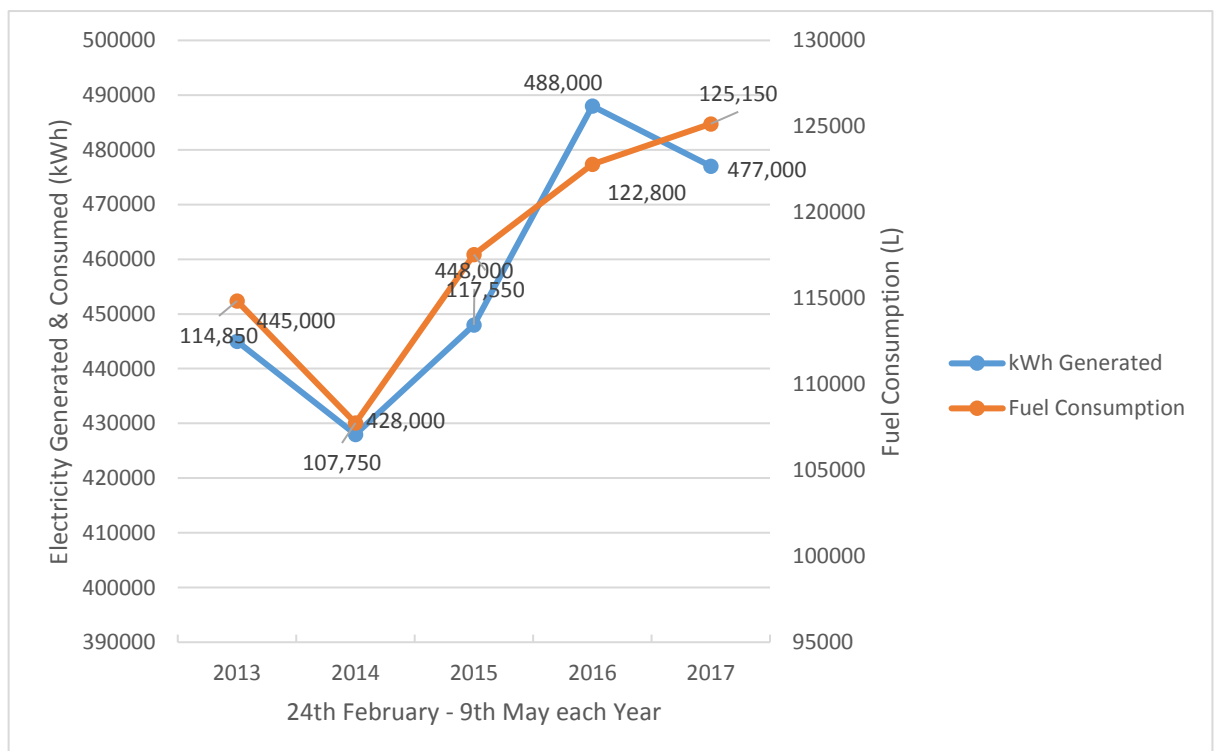
Operation of the Powerhouse and Reticulation System for the reporting period 24<sup>th</sup> February to 9<sup>th</sup> May 2017

### **Overview of Activities**

- Routine maintenance on Generating Units 1, 2 and 3 was completed
- Routine maintenance on the Standby Generator was completed.
- Routine maintenance on Generator no.1, 2 and 3 battery banks was completed.
- Routine maintenance on Generator no.1 and 2 battery chargers was completed.
- Routine maintenance on Generator no.3 Air Circuit Breaker was completed.
- Routine maintenance on Generator no.2 and 3 day fuel tank and pumping systems was completed.
- Routine maintenance on Substation no.3 Beachcomber and associated distribution pillars was completed.
- Routine maintenance on Substation no.4 LHIB Workshop and associated distribution pillars was completed.
- Supply load surveys were carried out on Substations no.3 Beachcomber and No.4 LHIB Workshop 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 477,000 kWh.
- Fuel consumption for the reporting period was 125,150 Litres.
- Fuel energy efficiency for the reporting period was 3.81 kWh/L
- Presently there are 109kW of privately owned solar panels connected to the electrical distribution system.
- Maximum demand for the period was 467 kW on the 1<sup>st</sup> May.
- There was one powerhouse supply interruption during the reporting period. This was caused by a faulty control board battery charger. This resulted in a loss of supply to the island of approximately 28 minutes.
- There was one distribution system supply interruption during the reporting period, as a result of localised customer overloading.
- There are currently 283 customers connected to the system.



## Fuel Efficiency (the higher the better)

