

# LORD HOWE ISLAND BOARD

## BOARD MEETING AGENDA

MEETING DATE:	MEETING LOCATION:	MEETING TIME:
Monday 22 May 2017	Public Hall, Lord Howe Island	Planning Session 9:00 am to 11:00 am
Monday 22 May 2017	Public Hall, Lord Howe Island	Closed Session: 11:00 am to 4:30 pm
Tuesday 23 May 2017	Public Hall, Lord Howe Island	Open Session: 9:00 am to 12:30 pm

	ITEM		OPEN (O)	CLOSED (C)	ACTION Note / Decide / Recommend
SS	1	MINUTES OF PREVIOUS MEETING – NOTICE OF ADOPTION	O		Note
PH	2	OUT OF SESSION MATTERS STATUS REPORT	O		Note
PH	3	ACTIONS FROM PREVIOUS MEETING – STATUS REPORT	O		Note
PH	4	CHIEF EXECUTIVE OFFICER’S REPORT	O	C	Note
PH	5	MOTOR VEHICLE IMPORTATION OR TRANSFER – STATUS REPORT	O		Note
BM	6	FINANCIAL IMPACT REPORT FOR PROPOSALS ON AGENDA – No paper	C		Decide
	7	DEVELOPMENT APPLICATIONS			
PH	(i)	Owner Consent approved under Delegated Authority	O		Note
PH	(ii)	DAs Determined Under Delegated Authority	O		Note
Claire RPS	(iii)	DA2017-18 – WWM System – LHIB Depot, Govt House, LHI School, LHI Bowling Club - LHIB	O		Decide
Claire RPS	(iv)	DA2017-20 – Garage & Office Space – D&R Hiscox	O		Decide
Claire RPS	(v)	MDC2017 – 13 – Waste Management Facility, WWM System – LHIB	O		Decide
	8	POLICY & STRATEGY			
JL	(i)	Dog, Avian and Stock Importation Policies - Moratorium	O		Decide
JL	(ii)	Long-Term Accommodation Policy - Review	O		Decide
PH	(iii)	Review of Vehicle Importation, Transfer and Use Policy	O		Decide
BM	(iv)	Risk Management Policy and Guidelines	O		Decide

	<i>ITEM</i>		<b>OPEN (O)</b>	<b>CLOSED (C)</b>	<b>ACTION Note / Decide / Recommend</b>
	<b>9</b>	<b>FINANCE AND BUSINESS MANAGEMENT</b>			
<b>BM</b>	(i)	Closed Session		C	Note
<b>AL</b>	(ii)	Closed Session		C	Decide
<b>BM</b>	(iii)	Closed Session		C	Decide
<b>BM</b>	(iv)	Closed Session		C	Decide
	<b>10</b>	<b>LEASING &amp; LAND ADMINISTRATION</b>			
		Nil items			
	<b>11</b>	<b>GOVERNANCE</b>			
<b>BM</b>	(i)	Tourist Accommodation Licences		O	Decide
	<b>12</b>	<b>OPERATIONS &amp; SERVICES</b>			
<b>PH</b>	(i)	Rodent Eradication Program Update	O		Note
<b>AL</b>	(ii)	Renewable Energy Program Update	O		Note
<b>AL</b>	(iii)	Airport Terminal Upgrade Project Update	O		Note
<b>AL</b>	(iv)	LHIB Strategic Asset Management Plan Update	O		Note
	<b>13</b>	<b>PUBLIC RISK and WH&amp;S MANAGEMENT</b>			
<b>BM</b>	(i)	Public Risk and WH&S Management Update	O		Note
	<b>14</b>	<b>INTERVIEWS</b>		C	
	<b>15</b>	<b>GENERAL BUSINESS AND QUESTIONS ON NOTICE</b>	O		

# LORD HOWE ISLAND BOARD

## MINUTES OF THE MEETING OF THE LORD HOWE ISLAND BOARD

### HELD ON LORD HOWE ISLAND ON MONDAY 13 & TUESDAY 14 MARCH 2017

Present: Ms S Stewart (Chair – SS)  
Mr B Nichols (Deputy Chair - BN)  
Ms L Makiiti (Member – LM)  
Mr R Pallin (Member – RP)  
Mrs J Riddle (Member - JR)  
Mr J King (Member - JK)  
Mr C Wilson (Member - CW)

Board staff present at all sessions were Penny Holloway (Chief Executive Officer - PH), Bill Monks (Manager Business & Corporate Services - BM), Michael Legge-Wilkinson (Acting Manager Infrastructure & Engineering Services - AL), and James Lonergan (Manager Environment & Community Services - JL).

The Board's external planning consultants were represented by Clair Muir (CM) from RPS.

The Closed Session commenced at 10:40 am at the Public Hall on Monday 13 March 2017 and closed at 4:20 pm.

The Open Session commenced at 9:00 am at the Public Hall on Tuesday 14 March 2017 and closed at 12:40 pm, and was attended by approximately 20 members of the public.

Unless otherwise specified, all Board decisions were unanimous.

SS declared the meeting open and thanked members of the public for their attendance.

SS stated that the Board had hoped to be making a key decision at the meeting in regard to the implementation or otherwise of the Rodent Eradication Project. However, as prerequisite approvals had not yet been received from the Australian Government, this decision would be postponed until the May Board meeting.

SS called for conflict of interest declarations.

JR declared conflicts of interest in agenda items 7.3, 7.4 and 10.4.

## **1 MINUTES OF PREVIOUS MEETING**

SS stated that following the November 2016 meeting she had received correspondence from a Lord Howe Island resident questioning the way in which the minutes of the meeting were recorded. In relation to the discussion at the November 2016 meeting pertaining to the wind turbine development application, it was requested that questions from members of the public, and the answers provided by Board members, be recorded in the minutes.

SS replied that the Board's Meeting Code of Practice makes it clear that the purpose of the minutes is to record the decisions made by the Board and, where appropriate, aspects of the discussion that helped shape the decision. She added that the minutes are not intended to be a transcript of the meeting.

SS stated that there seemed to be some misunderstanding of John King's role as a Board member. She stated that she wished to make it clear that John King's role on the Board was not to represent the LHI tourism industry rather it was to apply his experience and expertise gained both domestically and internationally in relation to tourism for the benefit of the Board's work with the LHI community.

The Board noted the endorsed minutes of the previous meeting, held in November 2017.

## **2 OUT OF SESSION MATTERS**

PH gave an overview of the paper.

The Board noted the information provided in the Out of Session paper.

## **3 ACTIONS FROM PREVIOUS MEETINGS - STATUS REPORT**

PH stated that most of the action items from previous meetings had been completed, whilst work was in progress on the others.

The Board noted the information provided in the report.

## **4 CHIEF EXECUTIVE OFFICER'S REPORT**

PH gave an overview of the Report.

JK suggested that the new Minister for the Environment, Gabrielle Upton MP, be invited to visit the island at her earliest convenience.

PH replied that she would issue the invitation on behalf of the Board.

The Board noted the information provided in the CEO's Report.

## **5 MOTOR VEHICLE IMPORTATION OR TRANSFER**

PH gave an overview of the Motor Vehicle Importation and Transfer Status Report.

SS stated that the future of electric vehicle use on the island had been discussed in closed session. She added that she had asked the elected Board members to begin preparation of a policy position in regard to motor vehicles including electric vehicles for consideration by the full Board.

The Board noted the information provided in the Report.

## **6 FINANCIAL IMPACT REPORT FOR PROPOSALS ON AGENDA**

Closed session.

## **7 DEVELOPMENT APPLICATIONS**

### **7 (i) Owner Consent Approved Under Delegated Authority**

PH advised the Board of the Owner Consent applications approved by the CEO since the last Board meeting.

The Board noted the information provided in the Owner Consent under Delegated Authority paper.

### **7 (ii) Development Applications dealt with under Delegated Authority**

PH advised the Board of Development Applications determined by the CEO since the last Board meeting.

The Board noted the information provided in the Development Applications dealt with under Delegated Authority paper.

### **7 (iii) OC2017-07: Change of Use Shearwater Cottage (Owens)**

Due to the declared conflict of interest JR left the room while this agenda item was considered.

CM gave an overview of the paper.

BN stated that the first reason given in the Assessment Report for refusal was that the Board is required to have regard to the long term and cumulative effects of its decisions. He added that the Report also recommended that a market demand study on staff accommodation be completed.

BN stated that there are several properties on the island in a similar situation to that presented in this application. In view of this BN proposed that the Owner Consent be refused, or deferred until the Board had a better understanding of the potential effect of its decision on other properties in a similar situation. He added that the Board's decision could have a profound effect on the housing situation on the island.

The proponents and their town planning consultant presented arguments in favour of approval, such as the application only being for owner consent, whereas consideration of any contentious matters could occur at the development application stage.

It was moved BN, seconded JK, that:

1. Consideration of the application be deferred until the Board had a better understanding of the potential effect of its decision on other properties in a similar situation, and
2. That a market demand study on staff and residential accommodation be completed and that, given the nature of the issue and its impacts, the study be completed on behalf of the Board.

The Board then adopted the motion.

#### **7 (iv) OC2017-09: Two Lot subdivision of Lot 10 (Owens)**

Due to the declared conflict of interest JR left the room while this agenda item was considered.

CM gave an overview of the paper.

CW questioned the need for the first sentence in Recommendation 2 in the Assessment Report, which states 'The staff accommodation on the proposed Lot B needs to be linked to the restaurant on Lot A'.

PH stated that this matter could be dealt with at the development application stage.

It was moved RP, seconded, CW, that OC2017-09 for the subdivision of the perpetual lease into two parts, A(3720.6sqm) and B (8479.4sqm) and demolition of part of the dwelling on Part A be approved subject to the conditions and advisory notes recommended.

The Board then adopted the motion subject to the conditions and advisory notes specified in the Assessment Report.

#### **7 (v) DA2017-10: Board Depot Shed Extension**

CM gave an overview of the paper.

It was moved LM, seconded JR, that the Development Application for an extension to the environment unit depot shed to provide an additional dry lockable storage area at the Board depot be approved subject to the conditions recommended.

The Board then adopted the motion subject to the conditions specified in the Assessment Report.

#### **7 (vi) DA2017-11: Research Facility Extension**

CM gave an overview of the paper.

It was moved JK, seconded RP, that the Development Application for alterations and additions to the Lord Howe Island Board Research Station by constructing one additional bedroom, one additional bathroom and covered decking area be approved subject to the conditions recommended.

The Board then adopted the motion subject to the conditions specified in the Assessment Report.

#### **7 (vii) MD2017-12: Waste Management Facility Composting System**

CM gave an overview of the paper.

It was moved CW, seconded BN, that the Board approve the Development Application for demolition of the existing vertical composting unit and installation of a new horizontal composting system at the waste management facility subject to the conditions recommended.

The Board then adopted the motion subject to the conditions specified in the Assessment Report.

#### **7 (viii) MDC2017-02: Waste Management Facility Shed Extension**

CM gave an overview of the paper.

It was moved JR, seconded RP, that the Board approve the modification to existing consent to allow for the completion of previously approved additional roof structures as separate stages.

The Board then adopted the motion subject to the conditions specified in the Assessment Report.

#### **7 (ix) DA2017-06: Alterations and Additions to Capella Lodge**

CM gave an overview of the paper.

BN stated that he was satisfied the proposed modifications sufficiently address the conditions of the Owner Consent for this development application. He added that Capella Lodge management had assured the Board that, once completed, the development would result in the lodge no longer needing one of the properties on the island currently used to accommodate staff.

Mark McKillop, Manager of Capella Lodge, being present in the public gallery, confirmed that this was the case.

It was moved CW, seconded BN, that:

1. the modified drawings (dated 29 November 2016 and labelled Amended DA Issue B) and photo montages (dated 21 December 2016 and labelled Amended DA Issue C) submitted by the applicant on 22 December 2016 relating to the new staff accommodation satisfy the requirements of DA2017-06 Deferred Commencement Condition 2 a).
2. the modified drawings (dated 29 November 2016 and labelled Amended DA Issue B) and annotated photograph submitted by the applicant on 5 December 2016 relating to the manager's residence and spa treatment room satisfy DA2017-06 Deferred Commencement Condition 2 b).

The Board then adopted the motion.

### **8 POLICY AND STRATEGY**

#### **8 (i) Draft Walking Track Strategy 2017**

JL gave an overview of the paper.

It was moved JK, seconded RP, that the Board adopt the Lord Howe Island Walking Track Strategy 2017.

RP stated that he would like to see the Administration be innovative in regard to interpretation and interpretive signage along the walking tracks.

The Board then adopted the motion.

### **8 (ii) Draft Biosecurity Procedures for Imported Vehicles, Plant & Equipment**

JL gave an overview of the paper.

It was moved JR, seconded RP, that the Board:

1. Revise the biosecurity clearance procedures for high risk items including second hand vehicles, plant and equipment, boats/trailers, shipping containers and barrier fencing for reporting to the May 2017 Board meeting seeking it to be placed on Public Exhibition for a period of 28 days.
2. Amend the Vehicle Importation, Transfer and Use Policy 2015 to incorporate best practice biosecurity clearance procedures including recommendations from submissions received for the exhibited draft *procedure for cleaning second hand vehicles, plant and equipment prior to importation* and report back to the May 2017 Board meeting seeking it to be placed on Public Exhibition for a period of 28 days.

The Board then adopted the motion.

### **8 (iii) Draft Mooring Management Policy**

JL gave an overview of the paper.

It was moved LM, seconded BN, that:

1. the Policy be amended to include an additional paragraph under Section 3.2.3 of the Policy 'Approval of Construction and Use':  
*"Where a private mooring is proposed to be transferred and there is no intention of commencing a commercial operation using the mooring, the LHIB, without forgoing any right under the LHI Regulation, will not unreasonably withhold the issuing of a new approval to use the mooring to the person who the mooring is proposed to be transferred to"* and
2. The Policy include a transfer of a private mooring form.

The Board then adopted the motion.

### **8 (iv) Air Services Strategy Update**

PH gave an overview of the paper.

The Board noted the information provided.

## **9 FINANCE AND BUSINESS MANAGEMENT**

Closed session.



## **10 LEASING AND LAND ADMINISTRATION**

### **10 (i) Suspension of Residency and Sublease (Douglass)**

JL gave an overview of the paper.

It was moved CW, seconded RP, that the Board:

- a) Recommend to the Minister to grant consent to sublet a 41 per cent share held in Perpetual Lease 1954.26 by Tasman Jnr and Lauren Douglass as joint tenants to Mr Tasman C Douglass for a period of two years.
- b) Decline consideration of the suspension of residency application as it was considered unnecessary.

The Board then adopted the motion.

### **10 (ii) Suspension of Residency (Wade)**

SS stated that the Board considered this application in closed session, and informed the public that:

1. the matter was considered in closed session at the request of the applicant,
2. the application to suspend the condition of residency of Perpetual Lease 1996.01 pursuant to Section 21(7) of the *Lord Howe Island Act 1953* was refused, and
3. the application for a Long-Term Accommodation Business Licence for tenancing Perpetual Lease 1996.01 was refused, noting that the Wades did not apply to sublet the property.

### **10 (iii) Transfer of Perpetual Lease (Payten – Turner)**

JL gave an overview of the paper.

It was moved CW, seconded JR, that subject to the mortgagee approving the proposed transfer of an interest in the lease, the Board recommend to the Minister to grant the transfer of Mrs Una Payten's share in Perpetual Lease (1954.17) by way of gift to Mrs Therese Turner as sole tenant.

The Board then adopted the motion.

### **10 (iv) Review of Boatshed Foreshore Encroachments**

Due to the declared conflict of interest JR left the room whilst this agenda item was considered.

JL gave an overview of the paper.

It was moved LM, seconded BN, that the Board:

1. Note the assessment of commercial boatsheds,

2. Agree that a draft amendment of the *Lord Howe Island Lagoon Foreshore Management Plan* be prepared with respect to Boatshed Activities, particularly Management Response, point 3 as suggested below,
3. Note that the approval of the Board will continue to be required for any future proposed improvements/additions to boatsheds,
4. Note that rentals for boatsheds under commercial lease or Permissive Occupancy will be reviewed and adjusted where there has been, or will be, an approved increase in the footprint area of fixed improvements and,
5. Note that apparent anomalies identified in the assessment will be followed up and resolved in accordance with normal planning controls or other processes.

The Board then adopted the motion.

## **11 GOVERNANCE**

Nil report.

## **12 OPERATIONS AND SERVICES**

### **12 (i) Rodent Eradication Program Update**

SS reiterated that that the Board had hoped to be making a key decision at this meeting in regard to the implementation or otherwise of the Rodent Eradication Project. However, as prerequisite approvals had not yet been received from the Australian Government, this decision would be postponed until the May Board meeting.

PH gave an overview of the paper. She added that if the decision is made to proceed with the eradication at the May 2017 Board meeting, the eradication will take place in winter 2018.

The Board noted the information provided in the paper.

### **12 (ii) Renewable Energy Program**

PH gave an overview of the paper.

A member of the public gallery, Jim McFadyen, read out a prepared statement to the effect that:

- An organisation called 'Lord Howe Island Residents Against Wind Turbines Incorporated' has been formed and is registered with the Department of Fair Trading.
- Legal advice has been commissioned. It suggests that the organisation has an excellent chance of success in the Land and Environment Court challenging the validity, the entire development application process and the approval process for the wind turbine project.

Mr McFadyen then handed the Chair a copy of a letter from Hones Lawyers.

SS stated that in making decisions under the Act the Board takes its responsibilities very seriously, and would not be deterred in performing its charter by a threat of legal action.

The Board noted the information provided in the paper.

### **12 (iii) Environmental Grants Progress Report**

JL gave an overview of the paper.

The Board noted the information provided in the paper.

### **12 (iv) Island Water Supplies Update**

ML gave an overview of the paper.

The Board noted the information provided in the paper.

### **12 (v) Myrtle Rust Update**

JL gave an overview of the paper.

The Board noted the information provided in the paper.

### **12 (vi) Commercial Tour Operator Licensing System**

JL gave an overview of the paper.

RP stated that in section 4.7.2 it is stipulated that fires may only be lit in 'designated Lord Howe Island Board BBQs'. He recommended that the words 'and fireplaces' be added after the word 'BBQs'.

RP stated that, as BN had pointed out during the Closed Session of the meeting, clause 4.18 should read 'The Licensee may not undertake, permit, authorise or otherwise be involved in any commercial filming or photography within the PPP for the purposes of promotion of the Licensed Activities without the specific authority of the Licensing Coordinator'.

From the public gallery Dean Hiscox of Environmental Tours expressed concern that he had not been consulted about the proposed licensing system.

RP expressed surprise that those businesses affected by the new system had not been consulted, suggesting that the draft Commercial Tour Operator Licensing System paper be sent to those businesses affected, that consultation take place and the matter be reconsidered at the May 2017 Board meeting.

It was moved RP, seconded JK, that:

1. The Board endorse the draft Commercial Tour Operator Licensing System.
2. Consultation with affected businesses take place with a view to providing feedback to the Board at its May meeting.
3. In section 4.7.2 the words 'and fireplaces' be added after the word 'BBQs'.
4. Clause 4.18 read 'The Licensee may not undertake, permit, authorise or otherwise be involved in any commercial filming or photography within the PPP for the purposes of

promotion of the Licensed Activities without the specific authority of the Licensing Coordinator'.

The Board then adopted the motion.

## **12 (vii) Airport Terminal Upgrade Project Update**

PH gave an overview of the paper.

The Board noted the information provided in the paper.

## **13 WH&S AND PUBLIC RISK MANAGEMENT**

### **13 (i) Workplace Health and Safety and Public Risk Management Update**

BM gave an overview of the paper. He stated that, in regard to public risk management:

- Emergency sirens are fully installed and operational – testing of different ring tones continues.
- White directional signage to draw pedestrian attention to the foreshore walking track is pending installation. It is hoped the additional signage will encourage greater use of the track and ease congestion on lagoon road.
- Additional bird harassment measures have been in place at the airport since December 2016.
- Monthly hot water blasting of the jetty steps and boat-ramp is being undertaken to reduce weed and algae and therefore reduce slipping.

CW requested that the Administration investigate the possibility of being able to turn on the sirens manually, as currently they can only be turned on by radio.

PH replied that the matter would be looked in to.

The Board noted the information provided in the paper.

## **14 INTERVIEWS**

Closed session.

## **15 GENERAL BUSINESS & QUESTIONS ON NOTICE**

CW suggested that improvements to the community hall be considered, such as air conditioning, in order that the doors could be closed to keep out the noise from vehicles when the hall is in use.

RP suggested that some venting in order to improve airflow with the doors closed be considered.

SS thanked members of the public for attending, and thanked Board members and Board staff.

The public meeting closed at 12:40 pm on Tuesday 22 March 2016.

### **Next Meeting**

The dates for the next Board meeting are 22 and 23 May 2017.

# LORD HOWE ISLAND BOARD

## MINUTES OF A SPECIAL MEETING OF THE LORD HOWE ISLAND BOARD

### HELD BY TELECONFERENCE ON THURSDAY 27 APRIL 2017

Present: Ms S Stewart (Chair – SS)  
Mr B Nichols (Deputy Chair - BN)  
Ms L Makiiti (Member – LM)  
Mr R Pallin (Member – RP)  
Mrs J Riddle (Member - JR)  
Mr J King (Member - JK)  
Mr C Wilson (Member - CW)

Penny Holloway (Chief Executive Officer - PH) was the only staff member present for the entire meeting.

Bill Monks (Manager Business & Corporate Services - BM) and James Lonergan (Manager Environment & Community Services - JL) were present for agenda items 1 and 2. Andrew Logan (Manager Infrastructure and Engineering Services – AL) was present for agenda item 1 only.

The meeting was held in Closed Session as matters on the agenda pertained to the financial affairs of the Board and personal affairs of private individuals. It commenced at 1:30 pm Lord Howe Island Time.

Unless otherwise specified, all Board decisions were unanimous.

#### **FINANCE AND BUSINESS MANAGEMENT**

Closed session

#### **LEASING & LAND ADMINISTRATION**

Closed session

#### **ANY OTHER BUSINESS**

It was moved BN, seconded CW, that:

1. the Board undertake a review of Perpetual Leases on the island in relation to compliance with the residency and sub-leasing requirements of the *Lord Howe Island Act 1953*, and

2. a report on the proposed methodology for the review be prepared for the May 2017 meeting of the Board.

The meeting ended at 2:45 pm.

# **LORD HOWE ISLAND BOARD**

## **Business Paper**

### **OPEN SESSION**

#### **ITEM**

Adoption of Minutes of Previous Meeting

#### **RECOMMENDATION**

Submitted for the Board's information.

#### **BACKGROUND**

The adopted process for distributing Board minutes from the previous meeting is:

- Draft minutes will be produced within five working days of a Board meeting, and posted to Board members on the sixth working day, unless delayed for a valid reason agreed to between the Chief Executive Officer and the Chairperson.
- Board members are to return their endorsement, or otherwise, of minutes on a pro forma document provided by the Administration no later than seven working days after date of posting.
- Seven working days after date of posting, the Board will deem the minutes of the meeting to be endorsed, subject to any amendments which were received prior to that date, and agreed for inclusion by the Chairperson.

#### **CURRENT POSITION**

Minutes of the March 2017 and April 2017 Special meeting were distributed to each Board member and have been endorsed through the above process with amendments.

A copy of the endorsed Minutes is attached.

#### **RECOMMENDATION**

Submitted for the Board's information.

**Prepared:** Belinda Panckhurst, Administration Officer

**Endorsed:** Penny Holloway, Chief Executive Officer



<b>Board Meeting:</b> May 2017	<b>Agenda Number:</b> 2	<b>Record:</b> ED17/52
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# **LORD HOWE ISLAND BOARD**

## **Business Paper**

### **OPEN SESSION**

#### **ITEM**

Out of Session Papers Status Report

#### **RECOMMENDATION**

Submitted for the Board's information.

#### **BACKGROUND**

Since the last Board Meeting in March 2017, no matters were considered at an out of session meeting.

#### **CURRENT POSITION**

There are no results of 'Out of Session' papers since the last Board meeting to report.

#### **RECOMMENDATION**

Submitted for the Board's information.

**Prepared:** Belinda Panckhurst, Administration Officer

**Endorsed:** Penny Holloway, Chief Executive Officer

Board Meeting: May 2017	Agenda Number: 3	Record: ED17/35
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# LORD HOWE ISLAND BOARD

## Business Paper

### OPEN SESSION

#### ITEM

Actions from Previous Meetings – Status Report.

#### RECOMMENDATION

Submitted for the Board's information.

#### BACKGROUND

As a matter of process and procedure, a list of actions is prepared after each Board meeting to ensure that the Board's resolutions are systematically carried out by staff.

#### CURRENT POSITION

A list of actions from decisions of the March 2017 Board meeting, and previous meetings, is attached for the Board's information.

#### RECOMMENDATION

Submitted for the Board's information.

**Prepared:** Bill Monks, Manager Business and Corporate Services

**Endorsed:** Penny Holloway, Chief Executive Officer

LORD HOWE ISLAND BOARD

Action Sheet from March 2017 Board Meeting and Previous Meetings

Agenda Item No.	Item	Actions (refer to full minutes for detail)	Estimated Completion Date	By Whom	Progress	Actual Completion Date
10(iv) September 2015	Review of the LEP 2010	<ol style="list-style-type: none"> <li>Review the Vegetation Rehabilitation Plan, and</li> <li>Seek funding from government programs to support the LEP review process.</li> </ol>	June 2017	MECS	In progress.  No funding available from DPE to support review of LEP	
12(v) March 2016	LHI PPP Five Year Audit	Amended PPP POM – 5 year self audit be used for basis for revision of the plan.	July 2017	MECS	In progress	
12(viii) March 2016	WW Strategy Update	Implement Licence to Operate fees for High Risk Systems from 01/06/2017	June 2017	MIES	In progress	
1(i) April 2016	Budget 2016/17	Provide report in regard to community support options for Board consideration.	June 2017	CEO/MECS	Addressed as part of budget 2017/2018	
7(iv) September 2016	DA2016-31 Vessel Launching and Retrieval Facility	Deferred commencement conditions in Part 1 of the recommendation be considered out of session before proceeding to Part 2.	June 2017	MIES	In progress	
15 September 2016	General Business	Create dog-allowable serviced BBQ area on the foreshore south of the runway.	June 2017	MIES	In progress	
7(viii) November 2016	Rebuild Airport Terminal Building	Investigate the option of using the new terminal building for going, at least partially, off grid	May 2017	MIES	In progress	

Agenda Item No.	Item	Actions (refer to full minutes for detail)	Estimated Completion Date	By Whom	Progress	Actual Completion Date
12(vii) November 2016	Commercial Tour Operator Licensing System	Investigate opportunities to align with Ecotourism Australia accreditation program.	September 2017	MECS	Consultation with operators underway	
4 (i) March 2017	Chief Executive Officer's Report	Invite new Minister to the island.	April 2017	CEO	Letter sent from Chair	6 April 2017
7 (iii) March 2017	OC2017-07 Shearwater Cottage (Owens)	Complete a market demand study on staff and residential accommodation on behalf of the Board.	September 2017	MECS	In progress	
8 (ii) March 2017	Procedure for cleaning second hand vehicles	Amend the Vehicle Policy to incorporate best practice biosecurity clearance procedures. Place on public exhibition.	May 2017	CEO	On Board Agenda May 2017	
10 (iv) March 2017	Review of Boatshed Foreshore Encroachments	<ol style="list-style-type: none"> <li>1. Amend the Lagoon Foreshore Management Plan with respect to boatshed activities.</li> <li>2. Review and adjust rentals where there has been, or will be, an approved increase in the footprint area of fixed improvements.</li> <li>3. Follow up anomalies identified in the assessment.</li> </ol>	<p>May 2017</p> <p>May 2017</p> <p>May 2017</p>	<p>MECS</p> <p>MECS/MBCS</p> <p>MECS</p>	<p>Completed</p> <p>Ongoing</p> <p>In progress</p>	
13 (i) March 2017	Public Risk Management	Investigate the possibility of being able to turn on the sirens manually.	May 2017	MIES	In progress	
15 March 2017	General Business	Consider improving the community hall in order that the doors can be closed to keep out the noise from vehicles when the hall is in use. e.g. air conditioning; venting to improve airflow.	May 2017	MIES	In progress	

## **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

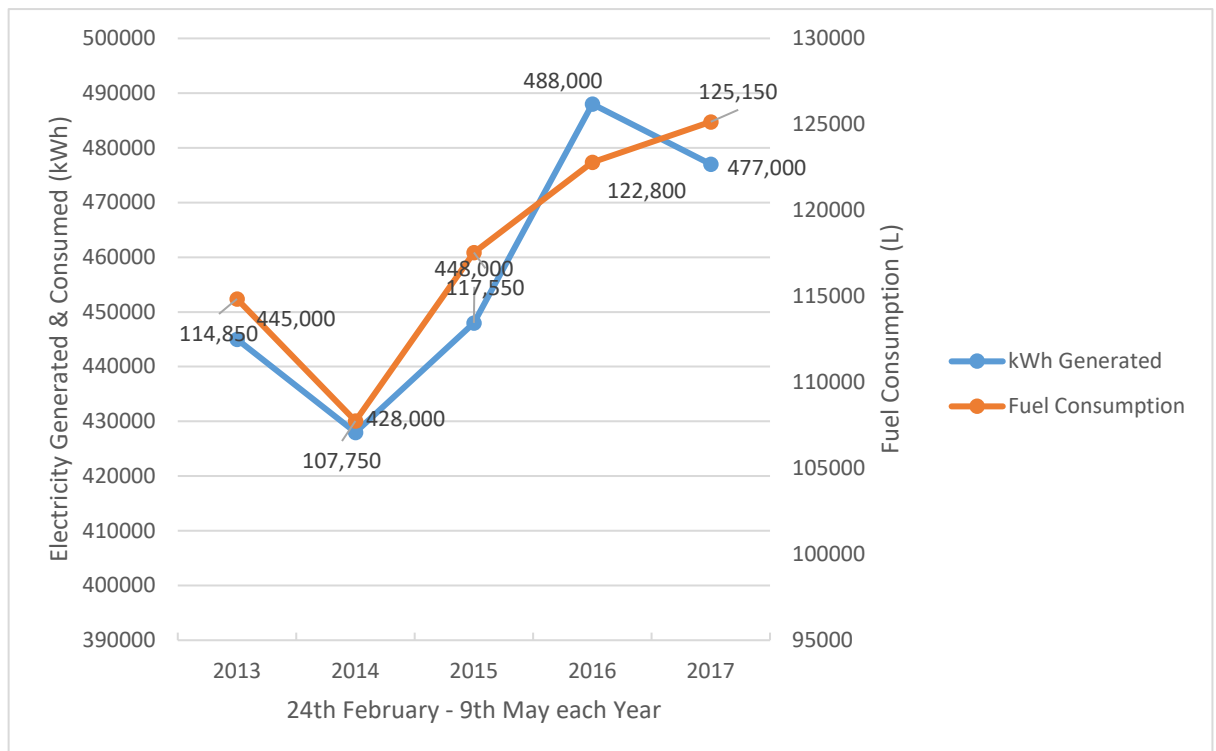
### **Overview of Activities**

- 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.

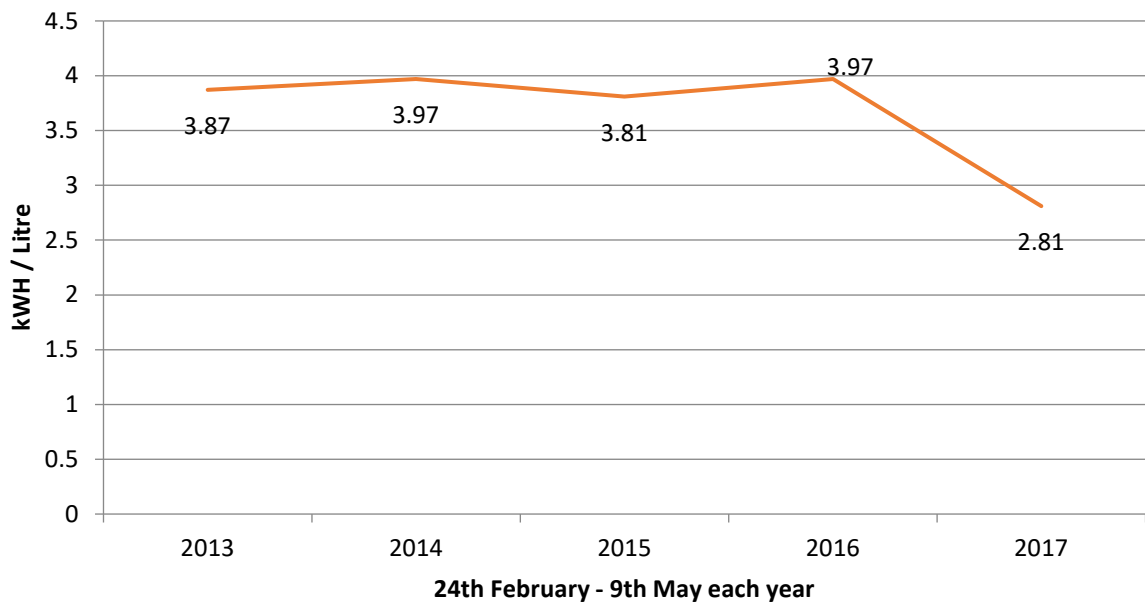


## Information for Board Members

- 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)



**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

Board Meeting: May 2017

Agenda Number: 5

File Ref: ED17/57

# LORD HOWE ISLAND BOARD

## Business Paper

### OPEN SESSION

#### ITEM

Motor vehicle importation or transfer status report.

#### RECOMMENDATION

The report is submitted to the Board for information.

#### BACKGROUND

Since the last Board meeting 14 applications to import or transfer vehicles were determined by the Chief Executive Officer under the 'Vehicle Importation, Transfer and Use Policy':

#### CURRENT POSITION

There will be an increase of one vehicle (being a boat trailer) to the island since the last Board meeting.

Applicant	Vehicle Type	Preferred Vehicle	Use	Variation	Comment
Kylie Owens	Toyota Hilux	No	Commercial	0	Approved 3/03/2017 Replacement
Andrew Wilson	Suzuki APV	No	Private	0	Approved 20/03/2017 Replacement
Peter Riddle	Suzuki APV	No	Private	0	Approved 20/03/2017 Replacement
Michael Nobbs	Suzuki APV	No	Private	0	Approved 20/03/2017 Transfer & Replacement
Leanda Lei	2 x Suzuki Baleno	No	Commercial	0	Approved 23/03/2017 Replacement
Chris Murray	Sovereign Golf Cart	Yes	Private	0	Approved 23/03/2017 Replacement
Sallyann Gudge	Boat Trailer	No	Private	1	Approved 23/03/2017
Robert Jeremy	Toyota Hilux or Foton Tunland	No	Commercial	0	Approved 23/03/2017 Replacement for B Kong's vehicle.
Steve & Grace Krick	Toyota Tarago	No	Commercial	0	Approved 31/03/2017 Replacement
Christo Haselden	Mitsubishi Wagon	No	Private	0	Approved 4/04/2017 Replacement

Applicant	Vehicle Type	Preferred Vehicle	Use	Variation	Comment
Lindy Cameron	Small Vehicle	No	Private	0	Approved 21/04/2017 Replacement for scooter.
Howeana Apartments	Toyota Hilux	No	Commercial	0	Approved 21/04/2017 Replacement
Les King	Toyota Rav4	No	Private	0	Approved 5/05/2017 Replacement

### As at May 2017

Registered Road Vehicles						
Essential	Commercial	Private	Hire	Plant & Equipment	Imported Without Approval	Total
23	89	141	8	26	72	359

At the May 2010 meeting it was requested that further differentiation in the vehicle statistics to identify motor vehicles and motor cycles / scooters and trucks separately be presented. This information is presented below.

Registered Road Vehicles						
Car/Utility	Bus	Motorcycle / Scooter	Truck	Plant & Equipment	Trailers	Total
161	32	50	9	30	77	359

At the June 2016 meeting it was requested that future reports include trends in regards to vehicles imported without approval and clarification that these are vehicles which pre-date the Board approval and monitoring process. There has been a total of 72 vehicles imported without approval:

- 68 vehicles were imported without approval prior to 2014. The majority of these vehicles were trailers.
- One vehicle, a boat trailer, was imported without approval in 2015.
- Three vehicles, all boat trailers, have been imported without approval in 2016.

The following table shows further differentiation in the vehicle statistics to identify the types of vehicles that have been imported without written approval.

Vehicles Imported Without Approval – By Type						
Car/Utility	Bus	Motorcycle / Scooter	Truck	Plant & Equipment	Trailers	Total
9	1	12	1	3	46	72

### **RECOMMENDATION**

The report is submitted to the Board for information.

**Prepared:** Belinda Panckhurst, Administration Officer

**Endorsed:** Penny Holloway, Chief Executive Officer

<b>Board Meeting:</b> May 2017	<b>Agenda Number:</b> 7 (i)	<b>Record:</b> ED17/58
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# **LORD HOWE ISLAND BOARD**

## **Business Paper**

### **OPEN SESSION**

#### **ITEM**

List of Owner's Consents dealt with under Delegated Authority.

#### **RECOMMENDATION**

The report is submitted to the Board for information.

#### **BACKGROUND**

The Minister for the Environment has approved delegated authority regarding the issuing of owners consents by the CEO providing:

1. The development value is not more than \$2 million,
2. Does not relate to development for the purpose of a new dwelling, and
3. Complies with any planning instrument in force relating to the Island.

#### **CURRENT POSITION**

There has been no Owner's Consent applications which complied with the above requirements processed by the CEO since the last Board meeting.

#### **RECOMMENDATION**

The report is submitted to the Board for information.

**Prepared:** Belinda Panckhurst, Administration Officer

**Endorsed:** Penny Holloway, Chief Executive Officer

<b>Board Meeting:</b> May 2017	<b>Agenda Number:</b> 7 (ii)	<b>Record:</b> ED17/59
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# LORD HOWE ISLAND BOARD

## Business Paper

### OPEN SESSION

**ITEM**

List of Development Applications dealt with under Delegated Authority.

**RECOMMENDATION**

The report is submitted to the Board for information.

**BACKGROUND**

The Minister for the Environment, under section 80(1) of the Environmental Planning & Assessment Act, issued authority to the CEO to determine development applications providing:

1. The development value is not more than \$150,000
2. No more than 3 written objections are received within the exhibition period; and
3. The application has not been called up for full Board determination by any Board Member. (All Lord Howe Island Board development applications are to be determined by the full Board)

**CURRENT POSITION**

The following development applications complied with the above requirements and have been determined by the CEO since the last Board meeting, as detailed below:

DA	Applicant	Site	Proposal	Zone	Decision
DA2017-15	Chris & Margaret Murray	Portion 354	Installation of wastewater management system.	Zone 2 Settlement	Approved 8/05/2017 subject to conditions.

There has been no Development applications which complied with the above requirements processed by the CEO since the last Board meeting.

**RECOMMENDATION**

The report is submitted to the Board for information.

**Prepared** \_\_\_\_\_ Belinda Panckhurst Administration Officer

**Endorsed** \_\_\_\_\_ Penny Holloway Chief Executive Officer



# LORD HOWE ISLAND BOARD

## Planning Assessment Report

**Item:** DA 2017-18 – Installation of Waste Treatment System to the Lord Howe Island (LHI) Board Depot, LHI Central School and LHI Bowling Club, (Lots 37, 38, 39, DP 757515) and Foreshore, Lord Howe Island

### I.0 Summary Assessment Report

<b>Assessment Officer</b>	Claire Muir – Consultant Planner
<b>Address/Property Description</b>	Lord Howe Island (LHI) Board Depot, LHI Central School and LHI Bowling Club, (Lots 37, 38, 39, DP 757515) and Foreshore, Lord Howe Island
<b>Proposal</b>	Installation of a Waste Water Treatment System and associated pipework and irrigation field to service the wastewater needs of the LHI Board Depot, Government House, LHI Central School and LHI Bowling Club.
<b>Development Application No</b>	DA2017-18
<b>Applicant</b>	Lord Howe Island Board
<b>Owner Consent Granted</b>	The land is crown land under the care control and management of the Board. Owners consent is granted by virtue of the LHIB lodging the application.
<b>Estimated Cost of Development</b>	\$80,000
<b>Site Inspections</b>	A site inspection has been carried out.
<b>Zone</b>	Zone 5: Special Uses – Lot 37 & 38 Zone 6: Recreation – Lot 39 Zone 7: Environmental Protection – Foreshore Proposed development is permissible with the consent of the LHI Board within the zone.
<b>Significant Native Vegetation Map</b>	No Significant Native Vegetation (SNV) will be damaged or removed as part of this application.
<b>Notification</b>	The Development Application was placed on public exhibition from 24 February 2017 to 10 March 2017.
<b>Submissions Received</b>	No (0) submissions were received.

### 2.0 Consent Authority

The proposal is a Board proposal and is therefore referred to the Board for determination.

### 3.0 Site Description

The subject site is legally described Lots 37, 38, 39, DP 757515 and unidentified crown land (south west of the Oval), Lord Howe Island. The proposal is to service the wastewater needs of the Lord Howe Island (LHI) Board Depot and Government House, LHI Central School and LHI Bowling Club, (Lots 37, 38, 39, DP 757515) through one system.

The composite site is as follows;

- LHIB Depot and Government House (Lot 37) – Zone 5: Special Uses
- LHI Central School (Lot 38) – Zone 5: Special Uses
- LHI Bowling Club (Lot 39) Zone 6: Recreation
- Foreshore area (unidentified crown land) – Zone 7: Environmental Protection

The site is not identified as flood prone.

The site contains area of mapped significant native vegetation (SNV) most notably on the foreshore and around the LHI Central School and the LHIB Depot and to the east of the Oval (Lot 39) (Figures 1, 2 and 3)



Figure 1 Location Map

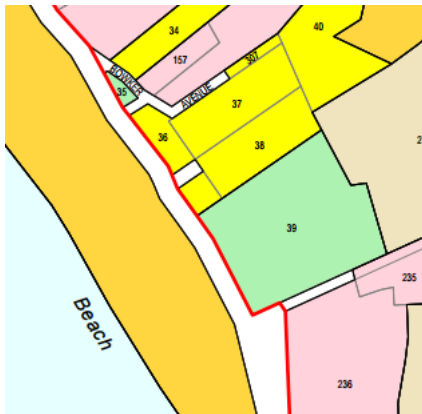


Figure 2 Extract from the LEP 2010



Figure 3 SNV map

## 4.0 Proposed Development

The proposed development is for the installation of a Fuji Clean CE6000 onsite wastewater treatment system to service the needs of the LHIB Depot and Government House, LHI Central School and LHI Bowling Club.

The upgrade will include installation of an irrigation field for treated effluent from the WMS parts of which are located within the SNV zone (see figures 4&5).

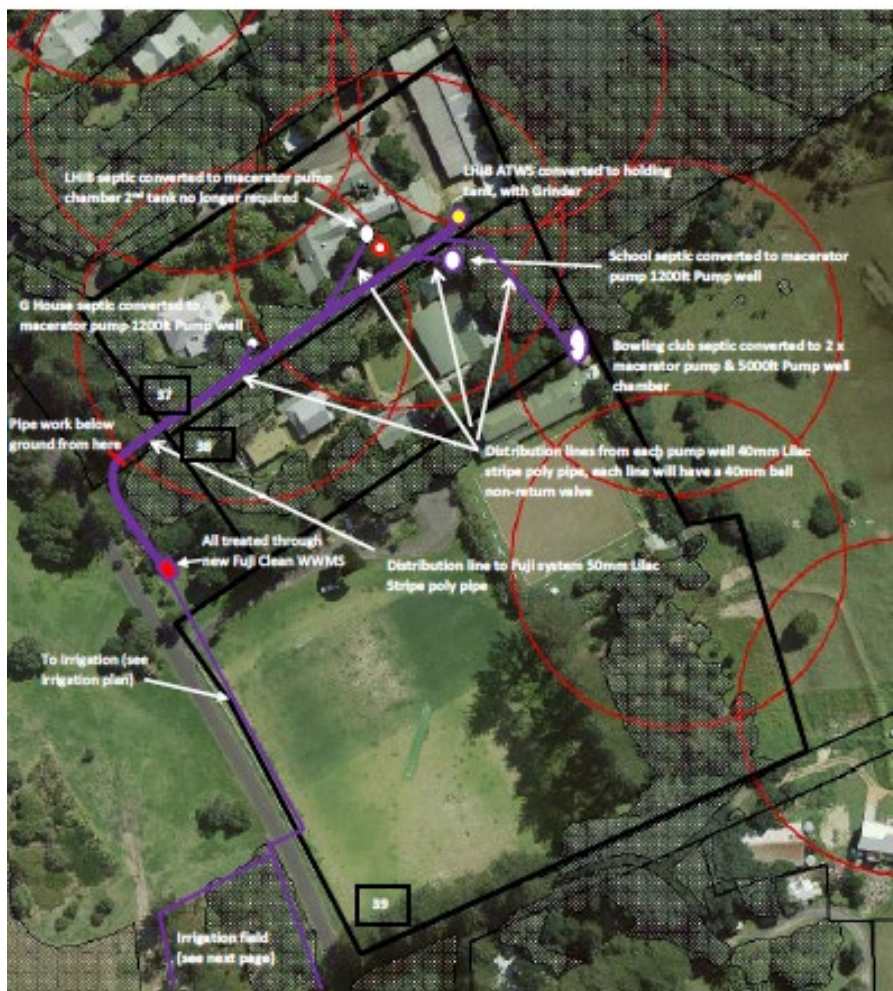


Figure 4 – Works Proposed part 1



Figure 5 – Works Proposed part 1

## 5.0 Referrals

The LHIB has advised that the application was distributed to the relevant internal specialists for review. No objections to the proposal were raised. Table 1 outlines the issues raised by these specialists and the response.

Table 1 Comments received from internal specialists

Specialist	Issue	Comment
Manager Environment World Heritage (Hank Bower)	<p><b>Background</b> The Lord Howe Island Board (LHIB) is in receipt of a Development Application (DA), DA2017 – 18 from the LHIB to install a new waste water treatment system at Lots 37, 38 &amp; 39 DP 757515 and the Foreshore, Lord Howe Island (LHI).</p> <p>The LHIB is required to form a view as to whether there is likely to be a significant effect on any Threatened species, populations or ecological communities, or their habitats from any proposed developments.</p> <p>This review assessed direct and indirect impacts of the proposed development to native vegetation, native fauna and species, populations and ecological communities listed as Threatened under the NSW Threatened Species Conservation (TSC) Act 1996 and the EPBC Act 1999. It also assessed the potential impacts of the proposed</p>	Noted and recommended accordingly

Specialist	Issue	Comment
	<p>development to Significant Native Vegetation (SNV) and modeled LHI <i>Placostylus bivaricosus</i> habitat according to the Lord Howe Island Local Environmental Plan 2010.</p> <p>This review assessed the Statement of Environmental Effects within the Development Application and undertook a 7 part test of significance to determine whether the application would have a significant effect on threatened species.</p> <p>The following terminologies, as defined in the Threatened Species Assessment Guidelines (2007) have been used as they are considered essential to understanding how they apply to the assessment.</p> <p>Subject site: means the area directly affected by the proposal.</p> <p>Study area: means the subject site and any additional areas which are likely to be affected by the proposal, either directly or indirectly. The study area should extend as far as necessary to take all potential impacts into account.</p> <p>Direct impacts: are those that directly affect the habitat and individuals. They include, but are not limited to, death through predation, trampling, poisoning of the animal/plant itself and the removal of suitable habitat. When applying each factor, consideration must be given to all of the likely direct impacts of the proposed activity or development.</p> <p>Indirect impacts: occur when project-related activities affect species, populations or ecological communities in a manner other than direct loss. Indirect impacts can include loss of individuals through starvation, exposure, predation by domestic and/or feral animals, loss of breeding opportunities, loss of shade/shelter, deleterious hydrological changes, increased soil salinity, erosion, inhibition of nitrogen fixation, weed invasion, fertiliser drift, or increased human activity within or directly adjacent to sensitive habitat areas. As with direct impacts, consideration must be given, when applying each factor, to all of the likely indirect impacts of the proposed activity or development.</p> <p><b>Comment</b></p> <p>The proposal is located on various lots with different zoning including Zone No. 2 – Settlement, Zone No. 5 – Special Uses, Zone No. 6 – Recreation and Zone No. 7 Environmental Protection according to the Lord Howe Island Local Environmental Plan 2010.</p> <p>The proposed installation of a new waste water treatment system utilises existing waste water treatment systems (e.g. septic tanks etc) that will be upgraded and interconnected through surface pipes in vegetated areas and then buried piping in cleared land with surface irrigation pipes laid in native bushland located on the foreshore. The surface piping and irrigation is being laid in areas with native vegetation to avoid damage to mapped Significant Native Vegetation (SNV). The proposal will not remove or damage any SNV as it only involves placement of pipes on the surface where there is native bushland present.</p> <p>The vegetation at the Subject site is mapped by Sherringham et al 2016 as community 19 Maulwood – Kentia Palm – Cottonwood - Greybark lowland forest, 17a Greybark – Blackbutt rainforest and Ex Exotic. The vegetation at the Subject site is mapped by Pickard (1983) as vegetation association DaCt <i>Drypetes australasica</i>–<i>Cryptocarya triplinervis</i> (with the canopy more or less intact and the understorey disturbed). The Sherringham et al 2016 mapping is considered accurate.</p> <p>The subject site provides known or potential habitat for at least 6 threatened species being; LHI Gecko <i>Christinus guentheri</i>, LHI Currawong <i>Strepera graculina crissalis</i>, LHI Golden Whistler <i>Pachycephala pectoralis contempta</i>, LHI Silvereeye <i>Zosterops lateralis</i></p>	

Specialist	Issue	Comment
	<p>tephropleura, Lord Howe Woodhen Gallirallus sylvestris and LHI Placostylus bivaricosus.</p> <p>The LHI Currawong, LHI Golden Whistler, LHI Silvereye and LH Woodhen are all widely distributed across the Island and regularly occupy forests and gardens within the settlement. They are commonly found co-habiting with human infrastructure within the settlement area and in the case of the LHI Currawong, LHI Golden Whistler, LHI Silvereye and LH Woodhen will forage and roost around dwellings and associated infrastructure. However, the core habitat resources for all these species is dense native vegetation, which will not be disturbed by this proposal.</p> <p>The LHI Gecko is known to occur throughout the settlement of LHI where it can utilise human made structures and stock piled building materials (e.g. sheets of corrugated iron etc) as sheltering habitat. It can be found within cavities of dwellings that exclude rodents and shelters within cracks and cavities in trees and rocks. It is possible that LHI Gecko could be present within the existing building and could be detected during renovations. Any animals detected during works must be moved to similar habitat structures in the adjacent area (e.g. fallen timber within dense native vegetation, old dwellings/structures) away from the development site.</p> <p>The Subject site includes areas mapped as modelled High Quality Habitat (A) for LHI Placostylus. This mapping is considered accurate where there is intact native vegetation (including the proposed irrigation area). The LHI Placostylus favours forested habitats on calcarenite soils with a dense shaded canopy, continuity with large areas of vegetation and a thick moist leaf layer in which they can burrow during dry times. This habitat is present at the Subject site. LHI Placostylus are heavily impacted by rodent predation and habitat fragmentation with roads and cleared paths being serious impediments to their movement across the landscape.</p> <p>There is limited information on what impact treated effluent has on molluscs, although other areas support active populations of LHI Placostylus which have been subject to surface irrigation of treated effluent for a number of years without noticeable negative impacts. The proposed wastewater treatment system uses chlorine disinfection, which is also used at other sites and appears to not be released at a rate that impacts LHI Placostylus. It is possible that the increased moisture availability provided by treated effluent disposal may be advantageous to the species, particularly during extended dry periods. Retention of leaf litter, retention of a thick edge of native vegetation to restrict ingress of hot and dry winds and implementing a rigorous rodent baiting program are important measures to retain and improve habitat for this species. Should any live animals be detected during installation of the surface irrigation system they should be moved away from the work site into adjacent bushland and placed under dense leaf litter.</p> <p>The temporary disturbance of leaf litter to enable placement of irrigation piping on the ground beneath remnant vegetation will not result in any significant impact to habitat resources for LHI Gecko, LHI Currawong, LHI Golden Whistler, LHI Silvereye, LH Woodhen, and LHI Placostylus.</p> <p>A 7 part test of significance has not been prepared as the proposal will not need to disturb any threatened species habitat as piping in native bushland will be laid across the surface and will not damage or clear any vegetation or habitat resources.</p> <p>The proposal will not result in any significant impacts on any Threatened species, populations or ecological communities, or their habitats providing the following recommendations are implemented</p>	

Specialist	Issue	Comment															
	<p><b>Recommendation</b></p> <p>That the development be approved subject to.</p> <ul style="list-style-type: none"> <li>If any live LHI Gecko or LHI Placostylus are detected during works must be moved to similar habitat structures in the adjacent area (e.g. fallen timber within dense native vegetation, old dwellings/structures) away from the development site so they can escape predation by predators such as LHI Currawong and LH Woodhen.</li> <li>All building materials and building activity are restricted to being stock piled on cleared open areas.</li> <li>During installation of the surface irrigation system all leaf litter and fallen timber being retained on site and if required to be moved be immediately redistributed across the site following completion of installation works.</li> </ul>																
<p>Team Leader, Compliance &amp; Projects (Kate Dignam)</p>	<p>I have assessed the applicant's DA and note the following:</p> <p><b>System Type</b> FujiClean CE6000 (Commercial).</p> <p><b>Disinfection</b> Chlorine</p> <p><b>System Siting</b> The system is sited within the allowed parameters of the LHI On-site Wastewater Management Strategy</p> <ul style="list-style-type: none"> <li>The irrigation field is sited more than 20m from any adjoining residence.</li> <li>The system is sited in an area that is not subject to flooding.</li> <li>The system is not within a well buffer zone or drainage buffer zone.</li> <li>The system will not affect any Heritage items.</li> <li>The irrigation field is further than 35m from permanent water bodies.</li> </ul> <p><b>Significant Native Vegetation (SNV)</b> The irrigation field is sited within an area of mapped SNV. This appears to be the only viable option for this wastewater management system install as</p> <ul style="list-style-type: none"> <li>There is no feasible area within the immediate area that does not contain SNV. Use of a small portion of the oval was considered as an option for the irrigation field but it was felt the oval would be better serviced with a full cover of subsurface irrigation which could be provided from Pinetrees.</li> <li>There is no adjoining private land that is suitable as it either also contains SNV, is in a flood zone or will be utilised by the adjoining leaseholders for their own wastewater management systems.</li> <li>The adjoining Crown land is also mapped as SNV, is in a flood zone, contains trafficked areas or is sealed road.</li> </ul> <p><b>Daily Hydraulic Load</b> The daily hydraulic load of 4,100lt is correct as based on Australian Standard 1547-2012 and the Lord Howe Island On-Site Wastewater Management Strategy. The following table outlines the design load calculations.</p> <table border="1" data-bbox="464 1848 1243 2027"> <thead> <tr> <th>Area</th> <th>Numbers</th> <th>Litres per person</th> <th>Total litres per day</th> <th>Area for Irrigation (m<sup>2</sup>)</th> </tr> </thead> <tbody> <tr> <td>LHI Board Depot</td> <td>40</td> <td>20</td> <td>800</td> <td>322</td> </tr> <tr> <td>Government</td> <td>4 (5EP)</td> <td>120</td> <td>600</td> <td>242</td> </tr> </tbody> </table>	Area	Numbers	Litres per person	Total litres per day	Area for Irrigation (m <sup>2</sup> )	LHI Board Depot	40	20	800	322	Government	4 (5EP)	120	600	242	<p>Noted and recommended accordingly</p>
Area	Numbers	Litres per person	Total litres per day	Area for Irrigation (m <sup>2</sup> )													
LHI Board Depot	40	20	800	322													
Government	4 (5EP)	120	600	242													

Specialist	Issue				Comment
	House				
	School	40	20	800	322
	Bowling Club - bar	20	20	400	161
	B/C - rest. (dinner only)	50	30	1,500	604
	<b>Grand totals</b>			<b>4,100lt</b>	<b>1,651m<sup>2</sup></b>
	<p>Table 1: Daily Hydraulic Load Calculations</p> <p><b>Soil type</b> The soil type classification has been based on an assumption of sand. This is to be confirmed with a soil sample provided to the Board.</p> <p><b>Irrigation Field</b> The sizing of the irrigation field is correct for the daily hydraulic load, soil type and expected output nutrient level for a FujiClean CE6000 system.</p> <ul style="list-style-type: none"> <li>The sizing of the irrigation field may alter if the soil sample reveals a different soil type to the assumed sand.</li> </ul> <p><b>Notes on Installation:</b></p> <p><b>Construction</b></p> <ul style="list-style-type: none"> <li>No excavation to be carried out until the site is inspected by the LHIB Senior Electrical Officer.</li> <li>All irrigation pipe work and fittings must comply with AS 2698 Plastic pipes and fittings for irrigation and rural applications.</li> <li>All plumbing work is to be undertaken by a licensed plumber.</li> <li>Installation of electrical supply to the system is to be carried out by a licensed electrical contractor and a Certificate of Compliance is to be provided to the Board. This certification must be supplied prior to the issuing of a <i>Licence to Operate a Wastewater Management System</i>.</li> </ul> <p><b>Waste Management</b></p> <ul style="list-style-type: none"> <li>All construction waste is to be contained within the site and then be recycled or disposed of at the authorised waste management facility on the Island. This excludes asbestos waste, if any, which is the responsibility of the applicant to remove from the Island. No waste shall be placed in any location or in any manner that would allow it to fall, descend, blow, wash, percolate or otherwise escape from the site.</li> </ul> <p><b>Flood Management</b></p> <ul style="list-style-type: none"> <li>Collection Tanks/Pump Wells for LHIB Depot, LHI Central School and LHI Bowling Club are to be sealed units. These tanks fall within the 1% Annual Exceedance Probability (AEP) flood height as outlined in the Webb McKeown Floodplain Management Study (1999). The 1% AEP = 4.48m AHD.</li> </ul> <p><b>Notices and Inspections requirements</b> As a Construction Certificate is not required as part of this Consent, the following are required as Conditions of this Consent:</p> <ul style="list-style-type: none"> <li>Seven (7) days notice to be given to the LHIB of intention to commence construction/installation.</li> <li>With 48 hours notice given, a pre-commencement and site set out inspection must be undertaken by an LHIB Officer.</li> <li>With 24 hours notice given, an inspection must be undertaken by an LHIB Officer when pipework is laid to a tank(s) and to and throughout any effluent disposal area and prior to backfilling, showing that the effluent or testing water is evenly distributed throughout the irrigation area.</li> <li>With 24 hours notice given, a commissioning inspection must be undertaken by an LHIB Officer to demonstrate that the sewage management system is operating satisfactorily.</li> </ul>				



Specialist	Issue	Comment
	<p><b>Installation and System Performance Requirements</b></p> <ul style="list-style-type: none"> <li>• Quarterly inspection, sampling, testing and service with reporting to the Board as per the LHI On-site Wastewater Management Strategy.</li> <li>• As multiple portions and part of a road reserve will be utilised for the wastewater system and irrigation area, evidence of a Registered Right of Carriageway and Easement for services and maintenance over those parts of the portions and road reserve in use for the wastewater system is required prior to issuing of a <i>Licence to Operate a Wastewater Management System</i>.</li> <li>• Evidence of a Contract or Service Agreement between the applicant and a Lord Howe Island Board accredited Service Agent is required prior to issuing of a <i>Licence to Operate a Wastewater Management System</i>. <ul style="list-style-type: none"> <li>○ Service Reports and test results are to be supplied to the Board on a quarterly basis. System Owners are to ensure their Service Agents provide this data to the Board. Failure to supply reports and tests may result in removal of operating approvals and the issuance of fines to the System Owner in accordance with the Local Government Act regulations.</li> </ul> </li> <li>• Evidence of compliance with any/all conditions imposed by the Board throughout the wastewater installation process is required prior to issuing of a <i>Licence to Operate a Wastewater Management System</i>.</li> </ul>	

## 6.0 Planning Assessment

The following planning assessment has been undertaken for the proposed development taking into account the relevant statutory controls, and other relevant matters as detailed below in this report.

### 6.1 Commonwealth legislation

#### 6.1.1 Environmental Protection and Biodiversity Conservation Act 1999

The *Environment Protection and Biodiversity Conservation Act 1999* (Cth) (EPBC Act) provides for the protection of certain matters of national environmental significance (NES) listed under the Act, which include:

- World Heritage Areas
- National Heritage Places
- Ramsar wetlands of international importance
- Commonwealth listed threatened species and ecological communities
- listed migratory species
- Commonwealth marine areas
- Great Barrier Reef Marine Park
- nuclear actions.

Under the EPBC Act, Commonwealth approval is required from the Minister of Sustainability, Environment, Water, Population and Communities (Minister) for any action that will have or is likely to have a significant impact on a NES, or on the environment of Commonwealth land or on the environment if the action is proposed to be taken by a Commonwealth agency (known as a ‘controlled action’).

A person proposing to take a controlled action must refer the proposal to the Minister for determination. A person proposing to take an action that the person thinks is not a controlled action may refer the proposal to the Minister for the Minister's decision whether or not the action is a controlled action.

Lord Howe Island is a declared World Heritage Property. Section 12 of the EPBC Act 1999 requires approval of actions that involve a significant impact on a declared World Heritage Property.

An Advisory Note has been provided, recommending that the applicant make independent enquiries with the Australian Government's Department of Sustainability, Water, Environment, Population and Communities to confirm whether this Department considers the proposed actions as detailed in this report are likely to have any impact on the heritage values of the:

- World Heritage and National Heritage listed Lord Howe Island Group - ID 105085 and 105694, and
- Register of the National Estate listed Lord Howe Island Group and Marine Environs - ID 201.

## 6.2 NSW legislation

### 6.2.1 Threatened Species Conservation Act 1995

The *Threatened Species Conservation Act 1995 (NSW)* (TSC Act) sets the framework for the listing of threatened species, populations and ecological communities, and key threatening processes in NSW, and the preparation and implementation of recovery plans and threat abatement plans.

The TSC Act also provides the mechanism for applying for and obtaining licences to take actions, which could result in harm to a threatened species, population or ecological community, or their habitat, or damage to critical habitat.

The irrigation field is within mapped SNV. The proposal will not result in the removal or adversely affect any SNV, native or threatened fauna and their habitats, subject to conditions in the recommendation below.

The proposal has been reviewed by the LHI Boards Manager Environment and World Heritage who has confirmed that the proposal is satisfactory subject to conditions outlined in the recommendation below with regards to SNV and any threatened species, populations and ecological communities.

### 6.2.2 NSW Heritage Act 1977

The main objective of the *Heritage Act 1977* (Heritage Act) is to encourage the conservation of the heritage of NSW. Pursuant to Section 91 of the EP&A Act 1979, Section 58 and Section 57(1) of the Heritage Act are triggered by this application.

The Lord Howe Island Group is listed on the State Heritage Register. Section 57 (1) of the Heritage Act requires that all applications to carry out development on Lord Howe Island, be referred to and granted concurrence by the NSW Heritage Office. This provision is overridden however by the operation of Section 57 (2), in the circumstance of the Minister issuing a Heritage Exemption Order.

On 9 January 2015, the NSW Minister for Heritage published an order under section 57(2) of the Heritage Act, providing for an exemption to refer specific activities to the Heritage Division, instead requiring referral of only those applications requiring consent under clause 39 of the LHI LEP 2010. The site does not require consent under clause 39 as it is not a listed heritage item within the LEP 2010. Therefore referral to the NSW Heritage Division of this application is not required.

## 6.3 Local Statutory Plans and Policies

### 6.3.1 Lord Howe Island Local Environmental Plan 2010

The LEP 2010 is the principal environmental planning instrument applying to the proposal.

The following summary table details the various LEP provisions relevant to the subject proposal with assessment and/or comment included as required.

**Table 2 LEP 2010 compliance summary table**

LEP 2010 Clause		Compliance Y/N	Comment
Part 1 Preliminary			
2.	Commencement and Aims of Plan	Y	Each of the aims of the LEP 2010 have been considered in the assessment of this application. The proposed works are considered satisfactory with respect to their environmental impact and disturbance to protected flora and fauna native to the Island, subject to conditions of consent.
3.	Land to which plan applies	Y	The LEP 2010 applies to the subject site which is part of Lord Howe Island, as defined in Section 3 of the Lord Howe Island Act 1953.
6.	Who is the consent authority for this Plan?	Y	The Lord Howe Island Board (LHIB) is the relevant consent authority.
7.	Maps	Y	Noted.
9.	Exempt Development	N/A	The installation of wastewater management system (WMS) for domestic purposes on LHI is listed as exempt development in accordance with the LHI LEP 2010 Amendment No.3, except where it is located on land zoned other than settlement or on land identified as 'Significant Native Vegetation' (SNV) on Sheet 3 of the Map. The subject proposal includes an irrigation area on land within SNV and therefore requires consent.
11.	Matters that must be satisfied before development consent granted	Y	All relevant matters are satisfied. Refer to section 6.3.1.2 below.
Part 2 General Provisions applying in particular zones			
12.	Land Use Zones	Y	The site comprises for more than one zoning and includes land zoned Zone 5 Special Uses, Zone 6 Recreation and Zone 7 Environmental Protection.
15.	Zone 5 Special Uses	Y	The proposal is permissible with development consent of the LHI Board. The proposal is consistent with the objectives of the zone, noting that wastewater treatment is an essential service and that the land is capable of supporting the development subject to the conditions recommended in this report.
16.	Zone 6 Recreation	Y	The proposal is permissible with development consent of the LHI Board. The proposal is consistent with the objectives of the zone, noting the proposal supports the recreational use of the bowling club and will not reduce the area available for either passive or active recreational needs.

LEP 2010 Clause		Compliance Y/N	Comment
			The land is capable of supporting the development subject to the conditions recommended in this report.
17.	Zone 7 Environmental Protection	Y	<p>The proposal is permitted with consent in this zone. The proposal is considered to be 'public utility undertakings' which means those undertakings, carried on by, or on behalf of, the Board for <i>(b) undertakings for the supply of water, hydraulic power, electricity or gas or the provision of sewerage or drainage services.</i></p> <p>The proposal is consistent with the objectives of the zone, noting that wastewater treatment is an essential service and the land is capable of supporting the development in sympathy with the World Heritage values of the natural environment of the Island, subject to the conditions recommended in this report.</p>
Part 3 Special Provisions			
34	Land adjoining Zone 7 and 8	Y	Part of the site is zoned 7 and part of the site adjoining Zone 7 to the west (Foreshore). The proposal will not impact on any existing SNV. The application was referred to the Boards Manager Environment and World Heritage.
Division 4 Miscellaneous			
35.	Foreshore Development	Y	Complies; see below.

39.	Development affecting heritage items	Y	<p>Portion 37 also contains Government House, Bowker Avenue, which is listed as a Heritage Item within Schedule 2 of LHI LEP 2010. Clause 39 therefore has application.</p> <p>The statement of significance for Government House states;</p> <p><i>Government House, Lord Howe Island, has historical significance at a local level as the residence of superintendents and chief executive officers continuously since c1890. It has strong associations with numerous figures important in the administration of the island and also served for a time as the setting for magistrate's hearings. The building is a handsome dwelling in a pleasant landscaped setting, with aesthetic significance at a local level. It is considered that further investigation of the fabric of the building and archival material associated with its design, construction and occupation will lead to better understanding of island life and government administration. The building is representative of residential dwellings built for senior government representatives in NSW in the 19th century.</i></p> <p>Clause 39(2) of the LEP 2010 states that development consent is not required by this clause if:</p> <p><i>(a) in the consent authority's opinion:</i></p> <p><i>(i) the proposed development is of a minor nature or consists of maintenance of the heritage item, and</i></p> <p><i>(ii) the proposed development would not adversely affect the heritage significance of the heritage item, and</i></p> <p>The proposed development, being for a wastewater management system, and associate pipe work is not visible from this listed heritage item or its surrounds. As such, it is considered that the proposed development will have no impact on the heritage significance of the heritage item and its setting.</p> <p>Measures currently in place to conserve the heritage significance of Government House and its setting will not be affected or impacted by the proposed development.</p>
40.	Heritage Assessment	Y	<p>The proposal complies with the criteria established under clause 39(2)(a) therefore no assessment is required under clause 40 of the LEP 2010.</p>
41.	What DA's are required to be advertised?	Y	<p>The application has been formally advertised. No (0) submissions were received.</p>
42.	Requirement for environmental report	N/A	<p>The proposal is not likely to have a significant adverse impact on the environment and therefore an environmental report is not required. Refer to section 5.0 for assessment by the LHI Manager Environment World Heritage.</p>

## Clause 35 – Foreshore development

Clause 35(1) of LHI LEP 2010 prohibits development in the foreshore area unless, in the consent authority's opinion, it meets the requirements listed in Clause 35(2). However, given the proposal is for a waste water management system and is considered a 'public utility undertaking,' the proposal is permitted with consent.

Because each of the Clause 35(2) requirements are followed by an 'and', each of these must be satisfied unless irrelevant to the proposal. These requirements are considered below.

*(a) the proposed development is in the public interest and does not significantly reduce public access to the foreshore, and*

The proposal is not considered to have a detrimental impact on public access to the foreshore.

*(b) the bulk and scale of the proposed development will not detract from the visual amenity of the foreshore area, and*

The proposals impact on the scenic quality of the area, is satisfactory.

*(c) the proposed development addresses any need to restore lost or disturbed plants that are native to the Island, particularly if restoring those plants may enhance visual amenity, and*

Not applicable.

*(d) there is a demonstrated Island community-based, or marine-based, business need for it, and*

The WMS provides for the treatment of wastewater, of which there is a demonstrated need.

*(e) the proposed development will not be adversely affected by, or adversely affect, coastal processes, and*

There would be no change in this regard.

*(f) in the case of proposed development involving the erection of a structure—the purpose of that structure could not practicably be fulfilled by an existing structure, and*

Not applicable.

*(g) in the case of development proposed to be carried out on land that is also within Zone 9 Marine Park—the proposed development is not inconsistent with any advice about the development that is provided to the consent authority by the Marine Parks Authority.*

The proposal does not involve Zone 9 Marine Park land and therefore this is not relevant to the proposal.

It is considered that the proposal satisfies each of the relevant matters above.

### 6.3.1.2 Clause 11 Matters that must be satisfied before development consent granted

Clause 11 provides that the consent authority must not consent to the carrying out of development unless it is satisfied of the following matters (to the extent that they are of relevance to the proposed development):'

**Table 3 Clause 11 Compliance summary table**

CLAUSE 11 REQUIREMENT	COMPLIANCE Y/N	DISCUSSION
a) <i>The proposed development is consistent with the aims of this plan and the objectives of any zone, as set out in the plan, within which the development is proposed to be carried out,</i>	Y	The installation of the WMS and associated pipeline and irrigation field is consistent with the zone objectives.
b) <i>There is an adequate area available for the disposal or treatment of any effluent treatment of any effluent treatment or disposal system and any such system will not have any adverse impact on groundwater quality,</i>	Y	The information provided by the Proponent indicates sufficient area for adequate wastewater treatment. There are no known groundwater bores within the vicinity of the irrigation area.
c) <i>No part of the proposed development:</i> i. <i>will result in any damage to, or removal of, significant native vegetation, or</i> ii. <i>will have a significantly adverse impact on the habitat of any plants, or animals, that are native to the Island,</i>	Y	The irrigation system is located in an area which is mapped as SNV. The proposed development is consistent with the controls and guidelines for WMS and is unlikely to result in the loss or removal of the SNV in which it is located, subject to conditions of consent.
d) <i>Access is, or will be, available to the site of the proposed development and the provision of any such access will not:</i> i. <i>result in any damage to, or the removal of, significant native vegetation, or</i> ii. <i>have a significantly adverse impact on the habitat of any plants, or animals, that are native to the Island,</i>	Y	No change is proposed to the current vehicular access to the various sites. It is noted there is no existing vehicular access to this irrigation field.
e) <i>Any proposed landscaping will provide various species of plants that are native to the Island and common in the locality to enhance any significant native vegetation,</i>	N/A	The proposal does not involve landscaping.
f) <i>The proposed development will not be adversely affected by any landform limitations, including flooding, landslip, unstable soils and steep slopes,</i>	Y	Parts of the site are below 4.48m (AHD) and are considered to fall in the 1% Annual Exceedance Probability (AEP) floor height therefore the Manager of Building and Compliance has required that the collection tanks and pump well for the LHIB Deport, LHI Central School and the LHI Bowling Club be sealed units. The subject site is not considered to be affected by any other known hazard.
g) <i>Adequate services in respect of the proposed development can be provided without significant additional cost to the Board or the community of the Island,</i>	Y	The proposed cluster WMS is considered an efficient way to service the wastewater needs of these public utilities.
h) <i>The appearance of the proposed development (when considered by itself or in conjunction with existing buildings and works) will not have any significantly adverse impact on the locality,</i>	Y	The proposal will not result in a detrimental impact on the visual amenity of the subject site and the locality.
i) <i>The proposed development will not cause any significant overshadowing of adjoining land,</i>	Y	The proposal will not create any shadowing.
j) <i>The proposed development will not cause any significant reduction in the privacy of occupiers of adjoining land</i>	Y	The proposed development does not include any habitable buildings or structures detrimental to neighboring privacy.

### 6.3.2 Lord Howe Island Development Control Plan 2005

The Lord Howe Island Development Control Plan 2005 (DCP 2005) provides detailed guidance for individuals and the community to achieve the aims and strategies of LEP 2010. In particular DCP 2005 relates to the desired characteristics of dwellings and is not highly prescriptive in regards to WMS.

The design of the proposed pipeline and irrigation field for the existing WMS minimises physical intervention to adequately treat and dispose of sewerage and water and is not expected to have any detrimental impacts on the World Heritage values of the Island. The proposal is consistent with all other relevant controls with in the DCP 2005.

### 6.4 Alternative locations and designs options considered for the WMS

The Applicant has advised that the irrigation field is to be sited in an area mapped as Significant Native Vegetation (SNV) as there is no other area suitable on this. The options analysis identifies that consideration was given to utilising a small portion of the oval for subsurface irrigation, however the decision was taken that the oval would be better serviced with a full cover of subsurface irrigation lines which could be provided from Pinetrees. All other areas for possible irrigation fields are trafficked or contain SNV.

Based on the information provided, it is considered that the proposed arrangements represent the most feasible option for the system and location of irrigation on the site.

## 7.0 Environmental Effects

### 7.1 Environmental Planning and Assessment Act 1979

Under the provisions of section 79C(1) of the EP&A Act, in determining a development application, a consent authority is to take into consideration the following matters as are of relevance to the development the subject of the development application.

- (a) *the provisions of:*
  - i. *any environmental planning instrument*
  - ii. *any draft environmental planning instrument that is or had been placed on public exhibition and details of which have been notified to the consent authority, and*
  - iii. *any development control plan*
    - iiia *any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F, and*
  - iv. *any matters prescribed by the regulations that applied to the land to which the development relates*
  - v. *any coastal zone management plan (with the meaning of the Coastal Protection Act 1979)*

(a)(i) The key relevant planning instrument is the LEP 2010. The proposal has been assessed against all the relevant planning instruments (see Section 6.0) and is found to comply.

(a)(ii) No draft environmental planning instruments apply.

(a)(iii) The proposal has been assessed against the LHI DCP in Section 6.3.2 and is found to comply.

(a)(iiia) There are no planning agreements relevant to the application.



(a)(iv) There are no relevant matters prescribed by the regulations.

(a)(v) There are no coastal zone management plans relevant to the application.

(b) *The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts on the locality*

The environmental impacts of the proposal have been considered in Section 7.0. The table below provides further assessment of any likely impacts.

**Table 4 Likely environmental impacts**

Potential Impacts	Proposal
<i>Suitability of the Site</i>	The proposal has been reviewed by the Boards Manager of Environment and World Heritage and Manager of Compliance which concluded that the proposal is satisfactory subject to conditions of consent; including but are not limited to; relocating any LHI Geckos or Placostylus which are found during construction.
<i>Ecological</i>	This assessment has found that subject to condition of consent the proposal will have a satisfactory impact of the SNV in which it is located.
<i>Access, Transport and Traffic</i>	There will be no impact to existing access, transport and traffic from the proposed development
<i>Public Domain, Visual and Streetscape</i>	There will be no change to the existing streetscape.
<i>Flood</i>	Conditions of consent are recommended regarding flooding. The proposed works will not impact flooding.
<i>Heritage</i>	The subject site is not listed as a heritage item.
<i>Views</i>	Public or private views will not be impacted by the works.
<i>Privacy</i>	Privacy will not be impacted by the works.
<i>Open Space</i>	Open space will not be impacted by the proposal.
<i>Social and economic Impact in Locality</i>	There will be no adverse social or economic impact.
<i>Construction</i>	Potential impacts from construction activities will be minimised through the recommended conditions of the consent.

(c) *the suitability of the site for the development*

The site is suitable for the proposed development for all the reasons explored throughout the above table and Section 6.0 of this report.

(d) any submissions made in accordance with this Act or the regulations

No submissions have been received.

(e) *the public interest*

It is considered that the proposal will have no detrimental effect on the public interest, subject to appropriate conditions being proposed.

## 8.0 Conclusion

This application has been assessed with regard to the provisions of Section 79C of the EP&A Act, the LEP 2010 and DCP 2005 and the relevant codes and policies of the Lord Howe Island Board.

The application for the installation of a waste water treatment system and associate pipework and irrigation field to service the wastewater needs of the LHI Board Depot, Government House, LHI Central School and LHI Bowling Club is recommended for approval subject to conditions.

## 9.0 Recommendation (Conditional Approval)

**That Development Application No. DA 2017-14 for the Fuji Clean CE6000 onsite wastewater treatment system to service the needs of the Board Depot, LHI Central School and LHI Bowling Club, (Lots 37, 38, 39, DP 757515) and Foreshore (unidentified Crown Land), Lord Howe Island, be approved subject to the following conditions:**

### 1. Approved Plans and Supporting Documentation

The development is to be carried out in accordance with the plans and documentation provided with DA 2017-14 as listed below and endorsed with the Lord Howe Island Board's stamp, except where amended by other conditions of consent.

- a) Completed Development Application Form prepared by B Monks dated 10 February 2017
- b) Statement of Environmental Effects in the Development Application Form prepared dated 10 February 2017
- c) The following plans
  - Board, Bowling Club Cluster- Proposed Wastewater Management System – Site Plan, undated.
  - Board School Bowlo Cluster Wastewater Irrigation, February 2017;
  - Site for Board School, Bowlo WW Wastewater Plan, dated February 2017.
- d) Option Analysis, Nominated Area Water Balance Calculation, Nutrient Balance; undated.
- e) Letter of Consent from Gregory Foy, Department of Education and Training (06/05/16) and agreement from Lord Howe Island Bowling Club (10/02/17) regarding consent for the proposed joint wastewater management system.

*Reason: To ensure the development is carried out in accordance with the details submitted in the Development Application.*

### 2. Biodiversity

*The following measures are to be undertaken during construction;*

- *If any live LHI Gecko or LHI Placostylus are detected during works they are must be moved to similar habitat structures in the adjacent area (e.g. fallen timber within dense native vegetation, old dwellings/structures) away from the development site so they can escape predation by predators such as LHI Currawong and LH Woodhen.*
- *All building materials and building activity are restricted to being stockpiled on cleared open areas.*

- *During installation of the surface irrigation system all leaf litter and fallen timber being retained on site and if required to be moved be immediately redistributed across the site following completion of installation works.*

*Reason: To ensure the proposal does not have adverse impacts on threatened species.*

### **3. Construction**

- *No excavation to be carried out until the site is inspected by the LHIB Senior Electrical Officer.*
- *All irrigation pipe work and fittings must comply with AS 2698 Plastic pipes and fittings for irrigation and rural applications.*
- *All plumbing work is to be undertaken by a licensed plumber.*
- *Installation of any additional electrical supply required for the system is to be carried out by a licensed electrical contractor.*
- *An Electrical Certificate of Compliance is to be provided to the Board within 10 days of completion of the works. This certification must be supplied prior to the issuing of a Licence to Operate a Wastewater Management System.*

### **4. Waste Management**

- *All construction waste is to be contained within the site and then be recycled or disposed of at the authorised waste management facility on the Island. This excludes asbestos waste, if any, which is the responsibility of the applicant to remove from the Island. No waste shall be placed in any location or in any manner that would allow it to fall, descend, blow, wash, percolate or otherwise escape from the site.*

### **5. Flood Management**

- *Collection Tanks/Pump Wells for LHIB Depot, LHI Central School and LHI Bowling Club are to be sealed units. These tanks fall within the 1% Annual Exceedance Probability (AEP) flood height as outlined in the Webb McKeown Floodplain Management Study (1999). The 1% AEP = 4.48m AHD.*

### **6. Notices and Inspections requirements**

*As a Construction Certificate is not required as part of this Consent, the following are required as Conditions of this Consent:*

- *Seven (7) days notice to be given to the LHIB of intention to commence construction/installation.*
- *With 48 hours notice given, a pre-commencement and site set out inspection must be undertaken by an LHIB Officer.*
- *With 24 hours notice given, an inspection must be undertaken by an LHIB Officer when pipework is laid to a tank(s) and to and throughout any effluent disposal area and prior to backfilling, showing that the effluent or testing water is evenly distributed throughout the irrigation area.*
- *With 24 hours notice given, a commissioning inspection must be undertaken by an LHIB Officer to demonstrate that the wastewater management system is operating satisfactorily.*

### **7. Installation and System Performance Requirements**

- *Evidence of a Contract or Service Agreement between the applicant and a Lord Howe Island Board Accredited Service Agent is required prior to issuing of a Licence to Operate a Wastewater Management System.*
- *Quarterly inspection, sampling, testing and service with reporting to the Board as per the LHI On-site Wastewater Management Strategy.*
- *Service Reports and test results are to be supplied to the Board on a quarterly basis. Leaseholders are to ensure their Service Agents provide this data to the Board. Failure to supply reports and tests may result in removal of operating approvals and the issuance of fines to the Leaseholder in accordance with the Local Government Act regulations.*
- *Evidence of compliance with any/all conditions imposed by the Board throughout the wastewater installation process is required prior to issuing of a Licence to Operate a Wastewater Management System.*

## **8. Site Plan**

*A site plan is to be submitted and approved by the Board prior to commencement, showing excavation areas, site access points, material storage areas, stockpile areas of excavated material, erosion protection measures to be implemented around disturbed areas and temporary fencing to protect the site from public access, including any warning signage.*

*Reason: To minimise any impact of disturbance during the construction period on the visual and environmental quality of Lord Howe Island.*

## **9. Construction Hours**

*To limit the impact of the development on adjoining owners, all construction work shall be restricted to the hours of 7.00am to 6.00pm Monday to Friday and 8.00am to 1.00pm Saturdays. No construction work shall take place on Sundays or Public Holidays.*

*Reason: To limit the potential for any loss of amenity to adjoining owners and/or occupiers associated with the construction of the approved works.*

### **Advice to Applicant:**

#### **Significant Native Vegetation**

Damage to, or removal of Significant Native Vegetation is prohibited, as per Clause 11 of LEP 2010.

#### **Commonwealth Environment Protection and Biodiversity Conservation Act 1999**

The Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) provides that a person must not take an action which has, will have, or is likely to have a significant impact on

*A matter of national environmental significance (NES) matter; or Commonwealth land without an approval from the Commonwealth Environment Minister.*

This application has been assessed in accordance with the New South Wales Environmental Planning & Assessment Act, 1979. The determination of this assessment has not involved any assessment of the application of the Commonwealth legislation.

It is the proponent's responsibility to consult Environment Australia to determine the need or otherwise for Commonwealth approval and you should not construe this grant of consent as notification to you that the Commonwealth EPBC Act does not have application.

The Commonwealth EPBC Act may have application and you should obtain advice about this matter. There are severe penalties for non-compliance with the Commonwealth legislation.

Section 97 of the EP&A Act confers on an applicant who is dissatisfied with the determination of a consent authority a right of appeal to the Land and Environment Court. This right of appeal is only valid for 12 months from the date of the consent. To determine the extent to which the consent is liable to lapse refer to Section 95 of the EP&A Act.

Report prepared by

Endorsed

**Clair Muir**

Date: 1 May 2017

LHI Consultant Town Planner

Penny Holloway

Date: 10 May 2017

Chief Executive Officer

Lord Howe Island Board

# LORD HOWE ISLAND BOARD

## Planning Assessment Report

**Item:** DA 2017-20 – Garage for Boat storage and ancillary office, Lot 337, DP 1000003 Muttonbird Drive, Lord Howe Island

### I.0 Summary Assessment Report

<b>Assessment Officer</b>	Claire Muir – Consultant Planner
<b>Address/Property Description</b>	Lot 337, DP 1000003 Muttonbird Drive, Lord Howe Island (LHI)
<b>Proposal</b>	Garage for boat storage and ancillary office
<b>Development Application No</b>	DA2017-20
<b>Applicant</b>	Dean and Roslyn Hiscox
<b>Owner Consent Granted</b>	Owner consent application number OC 2016-06 was granted on 7 December 2015 and extended.
<b>Estimated Cost of Development</b>	\$198,000.00
<b>Site Inspections</b>	A site inspection has been carried out.
<b>Zone</b>	Zone 2. Proposed development is permissible with the consent of the LHI Board within the zone.
<b>Significant Native Vegetation Map</b>	No Significant Native Vegetation (SNV) will be damaged or removed as part of this application.
<b>Notification</b>	The Development Application was placed on public exhibition between 10 March 2017 and 24 March 2017.
<b>Submissions Received</b>	No (0) submissions were received.

### 2.0 Consent Authority

The development application is for the construction of an ancillary outbuilding for boat storage area and a commercial office space on Lot 337, DP 1000003 Muttonbird Drive, Lord Howe Island.

The LHIB CEO and Chairperson has delegation to grant consent to development applications subject to the following conditions:

- The value of the development must not total \$150,000 or more (as calculated by the LHIB).
- The development application must not relate to the subdivision of land or the erection of new dwellings.
- No more than 3 written submissions received within 14 days of the public exhibition period.

The subject DA proposal does not comply with the above delegations to the CEO, as the cost of works are over \$150,000 and is therefore referred to the Board.

### 3.0 Site Description

The subject site is known as Lot 337, DP 1000003 Muttonbird Drive. It is an irregular shaped block with a site area of approximately 2ha. It is located off Muttonbird Drive, via an access way to the north west corner of the site.

The subject site comprises two dwellings:

- A main house on the eastern side of the site, and
- A house and garage located towards the south western corner of the site (Figure 1).

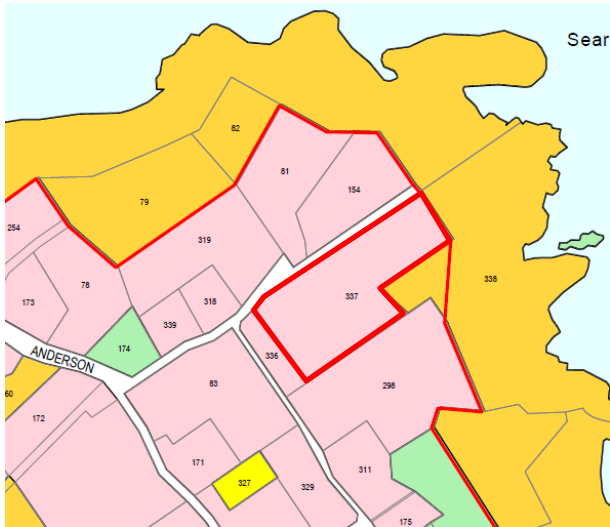
The site also comprises a makeshift vessel storage area made of tarpaulin (Figure 2). The proposed development will replace this temporary structure.

The site is located within Zone 2 – Settlement within the LHI Local Environmental Plan 2010 (LEP 2010). Land immediately surrounding the site is zoned Settlement and Zone 7 – Environmental Protection (Figure 3).

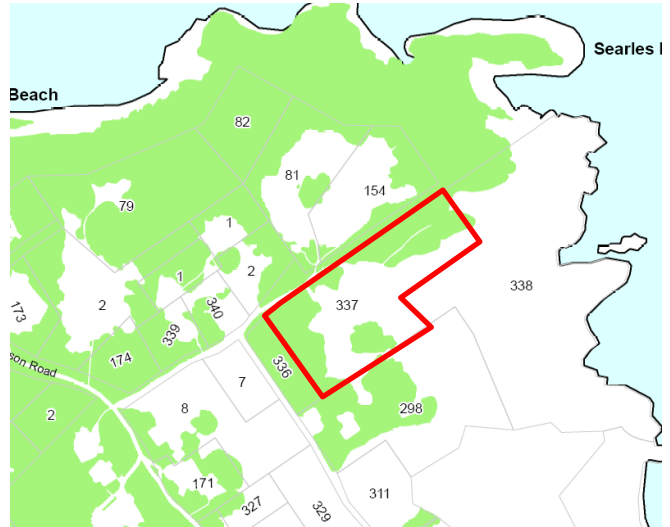
The site contains mapped significant native vegetation (SNV) (Figure 3). The proposed works are not within mapped SNV.



Figure 1 Location Map



**Figure 2 Extract from the LEP 2010 Zoning Map. Area shown in Pink is Zone 2 Settlement**



**Figure 3 SNV map. Subject site outlined in red. Area shown in green is SNV**



**Figure 4 Site photo, Boat storage (Taken 2015)**

## 4.0 Proposed Development

The proposal consists of:

- The proposed development is for a detached outbuilding to be constructed along the central to the northern boundary of the site.
- The structure is to be used as a boat storage and maintenance area and a commercial office space. The structure has a gross floor area of 220m<sup>2</sup>.
- The dimensions of the proposed boat storage shed are shown below.
- The applicant currently runs a business operation requiring the storage of boat and for maintenance purposes.



The original Owners Consent (OC2016-06) stated the use of the proposal would be for a boat garage and staff accommodation. The applicants since altered the use of the ancillary space to commercial use. There are no changes to the form and location of the proposal

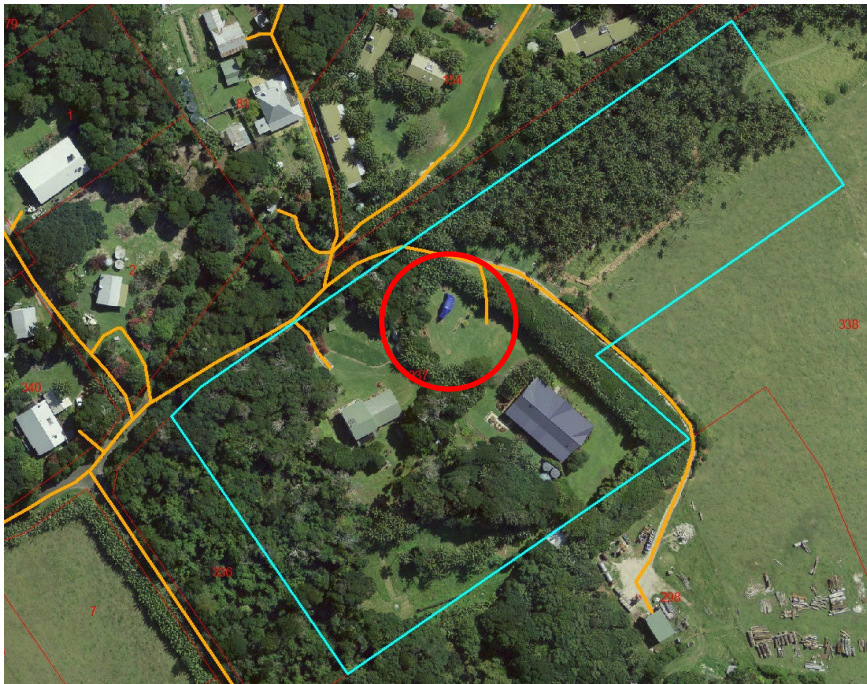


Figure 5 Proposed Site

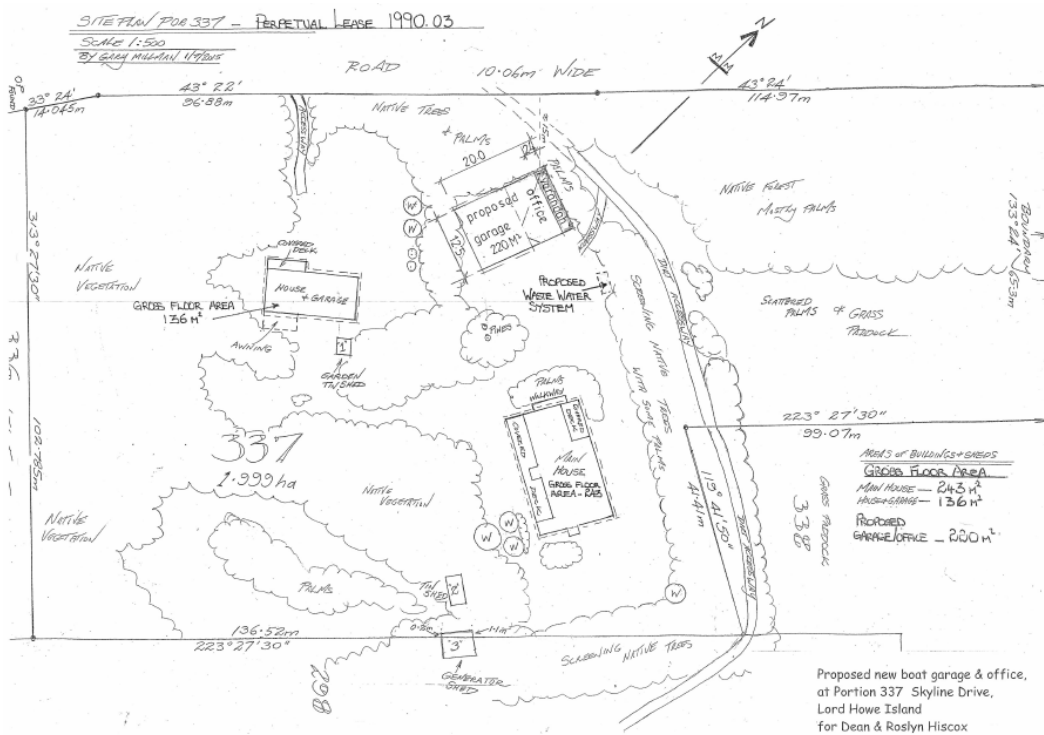


Figure 6 Proposal area

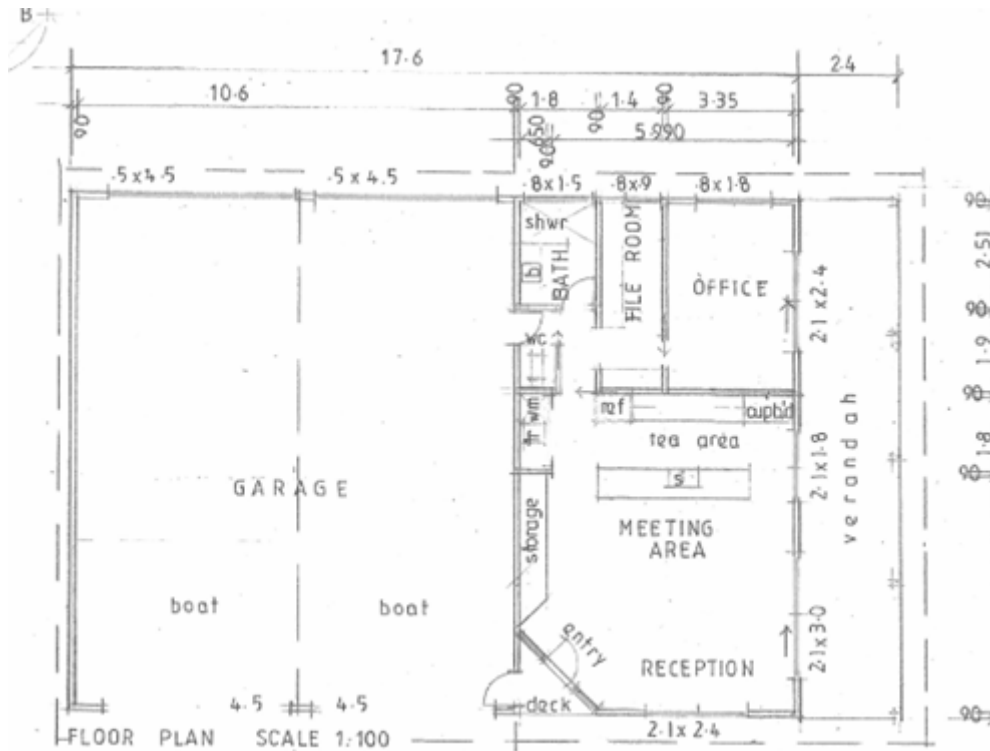


Figure 7 Proposed development

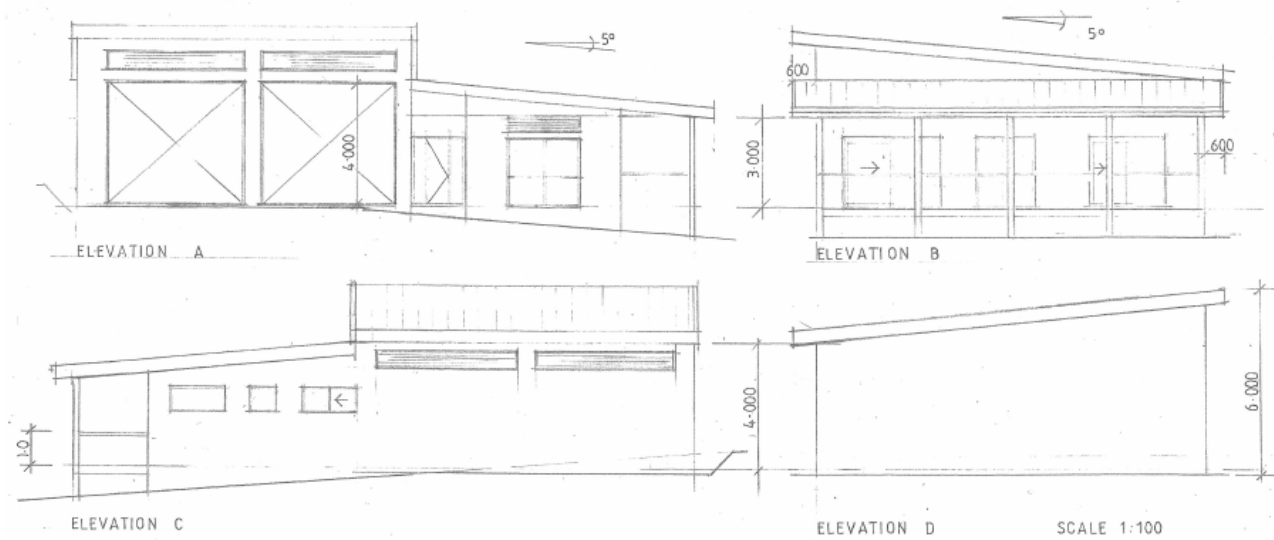


Figure 8 Elevations of proposed development

## 5.0 Referrals

The LHIB has advised that the application was distributed to the relevant internal specialists for review. No objections to the proposal were raised. Table 1 outlines the issues raised by these specialists and the response.

**Table 1 Comments received from internal specialists**

Specialist	Issue	Comment
<p>Manager Environment World Heritage (Hank Bower)</p>	<p><b>Ecological assessment of a proposal to construct a garage and office at Lot 337 DP 11000003, Lord Howe Island.</b></p> <p><b>Background</b>                      The Lord Howe Island Board (LHIB) is in receipt of a Development Application (DA), DA2017 – 20 from Mr Dean and Mrs Roslyn Hiscox to construct a garage and office at Lot 337 DP 11000003, Lord Howe Island (LHI).</p> <p>The LHIB is required to form a view as to whether there is likely to be a significant effect on any Threatened species, populations or ecological communities, or their habitats from any proposed developments.</p> <p>This review assessed direct and indirect impacts of the proposed development to native vegetation, native fauna and species, populations and ecological communities listed as Threatened under the NSW <i>Threatened Species Conservation (TSC) Act</i> 1996 and the <i>EPBC Act</i> 1999. It also assessed the potential impacts of the proposed development to Significant Native Vegetation (SNV) and modeled LHI <i>Placostylus</i> habitat according to the Lord Howe Island Local Environmental Plan 2010.</p> <p>This review assessed the Statement of Environmental Effects within the Development Application. The DA did not provide a 7 part test of significance to determine whether the application would have a significant effect on threatened species. The proposal will not impact on native vegetation, native fauna and species, populations and ecological communities listed as Threatened under the NSW <i>Threatened Species Conservation (TSC) Act</i> 1996 and the <i>EPBC Act</i> 1999.</p> <p>The following terminologies, as defined in the Threatened Species Assessment Guidelines (2007) have been used as they are considered essential to understanding how they apply to the assessment.</p> <p><b>Subject site:</b> means the area directly affected by the proposal.</p> <p><b>Study area:</b> means the subject site and any additional areas which are likely to be affected by the proposal, either directly or indirectly. The study area should extend as far as necessary to take all potential impacts into account.</p> <p><b>Direct impacts:</b> are those that directly affect the habitat and individuals. They include, but are not limited to, death through predation, trampling, poisoning of the animal/plant itself and the removal of suitable habitat. When applying each factor, consideration must be given to all of the likely direct impacts of the proposed activity or development.</p> <p><b>Indirect impacts:</b> occur when project-related activities affect species, populations or ecological communities in a manner other than direct loss. Indirect impacts can include loss of individuals through starvation, exposure, predation by domestic and/or feral animals, loss of breeding opportunities, loss of shade/shelter, deleterious hydrological changes, increased soil salinity, erosion, inhibition of nitrogen fixation, weed invasion, fertiliser drift, or increased human activity within or directly adjacent to sensitive habitat areas. As with direct impacts, consideration must be given, when applying each factor, to all of the likely indirect impacts of the proposed activity or development.</p> <p><b>Comment</b>                      The property is zoned Zone No. 2 – Settlement according to the Lord Howe Island Local Environmental Plan 2010. The objectives of this</p>	<p>Noted and recommended accordingly</p>

Specialist	Issue	Comment
	<p>zone are: to provide opportunities for limited residential and commercial development. The proposal is consistent with these objectives.</p> <p>The proposal will not require the removal of any native vegetation as it is located within an existing development footprint. Subsequently, the proposal will not result in the removal or damage of any Significant Native Vegetation (SNV).</p> <p>The proposal will not result in any significant impacts on any Threatened species, populations or ecological communities, or their habitats, providing all construction works are undertaken outside of the breeding season for Flesh-footed Shearwater <i>Ardenna carneipes</i>. A 7 part test of significance has not been prepared as the area to be disturbed is open mowed lawn and does not constitute suitable habitat for any of the listed species.</p> <p><b>Recommendation</b> That the development be approved subject to all construction works being undertaken outside of the breeding season for Flesh-footed Shearwater.</p>	
<p>Team Leader, Compliance &amp; Projects (Kate Dignam)</p>	<p>I have assessed the applicant's DA and note the following:</p> <ul style="list-style-type: none"> <li>• All construction work is to be carried out and completed in accordance with the National Construction Code (NCC)/Building Code of Australia (BCA).</li> <li>• Ensure Construction Certificate Plans are the same as the approved Development Application Plans.</li> <li>• Prior to the issuing of a Construction Certificate the applicant is to provide <b>detailed structural engineering plans</b> for the new building. The structural plans are to address compliance with construction in Wind Zone A, and are to be certified by an appropriately qualified Structural Engineer in accordance with AS1170.2.</li> </ul> <p><b>Access for People with a Disability</b></p> <ul style="list-style-type: none"> <li>• Access for people with a disability is to be provided to and within all areas of the garage/office building normally used by the occupants as per NCC/BCA requirements.</li> <li>• The applicant is to ensure NCC/BCA compliance in regard to doorway widths, access ramp gradients and facilities for personal hygiene.</li> </ul> <p><b>Fire Safety</b></p> <ul style="list-style-type: none"> <li>• Prior to the applicant applying for a Construction Certificate, the Board will provide the applicant with a Fire Safety Schedule specifying the fire safety measures to be implemented throughout the Garage/Office building. The applicant is to ensure that any fire detection and early warning requirements and fire-fighting equipment detailed in the Fire Safety Schedule is installed.</li> <li>• Prior to the issue of the Occupancy Certificate the applicant must submit to the Board a Fire Safety Certificate which certifies that each of the specified fire safety measures listed in the Fire Safety Schedule have been installed and that those measures are capable of operating to the performance standard listed.</li> <li>• The applicant is to ensure that an Annual Fire Safety Statement for the Garage/Office building is supplied to the Board as a record of the functionality and ongoing maintenance of any fire safety measures installed. The Annual Fire Safety Statement is to address those measures listed in the Fire Safety Schedule.</li> <li>• The applicant is encouraged to install 38mm 'Storz' fittings to existing and new water tanks to enhance the Rural Fire Service firefighting capabilities should there ever be a need for</li> </ul>	<p>Noted and recommended accordingly</p>

Specialist	Issue	Comment
	<p>firefighting for the Garage/Office building.</p> <p><b>Flood Management</b></p> <ul style="list-style-type: none"> <li>No relevant matters.</li> </ul> <p><b>Wastewater</b></p> <ul style="list-style-type: none"> <li>The applicant is to show the means of wastewater disposal for the new garage/office building. It is noted that this application proposes the future installation of a wastewater treatment system to comply with the LHI On-Site Wastewater Management Strategy (OWMS) but this does not address the means of wastewater disposal for the garage/office building until such time as the new system is installed.</li> <li>The applicant should be advised that the deadline for the conversion/upgrade of a High Risk Treatment System (Septic) to NSW Health and LHI OWMS compliant wastewater treatment system was 30 April 2016. The deadline for the conversion/upgrade of a Medium Risk Treatment System (AWTS) to NSW Health and LHI OWMS compliant wastewater treatment system is 31 October 2017.</li> </ul> <p><b>Water</b></p> <ul style="list-style-type: none"> <li>All plumbing work, including any connections to a wastewater system, is to be undertaken by a licensed plumber.</li> <li>All waterproofing of wet areas such as bathrooms and sanitary facilities and the like are to be certified by an appropriate person and certification is to be provided with an application for Occupancy Certificate.</li> <li>Applicant to ensure stormwater from the garage/office roof is diverted to the rainwater tank as outlined in the application plans. The method of management of this stormwater is to be shown on the construction drawings.</li> </ul> <p><b>Waste Management</b></p> <ul style="list-style-type: none"> <li>Any waste generated from the proposed development is to be contained within the site and then be recycled or disposed of at the authorised waste management facility on the Island. This excludes asbestos waste, if any, which is the responsibility of the applicant to remove from the Island.</li> <li>No waste shall be placed in any location or in any manner that would allow it to fall, descend, blow, wash, percolate or otherwise escape from the site.</li> <li>Waste disposal fees will be charged in accordance with the Lord Howe Island Board's schedule of fees and charges.</li> </ul> <p><b>Construction</b></p> <ul style="list-style-type: none"> <li>Any electrical work must be carried out by a licensed electrician and an Electrical Compliance Certificate issued with, or before, the application for Occupancy Certificate for the building additions and alterations.</li> <li>All works are to be undertaken in accordance with approved Construction Certificate documentation.</li> <li>Pre-Commencement meeting to be arranged with the Owner, Builder and Board Personnel prior to any work commencing on site.</li> </ul> <p><b>Inspections</b></p> <ul style="list-style-type: none"> <li>For Building Class 5 and 8 the Principal Certifying Authority (PCA) will require the following mandatory inspections to be undertaken during development works: <ul style="list-style-type: none"> <li>a) Pre-commencement and site set-out</li> <li>b) Storm-water connections</li> <li>c) Final Inspection after the building work has been completed and prior to any Occupation Certificate being issued in relation to the building.</li> </ul> </li> </ul>	

Specialist	Issue	Comment

## 6.0 Planning Assessment

The following planning assessment has been undertaken for the proposed development taking into account the relevant statutory controls, and other relevant matters as detailed below in this report.

### 6.1 Commonwealth legislation

#### 6.1.1 Environmental Protection and Biodiversity Conservation Act 1999

The *Environment Protection and Biodiversity Conservation Act 1999* (Cth) (EPBC Act) provides for the protection of certain matters of national environmental significance (NES) listed under the Act, which include:

- World Heritage Areas
- National Heritage Places
- Ramsar wetlands of international importance
- Commonwealth listed threatened species and ecological communities
- listed migratory species
- Commonwealth marine areas
- Great Barrier Reef Marine Park
- nuclear actions.

Under the EPBC Act, Commonwealth approval is required from the Minister of Sustainability, Environment, Water, Population and Communities (Minister) for any action that will have or is likely to have a significant impact on a NES, or on the environment of Commonwealth land or on the environment if the action is proposed to be taken by a Commonwealth agency (known as a 'controlled action').

A person proposing to take a controlled action must refer the proposal to the Minister for determination. A person proposing to take an action that the person thinks is not a controlled action may refer the proposal to the Minister for the Minister's decision whether or not the action is a controlled action.

Lord Howe Island is a declared World Heritage Property. Section 12 of the EPBC Act 1999 requires approval of actions that involve a significant impact on a declared World Heritage Property.

An Advisory Note has been provided, recommending that the applicant make independent enquiries with the Australian Government's Department of Sustainability, Water, Environment, Population and Communities to confirm whether this Department considers the proposed actions as detailed in this report are likely to have any impact on the heritage values of the:

- World Heritage and National Heritage listed Lord Howe Island Group - ID 105085 and 105694, and
- Register of the National Estate listed Lord Howe Island Group and Marine Environs - ID 201.

## 6.2 NSW legislation

### 6.2.1 Threatened Species Conservation Act 1995

The *Threatened Species Conservation Act 1995 (NSW)* (TSC Act) sets the framework for the listing of threatened species, populations and ecological communities, and key threatening processes in NSW, and the preparation and implementation of recovery plans and threat abatement plans.

The TSC Act also provides the mechanism for applying for and obtaining licences to take actions, which could result in harm to a threatened species, population or ecological community, or their habitat, or damage to critical habitat.

The site contains mapped SNV; however the proposed works are outside of these areas. The proposal will not result in the removal of any SNV or result in a significant effect for any threatened species, populations or ecological communities, or their habitats. Conditions have been included to reduce impacts of the development.

### 6.2.2 NSW Heritage Act 1977

The main objective of the *Heritage Act 1977* (Heritage Act) is to encourage the conservation of the heritage of NSW. Pursuant to Section 91 of the EP&A Act 1979, Section 58 and Section 57(1) of the Heritage Act are triggered by this application.

The Lord Howe Island Group is listed on the State Heritage Register. Section 57 (1) of the Heritage Act requires that all applications to carry out development on Lord Howe Island, be referred to and granted concurrence by the NSW Heritage Office. This provision is overridden however by the operation of Section 57 (2), in the circumstance of the Minister issuing a Heritage Exemption Order.

On 9 January 2015, the NSW Minister for Heritage published an order under section 57(2) of the Heritage Act, providing for an exemption to refer specific activities to the Heritage Division, instead requiring referral of only those applications requiring consent under clause 39 of the LHI LEP 2010. The site does not require consent under clause 39 as it is not a listed heritage item within the LEP 2010. Therefore referral to the NSW Heritage Division of this application is not required.

## 6.3 Local Statutory Plans and Policies

### 6.3.1 Lord Howe Island Local Environmental Plan 2010

The LEP 2010 is the principal environmental planning instrument applying to the proposal.

The following summary table details the various LEP provisions relevant to the subject proposal with assessment and/or comment included as required.

Table 2 LEP 2010 compliance summary table

LEP 2010 Clause		Compliance Y/N	Comment
Part 1 Preliminary			
2.	Commencement and Aims of Plan	Y	Each of the aims of the LEP 2010 has been considered in the assessment of this application. The proposal is consistent with the aims of the LEP 2010 in that the proposed works do not result in a detrimental environmental impact or disturbance to protected flora and fauna native to the Island.

LEP 2010 Clause		Compliance Y/N	Comment
3.	Land to which plan applies	Y	The LEP 2010 applies to the subject site which is part of Lord Howe Island, as defined in Section 3 of the <i>Lord Howe Island Act 1953</i> .
6.	Who is the consent authority for this Plan?	Y	The Lord Howe Island Board (LHIB) is the relevant consent authority.
11.	Matters that must be satisfied before development consent granted	Y	All relevant matters are satisfied. Refer to section 6.3.1.2 below.
Part 2 General Provisions applying in particular zones			
12.	Land Use Zones	Y	The land is zoned 2 Settlement
14.	Zone 2	Y	The proposed development is defined as ancillary to a dwelling house and existing commercial use and is permissible with consent of Board. The land is capable of supporting the proposed development and is suitable in terms of the land's physical constraints. The proposal is consistent with the objectives of the zone.
Part 3 Special Provisions			
Division 1 Provisions for particular kinds of development			
22.	Tourist accommodation, staff accommodation and commercial premises	Y	Complies – see below.
29.	Maximum Height of building	Y	The proposed maximum building height is 6m, which complies with the 7.5m maximum height of building.
Division 2 Provisions that apply to particular land			
32.	Setbacks of buildings in Zone 1, 2 or 5	Y	The proposed setbacks comply with the requirements of Clause 32; as the building is more than 10m setback from the road and 5m setback from other boundaries.
33.	Landscaping to be carried out in Zone 2	Y	The landscaped character will not be adversely affected by the proposed development. The proposal is consistent with the landscaped character and dispersed patterns of housing The subject site is a large lot with expansive vegetation and limited site coverage and will not be a prominent addition to the site.
Division 4 Miscellaneous			
41.	What DA's are required to be advertised?	Y	The application has been formally advertised. No (0) submissions have been received.
42.	Requirement for environmental report	NA	The proposal is not likely to have a significant adverse impact on the environment and therefore an environmental report is not required.

### Clause 22 – Tourist accommodation, staff accommodation and commercial premises

The proposal relates maintenance and storage of commercial vessels and office space to support the applicant's existing business operations, Lord Howe Environmental Tours. As a result clause 22 of the LHI LRP 2010 applies.



Subclause 1 of Clause 22 provides that the consent authority must not consent to the erection, enlargement or extension of any building comprising, or ancillary to, tourist accommodation, staff accommodation or commercial premises on an allotment unless:

(1)(a) *the total area of the allotment occupied by any existing or proposed buildings comprising, or ancillary to, the accommodation or premises is no more than 15 percent of the balance of the area of the allotment remaining after the minimum dwelling area is deducted from the total area of the allotment, and*

Comment: Complies. 15% of remaining site area (14,999sqm) is 2249sqm once 5,000m<sup>2</sup> is deducted for the two (2) existing dwellings from the site area of 19,999sqm.

The 250m<sup>2</sup> (1.7%) of commercial floor area is proposed which is less than the maximum allowable 15% site coverage for combined commercial, staff and tourist uses on site.

(1)(b) *it is proposed that at least 50 percent of the total area of the allotment be comprised of landscaped areas and that various species of plants that are native to the Island and common to the locality be retained or planted on at least 35 percent of the total area of the allotment, and*

Comment: Complies. The site coverage for the existing and proposed structures is calculated at approximately 4%. As demonstrated on the SNV map it is considered that the subject site meets the 35% requirement for native landscaping.

(1)(c) *the proposed development is carried out on a part of the allotment that does not have any significant native vegetation, and*

Comment: Complies. The proposed works are not within the area of mapped SNV.

(1)(d) *the consent authority is satisfied that there is a demonstrated business need for the development.*

Comment: Lord Howe Environmental Tours is an existing business conducted by the Leaseholder.

(2) *Subclause (1) does not apply to the rebuilding of any part of a building that comprises, or is ancillary to, tourist accommodation, staff accommodation or commercial premises.*

Comment: Not Applicable. The proposal is a new construction.

(3) *The consent authority must not consent to development for the purposes of staff accommodation that is ancillary to tourist accommodation unless the land on which the development is proposed to be carried out is the subject of the same lease as the tourist accommodation.*

Comment: Not applicable. The Applicant has deleted the staff accommodation component of this application.

(4) *The consent authority must not consent to development for the purposes of tourist accommodation unless it is satisfied that the total number of persons permitted to be accommodated in all forms of tourist accommodation on the Island will be no more than 400 persons (excluding those under the age of 5 years) at any time.*

Comment: Not applicable. No tourist accommodation forms part of this application.

The proposal is therefore satisfactory with respect to clause 22 of the LEP 2010.

### 6.3.1.2 Clause 11 Matters that must be satisfied before development consent granted

Clause 11 provides that the consent authority must not consent to the carrying out of development unless it is satisfied of the following matters (to the extent that they are of relevance to the proposed development):'

**Table 3 Clause 11 Compliance summary table**

CLAUSE 11 REQUIREMENT	COMPLIANCE Y/N	DISCUSSION
a) <i>The proposed development is consistent with the aims of this plan and the objectives of any zone, as set out in the plan, within which the development is proposed to be carried out,</i>	Y	The subject site is zoned 2 – Settlement under LEP 2010. The proposed development is considered to meet the objectives of the zone.
b) <i>There is an adequate area available for the disposal or treatment of any effluent treatment of any effluent treatment or disposal system and any such system will not have any adverse impact on groundwater quality,</i>	Y	The proposal has been reviewed by the Board and no objections have been raised at this stage The proposal does not in any way conflict with the wastewater management of the site
c) <i>No part of the proposed development:</i> i. <i>will result in any damage to, or removal of, significant native vegetation, or</i> ii. <i>will have a significantly adverse impact on the habitat of any plants, or animals, that are native to the Island,</i>	Y	Part of the site is mapped as SNV on the LEP map. The proposed building will not be situated on SNV land and will therefore not necessitate the removal of SNV.
d) <i>Access is, or will be, available to the site of the proposed development and the provision of any such access will not:</i> i. <i>result in any damage to, or the removal of, significant native vegetation, or</i> ii. <i>have a significantly adverse impact on the habitat of any plants, or animals, that are native to the Island,</i>	N/A	No change to the current vehicular access arrangements is proposed. The boat storage facility will be accessed from the existing main driveway from Muttonbird Drive
e) <i>Any proposed landscaping will provide various species of plants that are native to the Island and common in the locality to enhance any significant native vegetation,</i>	Y	The proposal does not involve landscaping.
f) <i>The proposed development will not be adversely affected by any landform limitations, including flooding, landslip, unstable soils and steep slopes,</i>	Y	The subject site is not flood prone or subject to other landform limitations.
g) <i>Adequate services in respect of the proposed development can be provided without significant additional cost to the Board or the community of the Island,</i>	Y	No additional infrastructure services are required as part of this proposal
h) <i>The appearance of the proposed development (when considered by itself or in conjunction with existing buildings and works) will not have any significantly adverse impact on the locality,</i>	Y	The proposal will not result in a detrimental impact on the visual amenity of the subject site and the locality. The proposed materials and finishes are considered satisfactory. The location of the proposal is screened from public domain of Muttonbird Drive and Anderson Road, due to extensive existing plantings on the and will have a very limited visual impact.
i) <i>The proposed development will not cause any significant overshadowing of adjoining land,</i>	Y	Shadow diagrams have not been provided as part of this assessment; however given the large site area and substantial setbacks to adjoining properties, the proposal is satisfactory with respect to overshadowing.
j) <i>The proposed development will not cause any significant reduction in the privacy of occupiers of adjoining land</i>	Y	The proposal is satisfactory with respect to privacy. The proposal is sufficiently setback from neighboring properties not

CLAUSE 11 REQUIREMENT	COMPLIANCE Y/N	DISCUSSION
		adversely affect neighbouring visual or acoustic privacy concerns.

### 6.3.2 Lord Howe Island Development Control Plan 2005

The Lord Howe Island Development Control Plan 2005 (DCP 2005) applies to the subject site and an assessment of the provisions of the DCP relevant to the subject proposal is included in the following table.

**Table 4 DCP Compliance summary table**

LHI DCP 2005 Clause	Compliance Y/N	Comment
Part 1 Introduction		
1.2	Y	The proposed development complies with the design objectives promote design solutions, protect the environment and encourage sustainability.
1.4	Y	This DCP applies to the subject site.
Part 2 Design Principles		
2.2	Y	The proposal is satisfactory with respect to the objectives of the LHI DCP 2005. The proposal is consistent with height, bulk and scale and material restrictions.
2.3	Y	The proposal is satisfactory with respect to design context. The proposed building has been designed to sit comfortably within the existing natural and built environment.
2.4	Y	The proposal is satisfactory with respect to bulk and scale. The boat storage shed and office space has been designed to be low scale and complies with the required site coverage, height and boundary setbacks.
2.5	Y	Proposed new building forms are acceptable. The resultant built form is considered satisfactory The new building is consistent with the dispersed structures and roof design of the desired future character.
2.6	Y	The materials and finishes noted in the submission; <ul style="list-style-type: none"> <li>• Steel deck roofing (surf mist)</li> <li>• Shadowclad wall cladding (deep ocean)</li> <li>• Aluminium opening (ocean deep).</li> </ul> The materials and finishes are considered satisfactory resulting in satisfactory visual amenity.
2.8	N/A	No landscaping is proposed
2.9	Y	The existing site access and parking is satisfactory.
3.2	Y	The proposal is consistent with all relevant objectives and controls as demonstrated throughout this report.

## 7.0 Environmental Effects

## 7.1 Environmental Planning and Assessment Act 1979

Under the provisions of section 79C(1) of the EP&A Act, in determining a development application, a consent authority is to take into consideration the following matters as are of relevance to the development the subject of the development application.

- (a) *the provisions of:*
- i. *any environmental planning instrument*
  - ii. *any draft environmental planning instrument that is or had been placed on public exhibition and details of which have been notified to the consent authority, and*
  - iii. *any development control plan*
    - iiia *any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F, and*
  - iv. *any matters prescribed by the regulations that applied to the land to which the development relates*
  - v. *any coastal zone management plan (with the meaning of the Coastal Protection Act 1979)*

(a)(i) The key relevant planning instrument is the LEP 2010. The proposal has been assessed against all the relevant planning instruments (see Section 7.0) and is found to comply.

(a)(ii) No draft environmental planning instruments apply.

(a)(iii) The proposal has been assessed against the LHI DCP in Section 6.3.2 and is found to comply.

(a)(iiia) There are no planning agreements relevant to the application.

(a)(iv) There are no relevant matters prescribed by the regulations.

(a)(v) There are no coastal zone management plans relevant to the application.

- (b) *The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts on the locality*

The environmental impacts of the proposal have been considered in Section 7.0. The table below provides further assessment of any likely impacts.

**Table 5 Likely environmental impacts**

Potential Impacts	Proposal
<i>Access, Transport and Traffic</i>	There will be no impact to access, transport and traffic. The proposal creates an storage shed for boats which are currently stored onsite when not in use.
<i>Public Domain, Visual and Streetscape</i>	Due to substantial degree of SNV which creates a visual buffer between the proposal from the public domain of Muttonbird Drive and Anderson Road it will have a limited visual impact
<i>Ecological</i>	No SNV will be affect by the proposal.
<i>Flood</i>	The proposed works will not impact flooding. The site is not identified as flood prone.
<i>Heritage</i>	The subject site is not listed as a heritage item.
<i>Views</i>	Public or Private views will detrimentally impacted by the works.
<i>Privacy</i>	Privacy will not be adversely impacted by the works.

Potential Impacts	Proposal
Open Space	Open space, existing or proposed will not be impacted by the proposal.
Social and economic Impact in Locality	There will be no adverse social or economic impact.
Construction	Potential impacts from construction activities will be minimised through the recommended conditions of the consent.

(c) *the suitability of the site for the development*

The site is suitable for the proposed development for all the reasons explored throughout the above table and Section 7.0 of this report.

(d) any submissions made in accordance with this Act or the regulations

The application was notified and no formal submissions were received.

(e) *the public interest*

It is considered that the proposal will have no detrimental effect on the public interest, subject to appropriate conditions being proposed.

## 8.0 Conclusion

This application has been assessed with regard to the provisions of Section 79C of the EP&A Act, the LEP 2010 and DCP 2005 and the relevant codes and policies of the Lord Howe Island Board.

The application for garage for boat storage and ancillary office is recommended for approval subject to the application of a number of standard conditions.

## 9.0 Recommendation (Conditional Approval)

**That the Board APPROVE Development Application No. DA 2017-20 for boat storage and ancillary office at Lot 337 Muttonbid Drive, Lord Howe Island, subject to the following conditions:**

### 1. Approved Plans and Supporting Documentation

The development is to be carried out in accordance with the plans and documentation provided with DA 2017-20 as listed below and endorsed with the Lord Howe Island Board's stamp, except where amended by other conditions of consent.

- a) Completed Development Application Form prepared by D & R Hiscox 5 March 2017
- b) Statement of Environmental Effects in the Development Application Form prepared by D & R Hiscox and dated 5 March 2017
- c) The following plans

Drawing No.	Date	Drawn By
Plan of Subdivision of Lots 296 and 297 DP 48454 Creating Lots 336, 337 & 338	26 March 2016	Peter Robert Ragen
Proposed Boat Shed Site Plan	Undated	Not Stated
Site Plan – Perpetual Lease	1 June 2015	Gary Millman

Drawing No.	Date	Drawn By
Architectural Plan Sheet 1, 2 of 2	February 2017	Not Stated
Certificate of Compliance – Design	20 February 2017	L A Kroenert
Drg No 01, 02, 03, 04, 05, 06, 07, 08	8 February 2017	Les Kroenert & Associates Pty Ltd

*Reason: To ensure the development is carried out in accordance with the details submitted in the Development Application.*

### 1. Construction Certificate

- All construction work is to be carried out and completed in accordance with the National Construction Code (NCC)/Building Code of Australia (BCA).
- Ensure Construction Certificate Plans are the same as the approved Development Application Plans including the certified engineering plans accompanying the Development Application.
- Ensure Construction Certificate Plans are the same as the approved Development Application Plans.
- Prior to the issuing of a Construction Certificate the applicant is to provide **detailed structural engineering plans** for the extensions. The structural plans are to address compliance with construction in Wind Zone A, and are to be certified by an appropriately qualified Structural Engineer in accordance with AS1170.2.

*Reason: To ensure construction is undertaken in accordance with requirements.*

### 2. Ecology and Habitat

- If any live LHI Gecko or LHI Pacostylus are found during works they must be moved away from the development site.
- All building materials and building activity is to be restricted to being stock piled on cleared open areas.
- All construction works shall be undertaken outside of the breeding season for Flesh-footed Shearwater

*Reason: To ensure ecological communities are not adversely impacted by the development.*

### 3. Access for People with a Disability

- Access for people with a disability is to be provided to and within all areas of the garage/office building normally used by the occupants as per NCC/BCA requirements.
- The applicant is to ensure NCC/BCA compliance in regard to doorway widths, access ramp gradients and facilities for personal hygiene.

### 4. Waste Management

*Any waste generated from the proposed development is to be contained within the site and then be recycled or disposed of at the authorised waste management facility on the Island. This excludes asbestos waste, if any, which is the responsibility of the applicant to remove from the Island. No waste shall be placed in any location or in any manner that would allow it to fall, descend, blow, wash, percolate or otherwise escape from the site.*

*Waste disposal fees will be charged in accordance with the Lord Howe Island Board's schedule of fees and charges.*

## **5. Construction**

*No excavation to be carried out until the site is inspected by the LHIB Senior Electrical Officer.*

*Any electrical work, if required, must be carried out by a licensed electrician and an Electrical Compliance Certificate is to be provided to the Board with, or before, the application for Occupancy Certificate for the building additions and alterations.*

*All works are to be undertaken in accordance with approved Construction Certificate documentation.*

*Pre-Commencement meeting to be arranged with the Owner, Builder and Board Personnel prior to any work commencing on site.*

## **6. Inspections**

*The Principal Certifying Authority (PCA) will require the following mandatory inspections to be undertaken during development works:*

- a) Pre-commencement and site set-out*
- b) After excavation for, and prior to the placement of, any footings*
- c) Prior to covering of the framework for any floor, wall, roof or other building element*
- d) Storm-water connections*
- e) Final Inspection after the building work has been completed and prior to any Occupation Certificate being issued in relation to the building.*

## **7. Fire Safety**

- Prior to the applicant applying for a Construction Certificate, the Board will provide the applicant with a Fire Safety Schedule specifying the fire safety measures to be implemented throughout the Garage/Office building. The applicant is to ensure that any fire detection and early warning requirements and fire-fighting equipment detailed in the Fire Safety Schedule is installed.
- Prior to the issue of the Occupancy Certificate the applicant must submit to the Board a Fire Safety Certificate which certifies that each of the specified fire safety measures listed in the Fire Safety Schedule have been installed and that those measures are capable of operating to the performance standard listed.
- The applicant is to ensure that an Annual Fire Safety Statement for the Garage/Office building is supplied to the Board as a record of the functionality and ongoing maintenance of any fire safety measures installed. The Annual Fire Safety Statement is to address those measures listed in the Fire Safety Schedule.

- The applicant is encouraged to install 38mm 'Storz' fittings to existing and new water tanks to enhance the Rural Fire Service firefighting capabilities should there ever be a need for firefighting for the Garage/Office building.

*Reason: To ensure the resulting development is fire safe.*

## **8. Water**

- All plumbing work, including any connections to the wastewater system, is to be undertaken by a licensed plumber.
- All waterproofing of wet areas such as bathrooms and sanitary facilities and the like are to be certified by an appropriate person and certification is to be provided with an application for Occupancy Certificate.
- Applicant to ensure stormwater from the garage/office roof is diverted to the rainwater tank as outlined in the application plans. The method of management of this stormwater is to be shown on the construction drawings.

*Reason: To ensure works are undertaken appropriately.*

## **9. Waste Management**

- Any waste generated from the proposed development is to be contained within the site and then be recycled or disposed of at the authorised waste management facility on the Island. This excludes asbestos waste, if any, which is the responsibility of the applicant to remove from the Island.
- No waste shall be placed in any location or in any manner that would allow it to fall, descend, blow, wash, percolate or otherwise escape from the site.
- Waste disposal fees will be charged in accordance with the Lord Howe Island Board's schedule of fees and charges.

*Reason: To ensure the proper removal of waste is carried out.*

## **10. Construction Hours**

*To limit the impact of the development on adjoining owners, all construction work shall be restricted to the hours of 7.00am to 6.00pm Monday to Friday and 8.00am to 1.00pm Saturdays. No construction work shall take place on Sundays or Public Holidays.*

*Reason: To limit the potential for any loss of amenity to adjoining owners and/or occupiers associated with the construction of the approved works.*

## **11. Construction**

- Any electrical work must be carried out by a licensed electrician and an Electrical Compliance Certificate issued with, or before, the application for Occupancy Certificate for the building additions and alterations.
- All works are to be undertaken in accordance with approved Construction Certificate documentation.
- Pre-Commencement meeting to be arranged with the Owner, Builder and Board Personnel prior to any work commencing on site.

## **12. Notice of Commencement**



*Notice must be given to the Lord Howe Island Board at least two (2) days prior to the commencement of building work.*

*Reason: This is a legislative requirement.*

### **13. Inspections Required**

*For Building Class 5 and 8 the Principal Certifying Authority (PCA) will require the following mandatory inspections to be undertaken during development works:*

- *Pre-commencement and site set-out*
- *Storm-water connections*
- *Final Inspection after the building work has been completed and prior to any Occupation Certificate being issued in relation to the building.*

***Please note: It is the applicant or their representative's responsibility to book inspections with the Lord Howe Island Board at least 48 hours prior. Failure to do so may result in a delay in the inspection being undertaken.***

*Reason: This condition is prescribed under the Environmental Planning and Assessment Regulation 2000.*

### **14. Erection of construction signs**

*A sign must be erected in a prominent position on any site on which building work, is being carried out:*

- a) showing the name, address and telephone number of the principal certifying authority for the work, and*
- b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and*
- c) stating that unauthorised entry to the work site is prohibited.*

*Any such sign is to be maintained while the building work is being carried out, but must be removed when the work has been completed,*

*Reason: This condition is prescribed under the Environmental Planning and Assessment Regulation 2000.*

### **15. Site Landscaping**

*Existing site landscaping and all major areas of native plantings on site are to be maintained. No significant native vegetation is to be removed or damaged.*

*Reason: To minimise vegetation removal.*

### **16. Materials and Colours**

*The materials and colour selection for the proposed works are to complement the existing dwelling on the site.*

*Reason: To ensure that the proposed development complements the surrounds.*

**Advice to Applicant:**

**Significant Native Vegetation**

Damage to, or removal of Significant Native Vegetation is prohibited, as per Clause 11 of LEP 2010.

**Commonwealth Environment Protection and Biodiversity Conservation Act 1999**

The Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) provides that a person must not take an action which has, will have, or is likely to have a significant impact on

*A matter of national environmental significance (NES) matter; or Commonwealth land without an approval from the Commonwealth Environment Minister.*

This application has been assessed in accordance with the New South Wales Environmental Planning & Assessment Act, 1979. The determination of this assessment has not involved any assessment of the application of the Commonwealth legislation.

It is the proponent's responsibility to consult Environment Australia to determine the need or otherwise for Commonwealth approval and you should not construe this grant of consent as notification to you that the Commonwealth EPBC Act does not have application.

The Commonwealth EPBC Act may have application and you should obtain advice about this matter. There are severe penalties for non-compliance with the Commonwealth legislation.

Section 97 of the EP&A Act confers on an applicant who is dissatisfied with the determination of a consent authority a right of appeal to the Land and Environment Court. This right of appeal is only valid for 12 months from the date of the consent. To determine the extent to which the consent is liable to lapse refer to Section 95 of the EP&A Act.

Report prepared by

Endorsed

Claire Muir

Date: 10 May 2017

LHI Consultant Town Planner

Penny Holloway

Date: 11 May 2017

Chief Executive Officer

Lord Howe Island Board

<b>Board Meeting:</b> May 2017	<b>Agenda Item:</b> 7 (v)	<b>File Reference:</b> MDC2017-03
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# LORD HOWE ISLAND BOARD

## Business Paper

### OPEN SESSION

**Item:** MDC 2017-03 Removal of Three (3) Trees to allow installation of above-ground tanks to store septic sludge to reduce load of wastewater System at the Waste Management Facility, Cobby's Beach Lord Howe Island

## 1.0 Summary Assessment Report

<b>Assessment Officer</b>	Claire Muir – Consultant Planner
<b>Address/Property Description</b>	LHIB Waste Management Facility, Lord Howe Island (LHI)
<b>Proposal</b>	Modification to existing consent to allow for the removal of three (3) trees to allow the installation of above ground tanks to store septic waste to reduce the load of the wastewater system at the Waste Management Facility.
<b>Development Application No</b>	MDC2017-03
<b>Applicant</b>	Lord Howe Island Board
<b>Owner Consent Granted</b>	The land is Crown land under the care, control and management of the Board. Owners consent is granted by virtue of the LHIB lodging the application.
<b>Estimated Cost of Development</b>	\$1000
<b>Site Inspections</b>	A site inspection has been carried out.
<b>Zone</b>	Zone 5 Special Uses. Proposed development is permissible with the consent of the LHI Board within the zone.
<b>Significant Native Vegetation Map</b>	No Significant Native Vegetation (SNV) will be damaged or removed as part of this application.
<b>Notification</b>	The Development Application was placed on public exhibition between 12 May and 26 May 2017. To date no (0) submissions received.

## 2.0 Consent Authority

The proposal is a Board proposal and is therefore referred to the Board for determination.

The application is still on notification, however given the time to the next Board meeting and the nature of the works proposed the recommendation is for the Board to finalise this development application by way of an out of session paper; once the notification period has been finalised and any submissions received taken into consideration.

### 3.0 Relevant History

The original DA, DA 2017-02 approved the installation of a wastewater system at the Waste Management Facility at the Board Meeting, 22 November 2016.

### 4.0 Site Description

The site is located in the central part of Lord Howe Island to the south-west of the LHI Aerodrome and contains the Island's Waste Management Facility. The site is legally referred to as unidentified crown land bordered by Lot 108 and 109 DP 757515 to the east and Cobbys Beach to the west (Figure 1). The Facility has a lockable gate which restricts vehicular access.

The site is zoned Zone 5 Special Uses as shown in Figure 2, and contains Significant Native Vegetation (SNV) as can be seen in Figures 1 and 3. It is not mapped as being flood prone land, but is located within the Foreshore Building Line as can be seen in Figure 2.

Neighbouring uses beyond the adjacent Waste Management Facility include:

- Portion 108 to the north-east with various industrial uses for the Board such as sheds, wood storage and bulky goods.
- Portions 183, 21 and 20 to the south-east comprising a residential heritage listed dwelling and studio garage, held under perpetual lease by the Sinclair / Curtin.
- Further to the east is the Lord Howe Island Airport and Bureau of Meteorology.



Figure 1 Aerial view of subject site - Local Context

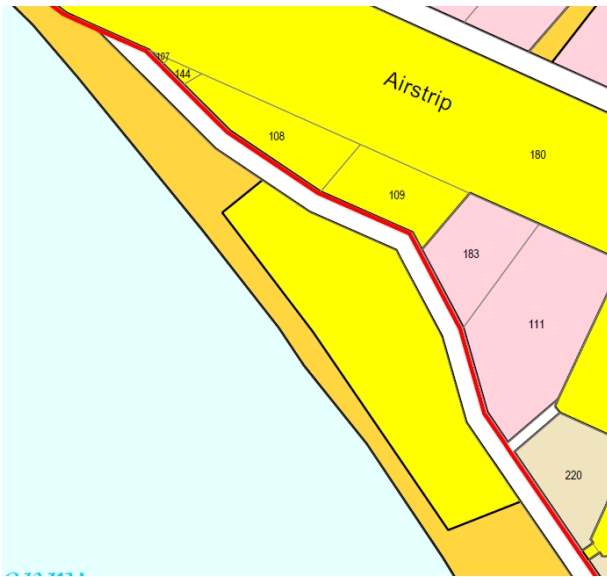


Figure 2 Extract from LEP 2010 Zoning. Zone 5 Special Uses coloured in yellow.



Figure 3 Extract from the LEP 2010 Significant Vegetation Map. SNV coloured green

## 5.0 Proposed Development

The proposed modification involves;

- The removal of three (3) trees to allow the installation of an above ground tanks to store septic sludge to reduce the load on wastewater system.

The associated installation of the tanks are exempt development, however consent is required for the removal of the trees.

The subject trees border significant native vegetation (SNV) but are separate to those which require removal. The tank installation will allow more a more efficient setup and operation of the area.

It involves the removal of the trees as shown in Figure 4



**Figure 4 Proposed Modification**  
 (Source: LHI Board Plan 28 April 2017)

## 6.0 Referrals

### 6.1 Internal referrals

The LHIB has advised that the application was distributed to the relevant internal and external specialists for review. Table 1 below outlines the issues raised by these specialists and how these issues are addressed.

**Table 1 Comments received from specialist referral**

Specialist	Issue	Comment
Hank Bower Manager Environment – World Heritage	To be advised.	
Kate Dignam Team Leader – Compliance and Projects	I have assessed the applicant’s MDC Application and note the following: <ul style="list-style-type: none"> <li>▪ As the application does not relate to the NCC/BCA there are no relevant matters to address.</li> </ul>	Noted.

## 6.2 Commonwealth legislation

### 6.2.1 Environmental Protection and Biodiversity Conservation Act 1999

The EPBC Act provides for the protection of certain matters of national environmental significance (NES) listed under the Act, which include:

- World Heritage Areas
- National Heritage Places
- Ramsar wetlands of international importance
- Commonwealth listed threatened species and ecological communities
- listed migratory species
- Commonwealth marine areas
- Great Barrier Reef Marine Park
- nuclear actions.

Under the EPBC Act, Commonwealth approval is required from the Minister of Sustainability, Environment, Water, Population and Communities (Minister) for any action that will have or is likely to have a significant impact on a NES, or on the environment of Commonwealth land or on the environment if the action is proposed to be taken by a Commonwealth agency (known as a 'controlled action').

A person proposing to take a controlled action must refer the proposal to the Minister for determination. A person proposing to take an action that the person thinks is not a controlled action may refer the proposal to the Minister for the Minister's decision whether or not the action is a controlled action.

Lord Howe Island is a declared World Heritage Property. Section 12 of the EPBC Act requires approval of actions that involve a significant impact on a declared World Heritage Property.

An Advisory Note shall be provided, recommending that the applicant make independent enquiries with the Australian Government's Department of Sustainability, Water, Environment, Population and Communities once the detailed design is confirmed, visual appearance and reflectivity/glare is understood, to confirm whether this Department considers the proposed actions as detailed in this report are likely to have any impact on the heritage values of the:

- World Heritage and National Heritage listed Lord Howe Island Group - ID 105085 and 105694
- Register of the National Estate listed Lord Howe Island Group and Marine Environs - ID 201.

## 6.3 NSW legislation

### 6.3.1 Threatened Species Conservation Act 1995

The *Threatened Species Conservation Act 1995 (NSW)* (TSC Act) sets the framework for the listing of threatened species, populations and ecological communities, and key threatening processes in NSW, and the preparation and implementation of recovery plans and threat abatement plans.

The TSC Act also provides the mechanism for applying for and obtaining licences to take actions, which could result in harm to a threatened species, population or ecological community, or their habitat, or damage to critical habitat.

The trees proposed to be removed are not within mapped SNV. The proposal will not result in the removal or adversely affect any SNV, native or threatened fauna and their habitats.

### 6.3.2 NSW Heritage Act 1977

The main objective of the Heritage Act is to encourage the conservation of the heritage of NSW. Pursuant to Section 91 of the EP&A Act 1979, Section 58 and Section 57(1) of the Heritage Act are triggered by this application.

The Lord Howe Island Group is listed on the State Heritage Register. Section 57 (1) of the Heritage Act requires that all applications to carry out development on Lord Howe Island, be referred to and granted concurrence by the NSW Heritage Office.

On 9 January 2015, the NSW Minister for Heritage published an order under section 57(2) of the Heritage Act, providing for an exemption to refer specific activities to the Heritage Division, instead requiring referral of only those applications requiring consent under clause 39 of the LHI LEP 2010. The site does not require consent under clause 39 as it is not a listed heritage item within the LEP 2010. Therefore referral to the NSW Heritage Division of this application is not required.

## 6.4 Local Statutory Plans and Policies

### 6.4.1 Lord Howe Island Local Environmental Plan 2010

The LEP 2010 is the principal environmental planning instrument applying to the proposal.

The following summary table details the various LEP provisions relevant to the subject proposal with assessment and/or comment included as required.

**Table 2 LEP 2010 compliance summary table**

LEP 2010 Clause		Compliance Y/N	Comment
Part 1 Preliminary			
2.	Commencement and Aims of Plan	Y	Each of the aims of the LEP 2010 have been considered in the assessment of this application. The proposed modification is satisfactory with respect to their environmental impact and disturbance to protected flora and fauna native to the Island, subject to conditions of consent.
3.	Land to which plan applies	Y	The LEP 2010 applies to the subject site which is part of Lord Howe Island, as defined in Section 3 of the <i>Lord Howe Island Act 1953</i> .
6.	Who is the consent authority for this Plan?	Y	The Lord Howe Island Board (LHIB) is the relevant consent authority.
7.	Maps	Y	Noted.
11.	Matters that must be satisfied before development consent granted	Y	All relevant matters are satisfied. Refer to section 6.4.1.2 below.
Part 2 General Provisions applying in particular zones			
12.	Land Use Zones	Y	The land is zoned Zone 5 Special Uses.
15.	Zone 5 Special Uses	Y	The proposed facility falls within the definition of a waste management facility, which is one of the listed permitted uses in the zone with the consent of the consent authority.
Part 3 Special Provisions			
Division 2 Provisions that apply to particular land			



LEP 2010 Clause		Compliance Y/N	Comment
34.	Land adjoining Zone 7 or 8	N/A	The site adjoins Zone 7 to the west. The proposal will not impact on any existing vegetation. The trees to be removed are not SNV and allow for the efficient setup and operation of the wastewater system, which will benefit the Island.
35.	Foreshore Development	N/A	The site is located within the foreshore area. Development may be carried out in the foreshores area pursuant to clause 35(2) see discussion in section 6.4.14.3 below.
Division 4 Miscellaneous			
41.	What DA's are required to be advertised?	Y	The application will be formally advertised from 12 May and 26 May 2017. Any submission received will be taken in consideration, subsequent to determination.
42.	Requirement for environmental report	N/A	The proposal is not likely to have a significant adverse impact on the environment and therefore an environmental report is not required. A detailed assessment by the LHI Manager Environment World Heritage, will be undertaken prior to the determination of this application.

### Clause 35 Foreshore development

The existing waste management facility (WMF) in which the works are located falls within the foreshore building line and Clause 35 is therefore required to be considered.

- (a) the proposed development is in the public interest and does not significantly reduce public access to the foreshore, and

The proposed works are critical to the installation of the wastewater management system at the waste management facility. The proposal is in the public interest as the works improve the efficiency and environmental impact of the WMS. The proposal is located within the existing WMF therefore public access is not impacted.

- (b) the bulk and scale of the proposed development will not detract from the visual amenity of the foreshore area, and

The proposals impact on the scenic quality of the area, is satisfactory, subject to a condition requiring replacement plantings.

- (c) the proposed development addresses any need to restore lost or disturbed plants that are native to the Island, particularly if restoring those plants may enhance visual amenity, and

Not Applicable.

- (d) there is a demonstrated Island community-based, or marine-based, business need for it, and

The WMS provides for the treatment of wastewater, of which there is a demonstrated need.

This WMS forms part of the Boards programs for the Boards Licence for the Waste Management Facility Wastewater Strategy to improve groundwater contamination issues.

- (e) the proposed development will not be adversely affected by, or adversely affect, coastal processes, and

Coastal processes will not be impacted. It is noted that the proposed new technologies incorporated into the wastewater management system will improve environmental outcomes.

- (f) in the case of proposed development involving the erection of a structure—the purpose of that structure could not practicably be fulfilled by an existing structure, and

Not applicable.

- (g) in the case of development proposed to be carried out on land that is also within Zone 9 Marine Park—the proposed development is not inconsistent with any advice about the development that is provided to the consent authority by the Marine Parks Authority.

The proposal does not involve Zone 9 Marine Park land and therefore this is not relevant to the proposal.

It is considered that the proposal satisfies each of the relevant matters above.

#### 6.4.1.2 Clause 11 Matters that must be satisfied before development consent granted

Clause 11 provides that the consent authority must not consent to the carrying out of development unless it is satisfied of the following matters (to the extent that they are of relevance to the proposed development):

**Table 3 Clause 11 Compliance summary table**

CLAUSE 11 REQUIREMENT	COMPLIANCE Y/N	DISCUSSION
a) <i>The proposed development is consistent with the aims of this plan and the objectives of any zone, as set out in the plan, within which the development is proposed to be carried out,</i>	Y	The site falls within Zone 5 – Special Use under the LEP 2010 and aims of the plan and objectives of this zone are not affected by the proposal. The proposal meets the aims and objectives of the LEP 2010 and zone, noting; (a) The proposal enables the Board to improve its treatment of waste which contributes to the protection of the Islands World Heritage Values. (b) The Waste Management Facility is a premises of a public authority. (c) There are no adverse impacts on the surrounding properties
b) <i>There is an adequate area available for the disposal or treatment of any effluent treatment of any effluent treatment or disposal system and any such system will not have any adverse impact on groundwater quality,</i>	Y	The proposal will allow for more efficient setup and operation of the wastewater system.
c) <i>No part of the proposed development:</i> i. <i>will result in any damage to, or removal of, significant native vegetation, or</i> ii. <i>will have a significantly adverse impact on the habitat of any plants, or animals, that are native to the Island,</i>	Y	The proposed development does not involve any damage to or removal of SNV. An ecological assessment will be carried out to ensure the proposed tree removal will not have adverse impacts on animals or plants native to the island.
d) <i>Access is, or will be, available to the site of the proposed development and the provision of any such access will not:</i>	Y	No change to existing site access arrangements is proposed.

CLAUSE 11 REQUIREMENT	COMPLIANCE Y/N	DISCUSSION
<p>i. result in any damage to, or the removal of, significant native vegetation, or</p> <p>ii. have a significantly adverse impact on the habitat of any plants, or animals, that are native to the Island,</p>		
e) Any proposed landscaping will provide various species of plants that are native to the Island and common in the locality to enhance any significant native vegetation,	Y	The proposed works are located in the existing WMF, with no impacts on the surrounding significant native vegetation.
f) The proposed development will not be adversely affected by any landform limitations, including flooding, landslip, unstable soils and steep slopes,	Y	The subject site is not considered to be affected by any known hazard, which is required to be considered at this stage.
g) Adequate services in respect of the proposed development can be provided without significant additional cost to the Board or the community of the Island,	Y	The proposal will allow for more efficient setup and operation of the wastewater system.
h) The appearance of the proposed development (when considered by itself or in conjunction with existing buildings and works) will not have any significantly adverse impact on the locality,	Y	The appearance of the proposed development is not considered to have a significant adverse impact on the locality. Replacement plantings have been recommended below.
i) The proposed development will not cause any significant overshadowing of adjoining land,	Y	There will be negligible shadowing impacts on adjoining land.
j) The proposed development will not cause any significant reduction in the privacy of occupiers of adjoining land	Y	The proposal will not impact privacy of adjoining uses.

#### 6.4.2 Lord Howe Island Development Control Plan 2005

The Lord Howe Island Development Control Plan 2005 (DCP 2005) applies to the subject site. The provisions primarily relate to the design of buildings (residential in particular) and do not relate to infrastructure such as that proposed. The objectives of the DCP 2005 include:

- (a) to encourage quality design of residential and non-residential development;
- (b) to assist in achieving the aims and strategies of the REP;
- (c) to provide guidelines on appropriate, sustainable building designs and locations;
- (d) to promote design solutions which respect the Island character and minimise loss of amenity for neighbours;
- (e) to ensure that the scale and appearance of new development is compatible with the Island character;
- (f) to protect and/or re-establish environmental integrity;
- (g) to encourage energy and water efficient designs;
- (h) to require and maintain high quality landscaped areas;
- (i) to promote a high level of protection from natural hazards in design for both current and future residents; and

*(j) to protect the community's interests.*

The proposal is consistent with these objectives which are addressed in detail by the assessment of environmental impact in section 6.2.

Part 3.4.2 of the DCP 2005 outlines planning controls for Development within the Foreshore Building Line, the proposal is consistent with the objectives of the clause. The proposal is considered to be visually consistent with the existing waste management facility and improved environmental impacts.

## 7.0 Environmental Effects

### 7.1 Environmental Planning and Assessment Act 1979

Under the provisions of section 79C(1) of the EP&A Act, in determining a development application, a consent authority is to take into consideration the following matters as are of relevance to the development the subject of the development application.

*(a) the provisions of:*

- i. any environmental planning instrument*
- ii. any draft environmental planning instrument that is or had been placed on public exhibition and details of which have been notified to the consent authority, and*
- iii. any development control plan*
- iiia any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F, and*
- iv. any matters prescribed by the regulations that applied to the land to which the development relates*
- v. any coastal zone management plan (with the meaning of the Coastal Protection Act 1979)*

(a)(i) The key relevant planning instrument is the LEP 2010. The proposal has been assessed against the relevant planning instruments and is found to comply.

(a)(ii) There are no draft instruments for consideration.

(a)(iii) The proposal has been assessed against the LHI DCP in Section 6.4.2 and is found to comply.

(a)(iiia) There are no planning agreements relevant to the application.

(a)(iv) There are no relevant matters prescribed by the regulations.

(a)(v) There are no coastal zone management plans relevant to the application.

*(b) The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts on the locality*

The proposal will have no detrimental environmental impact on the natural and built environments, nor social and economic impacts on the locality pursuant to Section 79C(1)(b) of the Environmental Planning and Assessment Act 1979, subject to appropriate conditions being imposed.

*(c) the suitability of the site for the development*

The site is suitable for the proposed development for all the reasons explored throughout this report.

*(d) any submissions made in accordance with this Act or the regulations*

The application was notified and advertised. No submissions were received.

(e) *the public interest*

It is considered that the proposal will have no detrimental effect on the public interest, subject to appropriate conditions being proposed.

## 8.0 Conclusion

This application has been assessed with regard to the provisions of Section 79C of the EP&A Act, the LEP 2010 and DCP 2005 and the relevant codes and policies of the Lord Howe Island Board.

This assessment has found that the proposal is worthy of approval by the Board subject to the application of a number of standard and proposal specific conditions.

## 9.0 Recommendation

**That the Board note the above report and agree that this application will be dealt with in an out of session paper. A separate paper will be prepared for circulation however it is foreshadowed that the following conditions would be recommended in addition to any other conditions required through the internal referral process and any other conditions if required arising from the public exhibition process.**

### 1. Approved Plans and Supporting Documentation

The development is to be carried out in accordance with the plans and documentation provided with DA2017-02 and as modified by MDC2017-03 and endorsed with the Lord Howe Island Board's stamp, except where amended by other conditions of consent.

*Reason: To ensure the development is carried out in accordance with the details submitted in the Development Application.*

### 2. Landscape Screening

Additional screening and planting as required following assessment.

Planting is to be undertaken in accordance with the Lord Howe Island Board Vegetation Rehabilitation Plan.

*Reason: To maintain visual amenity of the Foreshore and ensure the appropriate replacement planning*

### **Advice to Applicant:**

#### **Significant Native Vegetation**

Clearing of Significant Native Vegetation is prohibited, as per Clause 11 of LEP 2010.

#### **Commonwealth Environment Protection and Biodiversity Conservation Act 1999**

The Commonwealth Environment Protection and Biodiversity Conservation Act 1999 provides that a person must not take an action which has, will have, or is likely to have a significant impact on

*A matter of national environmental significance (NES) matter; or Commonwealth land without an approval from the Commonwealth Environment Minister.*

This application has been assessed in accordance with the New South Wales Environmental Planning & Assessment Act, 1979. The determination of this assessment has not involved any assessment of the application of the Commonwealth legislation.

It is the proponent's responsibility to consult Environment Australia to determine the need or otherwise for Commonwealth approval and you should not construe this grant of consent as notification to you that the Commonwealth Act does not have application.

The Commonwealth Act may have application and you should obtain advice about this matter. There are severe penalties for non-compliance with the Commonwealth legislation.

Section 97 of the EP&A Act confers on an applicant who is dissatisfied with the determination of a consent authority a right of appeal to the Land and Environment Court. This right of appeal is only valid for 12 months from the date of the consent. To determine the extent to which the consent is liable to lapse refer to Section 95 of the EP&A Act.

Report prepared by

Endorsed

**Claire Muir**

Date: 10 May 2017

LHI Consultant Town Planner

Penny Holloway

Date:

Chief Executive Officer

Lord Howe Island Board

# LORD HOWE ISLAND BOARD

## Planning Assessment Report

**Item:** DA 2017-22 – Subdivide Perpetual lease (12,177 sqm) into 2 parts A (3,720.6 sqm) and B (8, 479.4 sqm) and demolish part of the dwelling on Part A, Lot 10 DP 1202580, 78 Anderson Road, Lord Howe Island (LHI)

### I.0 Summary Assessment Report

<b>Assessment Officer</b>	Claire Muir – Consultant Planner
<b>Address/Property Description</b>	Lot 10 DP 1202580, 78 Anderson Road, Lord Howe Island (LHI)
<b>Proposal</b>	Subdivide Perpetual lease (12,177 sqm) into 2 parts A (3,720.6 sqm) and B (8, 479.4 sqm) and demolish part of the dwelling on Part A.
<b>Development Application No</b>	DA2017-22
<b>Applicant</b>	Di Owens
<b>Owner Consent Granted</b>	Owner consent application number OC 2017-09 was granted at the LHI Board Meeting on 14 March 2017.
<b>Estimated Cost of Development</b>	\$5,000
<b>Site Inspections</b>	A site inspection has not been carried out.
<b>Zone</b>	Zone 2 Development. Proposed development is permissible with the consent of the LHI Board within the zone.
<b>Significant Native Vegetation Map</b>	No Significant Native Vegetation (SNV) will be damaged or removed as part of this application.
<b>Notification</b>	The Development Application was placed on public exhibition between 13 April and 27 April 2017.
<b>Submissions Received</b>	No (0) submissions were received.

### 2.0 Consent Authority

The development application is to subdivide the site into two lots and for demolition and alterations to the Di Owens Dwelling on Lot 10 DP 1202580, 78 Anderson Road, Lord Howe Island (LHI)

The LHIB CEO and Chairperson has delegation to grant consent to development applications subject to the following conditions:

- The value of the development must not total \$150,000 or more (as calculated by the LHIB).
- The development application must not relate to the subdivision of land or the erection of new dwellings.
- No more than 3 written submissions received within 14 days of the public exhibition period.

The subject DA relates to subdivision of the land and therefore this application is to be determined by the full Board.

### 3.0 Site Description

The subject site is legally described as Lot 10 DP1202580, Lord Howe Island. The lot is irregular in shape and has a total site area of approximately 12,177sqm. Anderson Road bisects the site, and separates Lot 10 into its southern and northern components.

The northern part of Lot 10 contains the following buildings and structures:

- Dwelling (referred to as 'Di Owens dwelling') comprising attached garage and detached shed
- Dwelling (referred to as Cyclone Alley) - As noted above, on 24 August 2016, the Lord Howe Island Board advised approval of a development application for the modification of consent issued under DA 1989.01 to change the approved use of the staff accommodation unit "Cyclone Alley" to a residential dwelling.
- Tourist accommodation reception and restaurant area (including cool room, kitchen and bathroom) attached to Di Owens dwelling. It is noted the restaurant is not currently in operation.
- Staff accommodation building – comprising one unit referred to as "Shearwater Cottage". (The Owners Consent Application OC2017-07 was deferred at the March Board meeting).
- Tourist accommodation units, and transit lounge; and
- An infrastructure building.

The southern part of Lot 10 is not developed and is heavily vegetated. Both components of the site are zoned 2 Settlement. Mapped significant native vegetation (SNV) is identified in the north and north-eastern parts of the northern component, and wholly across the southern component (Figure 1 and 2). The subject building is outside of mapped SNV. Vehicular access to the northern component of Lot 10 is provided via an existing Right of Way (ROW) of variable width located in the south-western corner of Lot 174 from Anderson Road.

The composite site is zoned 2 Settlement and contains mapped significant native vegetation (SNV) in the north and north-eastern extremities of the northern component, and across the whole of the southern component (Figures 1, 2, 3, and 4).





- OC2015-14 for alterations and additions to the existing residential/commercial building was approved in part subject to conditions in May 2015.
- DA2016-11 for alterations and additions to the existing residential/commercial building (substantially the same as OC2015-14).
- OC2016-25 for use of an existing staff accommodation dwelling (Cyclone Alley) as a residential dwelling was approved at the Board meeting 7 June 2016.
- MDC2017-01 for a modification to consent DA1989.01 to change the use of the staff accommodation dwelling (Cyclone Alley) to a residential dwelling, including the deletion of condition c was approved 24 August 2016.
- OC2017-07 for the installation of pipework in SNV for upgrade to ES9000 system was approved 19 December 2016.
- OC2017-07 for the change of use of the adjacent unit (known as Shearwater Cottage, and attached to Cyclone Alley) to purposes of long-term accommodation for persons other than staff was deferred at the March Board meeting.
- OC2017-09 to subdivide perpetual lease (12,177sqm) into 2 parts A (3720.6sqm) and B (8479.4sqm) and demolish part of the dwelling on Part A was granted at the March Board meeting on 14 March 2017.
- DA2017-14 for the installation of pipework in SNV for the existing ES9000 system was lodged with the Board on the 19 January 2017, this application was approved on 12 May 2017 under CEO delegation.

## 5.0 Proposed Development

The proposal is for a two lot subdivision:

- Part A – An irregular shaped lot approximately 3731sqm in area.

This part will consist of:

- Di Owens dwelling and tourist accommodation reception and restaurant area

- Part B – An irregular shaped lot approximately 8446sqm in area.

This part will consist of:

- Dwelling known as Cyclone Alley
- Staff accommodation unit known as Shearwater Cottage
- Tourist accommodation units known as Lorhiti Apartments
- Infrastructure building

An existing Right of Way (ROW) over Crown land (Portion 174) from Anderson Road will provide access to Part A and B.

The configuration of the proposed subdivision is shown in Figure 5. The OC2017-009 required plans drawn by a registered surveyor to be submitted with the DA with setbacks and site coverage calculations to be submitted with the development application. This subject development application was accompanied by plans with setbacks and clarified the discrepancy with earlier site coverage figures. This plan forms the basis of this assessment.

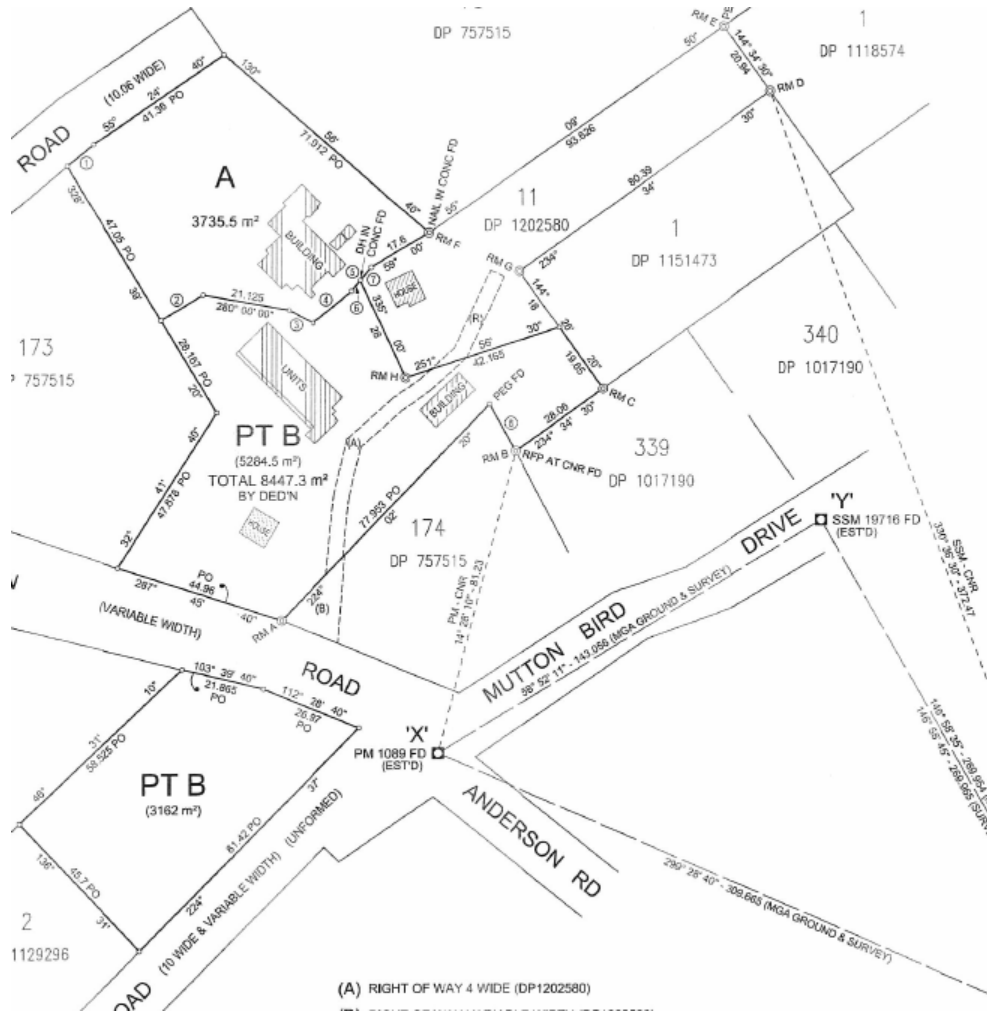


Table 2 Proposed subdivision plan submitted with the OC application.

## 6.0 Referrals

The LHIB has advised that the application was distributed to the relevant internal specialists for review. No objections to the proposal were raised. Table 1 outlines the issues raised by these specialists and the response.

Table 3 Comments received from internal specialists

Specialist	Issue	Comment
Manager Environment World Heritage (Hank Bower)	Access to all affected properties must be provided over existing driveways, paths, etc.	Noted and included
Team Leader, Compliance & Projects (Kate Dignam)	Need to include right of way for services	Noted and included

Specialist	Issue	Comment
Board surveyor (Gary Millman)	N/A	N/A
Dan Croft (Building – Port Macquarie-Hastings Council)	N/A	N/A

## 7.0 Planning Assessment

The following planning assessment has been undertaken for the proposed development taking into account the relevant statutory controls, and other relevant matters as detailed below in this report.

### 7.1 Commonwealth legislation

#### 7.1.1 Environmental Protection and Biodiversity Conservation Act 1999

The *Environment Protection and Biodiversity Conservation Act 1999* (Cth) (EPBC Act) provides for the protection of certain matters of national environmental significance (NES) listed under the Act, which include:

- World Heritage Areas
- National Heritage Places
- Ramsar wetlands of international importance
- Commonwealth listed threatened species and ecological communities
- listed migratory species
- Commonwealth marine areas
- Great Barrier Reef Marine Park
- nuclear actions.

Under the EPBC Act, Commonwealth approval is required from the Minister of Sustainability, Environment, Water, Population and Communities (Minister) for any action that will have or is likely to have a significant impact on a NES, or on the environment of Commonwealth land or on the environment if the action is proposed to be taken by a Commonwealth agency (known as a ‘controlled action’).

A person proposing to take a controlled action must refer the proposal to the Minister for determination. A person proposing to take an action that the person thinks is not a controlled action may refer the proposal to the Minister for the Minister's decision whether or not the action is a controlled action.

Lord Howe Island is a declared World Heritage Property. Section 12 of the EPBC Act 1999 requires approval of actions that involve a significant impact on a declared World Heritage Property.

An Advisory Note has been provided, recommending that the applicant make independent enquiries with the Australian Government's Department of Sustainability, Water, Environment, Population and Communities to confirm whether this Department considers the proposed actions as detailed in this report are likely to have any impact on the heritage values of the:

- World Heritage and National Heritage listed Lord Howe Island Group - ID 105085 and 105694, and
- Register of the National Estate listed Lord Howe Island Group and Marine Environs - ID 201.

## 7.2 NSW legislation

### 7.2.1 Threatened Species Conservation Act 1995

The *Threatened Species Conservation Act 1995 (NSW)* (TSC Act) sets the framework for the listing of threatened species, populations and ecological communities, and key threatening processes in NSW, and the preparation and implementation of recovery plans and threat abatement plans.

The TSC Act also provides the mechanism for applying for and obtaining licences to take actions, which could result in harm to a threatened species, population or ecological community, or their habitat, or damage to critical habitat.

The site contains mapped SNV; however the proposed works are outside of these areas. The proposal will not result in the removal of any SNV or result in a significant effect for any threatened species, populations or ecological communities, or their habitats, including the Flesh-footed Shearwaters. Conditions have been included to reduce impacts of the development.

### 7.2.2 NSW Heritage Act 1977

The main objective of the *Heritage Act 1977* (Heritage Act) is to encourage the conservation of the heritage of NSW. Pursuant to Section 91 of the EP&A Act 1979, Section 58 and Section 57(1) of the Heritage Act are triggered by this application.

The Lord Howe Island Group is listed on the State Heritage Register. Section 57 (1) of the Heritage Act requires that all applications to carry out development on Lord Howe Island, be referred to and granted concurrence by the NSW Heritage Office. This provision is overridden however by the operation of Section 57 (2), in the circumstance of the Minister issuing a Heritage Exemption Order.

On 9 January 2015, the NSW Minister for Heritage published an order under section 57(2) of the Heritage Act, providing for an exemption to refer specific activities to the Heritage Division, instead requiring referral of only those applications requiring consent under clause 39 of the LHI LEP 2010. The site does not require consent under clause 39 as it is not a listed heritage item within the LEP 2010. Therefore referral to the NSW Heritage Division of this application is not required.

## 7.3 Local Statutory Plans and Policies

### 7.3.1 Lord Howe Island Local Environmental Plan 2010

The LEP 2010 is the principal environmental planning instrument applying to the proposal.

The following summary table details the various LEP provisions relevant to the subject proposal with assessment and/or comment included as required.

#### Relevant Definitions

- **dual occupancy** means two dwellings, whether attached or detached, on a single allotment.
- **minimum dwelling area**, in relation to an allotment, means the area calculated by allowing:
  - (a) 3,000 square metres for any proposed or existing dwelling (except an existing dwelling referred to in paragraph (b)) on the allotment, or
  - (b) 2,500 square metres for any existing dwelling on the allotment that was part of a dual occupancy or multiple dwellings immediately before 28 October 2005.

- **staff accommodation** means a building or buildings providing for the accommodation of persons directly employed in connection with tourist accommodation or a commercial operation, but does not include a building or place providing for the accommodation of persons directly employed in connection with accommodation for seniors or people with a disability.
- **tourist accommodation** means a building or buildings providing for the accommodation of tourists, including holiday cabins, guest-houses and lodges.
- *Note. Recreation facilities and restaurants may be ancillary to tourist accommodation. Accordingly, they may be subject to provisions expressed to apply to development for the purposes of tourist accommodation or to buildings ancillary to tourist accommodation.*

LEP 2010 compliance summary table

LEP 2010 Clause		Compliance Y/N	Comment
Part 1 Preliminary			
2.	Commencement and Aims of Plan	Y	Each of the aims of the LEP 2010 have been considered in the assessment of this application. The proposed subdivision will not adversely affect the lifestyle of residents or the World Heritage environmental qualities of the island.
3.	Land to which plan applies	Y	The LEP 2010 applies to the subject site which is part of Lord Howe Island, as defined in Section 3 of the Lord Howe Island Act 1953.
6.	Who is the consent authority for this Plan?	Y	The LHIB is the relevant consent authority.
7.	Maps	Y	Noted
11.	Matters that must be satisfied before development consent granted	Y	All relevant matters are satisfied. Refer to section 7.36.1.1 below.
Part 2 General Provisions applying in particular zones			
12.	Land Use Zones	Y	The land is zoned Zone 2 Settlement
14.	Zone 2	Y	The land is capable of supporting the proposed development and is suitable in terms of the land's physical constraints. Subdivision is permissible with the consent of the consent authority. The Board has previously provided consent to the creation of new allotments without a direct frontage to a road. Given the irregular configuration of the current allotment and ecological constraints it does not appear that there is an alternative solution.
Part 3 Special Provisions			
Division 1 Provisions for particular kinds of development			
21	Subdivision	Y	This clause of the LEP 2010 stipulate the minimum lot for developments based on the dwelling type and number in addition to any commercial floor area.  <b>Control</b> (2) <i>The consent authority must not consent to the subdivision of land within Zone 2 Settlement unless:</i>

LEP 2010 Clause		Compliance Y/N	Comment
			<p>(a) the area of each proposed allotment (except for an allotment referred to in paragraph (b) or (c)) is at least 3,000 square metres, or</p> <p>(b) if there are one or more existing dwellings (but no existing tourist accommodation, staff accommodation or commercial premises) on a proposed allotment—the total area of the allotment is at least the minimum dwelling area, or</p> <p>(c) if there is existing tourist accommodation, staff accommodation or commercial premises on a proposed allotment—the total area occupied by any existing buildings comprising, or ancillary to, the accommodation or premises is no more than 15 percent of the balance of the area of the allotment remaining after the minimum dwelling area is deducted from the total area of the allotment.</p> <p><b>Proposed</b></p> <p>Subclauses 2(a) and 2(c) apply to the proposal. The proposal's compliance with these controls is based upon the site coverage areas figures provided by the applicant.</p> <p><b>Lot A</b></p> <p>Proposed lot A is contains 1 dwelling and 109.7sqm of commercial floor area; therefore the minimum site area required is 3731.3sqm.</p> <p><b>Lot B</b></p> <p>Proposed lot B contains 1 dwelling and 465.3sqm of commercial floor area, therefore the minimum site area required is 5693.5sqm.</p> <p><b>Compliance</b></p> <p>The proposed minimum site areas of;</p> <ul style="list-style-type: none"> <li>• Lot A 3731sqm</li> <li>• Lot B 8446sqm</li> </ul> <p>Are considered to numerically satisfy clause 21 (c).</p>
22	Tourist Accommodation, staff accommodation and commercial premises	N	<p>Presently the use of Shearwater Cottage remains as staff accommodation however it is not solely associated with the tourist accommodation.</p> <p>Clause 22(3) of the LEP 2010 requires staff accommodation to be on the same allotment as the tourist accommodation to which it relates. The current lawful use of Shearwater cottage relates to the restaurant use in the dwelling on Lot A which is a commercial premises. Therefore this clause does not restrict the proposed application.</p> <p>The proposed subdivision will alienate the commercial use being the restaurant in the dwelling on Lot A, from Shearwater Cottage on Lot B. Whilst this is not ideal the LEP 2010, does not prohibit this separation.</p> <p>The applicant was asked to provide a formal mechanism to link the staff accommodation to the restaurant. The applicant has stated they do not</p>

LEP 2010 Clause		Compliance Y/N	Comment
			wish to restrict the staff accommodation to the restaurant. A condition is recommended restricting the use to staff accommodation pursuant to the LEP 2010 definition. This ensures the continued provision of staff accommodation while providing the applicant flexibility.
Division 2 Provisions that apply to particular land			
32.	Setbacks of buildings in Zone 1,2 or 5	Y	Demolition and alterations are proposed to the 'Di Owens' dwelling on Lot A to achieve compliance with the 5m boundary setback requirements of the proposed subdivision line. This application was accompanied by a demolition and floor plan for the dwelling on Lot A. This subject development application submitted plans from a registered surveyor which demonstrate that compliance with the 5m boundary setbacks can be achieved.
33.	Landscaping to be carried out in Zone 2	Y	The proposed development will not adversely impact the existing landscaped character and dispersed pattern of housing in the zone.
Division 4 Miscellaneous			
41.	What DA's are required to be advertised?	Y	The application has been formally advertised. No (0) submissions have been received.
42.	Requirement for environmental report	NA	The proposal is not likely to have a significant adverse impact on the environment and therefore an environmental report is not required.

### 7.3.1.1 Clause 11 Matters that must be satisfied before development consent granted

Clause 11 provides that the consent authority must not consent to the carrying out of development unless it is satisfied of the following matters (to the extent that they are of relevance to the proposed development):'

**Table 4 Clause 11 Compliance summary table**

CLAUSE 11 REQUIREMENT	COMPLIANCE Y/N	DISCUSSION
a) <i>The proposed development is consistent with the aims of this plan and the objectives of any zone, as set out in the plan, within which the development is proposed to be carried out,</i>	Y	The subject site is zoned 2 – Settlement. The proposal is considered satisfactory with respect to the aims of the LEP 201 and the objectives of the zone.
b) <i>There is an adequate area available for the disposal or treatment of any effluent treatment of any effluent treatment or disposal system and any such system will not have any adverse impact on groundwater quality,</i>	Y	OC 2017-01 provided owners consent for a new waste management system, a Development application (DA2017-14) has been lodged with the Board on the 19 January 2017. As the proposal meets the minimum lot size requirements and there are no significant change to the existing developments it is not expected that there would be any issues in this regard. The WMS will be required to service both allotments therefore appropriate



CLAUSE 11 REQUIREMENT	COMPLIANCE Y/N	DISCUSSION
		easements will be required prior to the issue of the subdivision certificate.
c) <i>No part of the proposed development:</i> i. <i>will result in any damage to, or removal of, significant native vegetation, or</i> ii. <i>will have a significantly adverse impact on the habitat of any plants, or animals, that are native to the Island,</i>	Y	The proposal does not involve the removal of any vegetation.
d) <i>Access is, or will be, available to the site of the proposed development and the provision of any such access will not:</i> i. <i>result in any damage to, or the removal of, significant native vegetation, or</i> ii. <i>have a significantly adverse impact on the habitat of any plants, or animals, that are native to the Island,</i>	Y	The proposal will require the existing ROW over Crown land (Portion 174) to be amended to include access to the new allotments.  These easements would be conditioned as part of any development consent should a future development application be approved
e) <i>Any proposed landscaping will provide various species of plants that are native to the Island and common in the locality to enhance any significant native vegetation,</i>	Y	The application does not involve any changes to landscaping.
f) <i>The proposed development will not be adversely affected by any landform limitations, including flooding, landslip, unstable soils and steep slopes,</i>	Y	The subject sites are not affected by flooding or any other known hazard.
g) <i>Adequate services in respect of the proposed development can be provided without significant additional cost to the Board or the community of the Island,</i>	NA	No additional services are required for this development.
h) <i>The appearance of the proposed development (when considered by itself or in conjunction with existing buildings and works) will not have any significantly adverse impact on the locality,</i>	Y	The subject site is largely screened from the public domain, by existing landscaping.  The demolition and resultant alterations proposed to the Di Owens residence is considered to result in satisfactory visual amenity. No change will be visible from the public domain and sufficient setbacks between the two proposed sites are proposed to allow for additional vegetative buffer if required.
i) <i>The proposed development will not cause any significant overshadowing of adjoining land,</i>	Y	The proposed development will not cause shadowing on adjacent land.
j) <i>The proposed development will not cause any significant reduction in the privacy of occupiers of adjoining land</i>	NA	The proposal will not result in a loss of privacy of occupiers of adjoining land.

### 7.3.2 Lord Howe Island Development Control Plan 2005

The Lord Howe Island Development Control Plan 2005 (DCP 2005) provides detailed guidance for individuals and the community to achieve the aims and strategies of LEP 2010. In particular DCP 2005 relates to the desired characteristics of dwellings and is not highly prescriptive in regards to subdivision.

The proposed demolition, alterations and subdivision to the Di Owens dwelling are not expected to have any detrimental impacts on the World Heritage values of the Island. The proposal is consistent with all other relevant controls with in the DCP 2005.

## 8.0 Environmental Effects

### 8.1 Environmental Planning and Assessment Act 1979

Under the provisions of section 79C(1) of the EP&A Act, in determining a development application, a consent authority is to take into consideration the following matters as are of relevance to the development the subject of the development application.

- (a) *the provisions of:*
  - i. *any environmental planning instrument*
  - ii. *any draft environmental planning instrument that is or had been placed on public exhibition and details of which have been notified to the consent authority, and*
  - iii. *any development control plan*
    - iiia *any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F, and*
  - iv. *any matters prescribed by the regulations that applied to the land to which the development relates*
  - v. *any coastal zone management plan (with the meaning of the Coastal Protection Act 1979)*

(a)(i) The key relevant planning instrument is the LEP 2010. The proposal has been assessed against all the relevant planning instruments (see Section 7.0) and is found to comply.

(a)(ii) No draft environmental planning instruments apply.

(a)(iii) The proposal has been assessed against the LHI DCP in Section 7.3.2 and is found to comply.

(a)(iiia) There are no planning agreements relevant to the application.

(a)(iv) There are no relevant matters prescribed by the regulations.

(a)(v) There are no coastal zone management plans relevant to the application.

- (b) *The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts on the locality*

The environmental impacts of the proposal have been considered in Section 7.0. The table below provides further assessment of any likely impacts.

**Table 5 Likely environmental impacts**

Potential Impacts	Proposal
<i>Access, Transport and Traffic</i>	Transport and traffic impacts are considered satisfactory. There will be no changes to the existing vehicle arrangements, however a condition requiring the formalising of access easement is recommended.
<i>Public Domain, Visual and Streetscape</i>	There will be no change to the existing streetscape.
<i>Ecological</i>	The proposal does not impact on any SNV and will not have any adverse impacts on the ecology of the site.
<i>Flood</i>	The proposed works will not impact flooding. They are away from the flood prone area.
<i>Heritage</i>	The subject site is not listed as a heritage item.
<i>Views</i>	Views will not be impacted by the works.
<i>Privacy</i>	Privacy impacts are considered satisfactory.
<i>Open Space</i>	Open space will not be impacted by the proposal.
<i>Social and economic Impact in Locality</i>	There will be no adverse social or economic impact..
<i>Construction</i>	Potential impacts from construction activities will be minimised through the recommended conditions of the consent.

(c) *the suitability of the site for the development*

The site is suitable for the proposed development for all the reasons explored throughout the above table and Section 7.0 of this report.

(d) any submissions made in accordance with this Act or the regulations

No submissions have been received.

(e) *the public interest*

It is considered that the proposal will have no detrimental effect on the public interest, subject to appropriate conditions being proposed.

## 9.0 Conclusion

This application has been assessed with regard to the provisions of Section 79C of the EP&A Act, the LEP 2010 and DCP 2005 and the relevant codes and policies of the Lord Howe Island Board.

The application for subdivision and partial demolition and alteration of Di Owens dwelling is supported subject to the application of a number of standard conditions.

## 10.0 Recommendation (Conditional Approval)

**That the Board APPROVE Development Application No. DA 2017-22 for the subdivision of perpetual lease (12,177sqm) into 2 parts A (3720.6sqm) and B (8479.4sqm) and demolish part of the dwelling on Part A, at Lot 10 DP 1202580, Anderson Road, Lord Howe Island, subject to the following conditions:**

### 1. Approved Plans and Supporting Documentation

The development is to be carried out in accordance with the plans and documentation provided with DA 2017-22 as listed below and endorsed with the Lord Howe Island Board's stamp, except where amended by other conditions of consent.

- a) Completed Development Application Form prepared by D Owens dated 10 April 2017
- b) Statement of Environmental Effects prepared by D Owens and dated 10 April 2017
- c) The following plans
  - Survey Ref No5942 LHI ST3 drawn by D B Laundry of Beukers & Ritter Consulting P/L
  - Plan showing setback calculations
  - Demolition Area and floorplan of Dwelling on Lot 10 DP1202580
  - Demolition Plan for the removal of walls of dwelling on P/L2015-02, Lot 10 of DP1202580.
  - Driveways and Parking Plan in the Statement of Environmental Effects dated 10 April 2017
  - Paths and Driveways Plans
  - Vegetation Cover Plan
  - Waste Management Systems Plans and Documentation.

*Reason: To ensure the development is carried out in accordance with the details submitted in the Development Application.*

## **2. Site Landscaping**

Existing site landscaping and all major areas of native plantings on site are to be maintained.

*Reason: To ensure the lots remain landscaped.*

## **3. Shearwater Cottage**

The building known as Shearwater Cottage is to be used for staff accommodation pursuant the Lord Howe Island Local Environmental Plan 2010. No change of use is approved as part of this development application.

*Reason: To ensure the continued protection of staff accommodation.*

## **4. Subdivision certificate**

A subdivision certificate is required to be approved and registered by the office of the Registrar-General. A subdivision certificate can only be approved once the Construction Certificate and associated Occupation Certificate is issued and compliance with the setback plan is demonstrated.

*Reason: This is a legislative requirement.*

## **5. Easement & Driveway**

- a) The applicant is required to make provision in the application for a Subdivision Certificate a registration of a reciprocal right of carriageway and easement for services and maintenance over those parts of the lots common to both. This includes vehicle and services (ie pedestrian, car, electricity, waste management system) easement and should be generally consistent with the

location of the right of way shown in the Driveways and Parking Plan. Access to part A to Anderson Road across part B and the existing ROW on portion 174 is to be maintained.

*Reason: To ensure that access and provision for future is provided to each lot as necessary.*

## 6. Construction Certificate

- a) All construction and demolition work is to be carried out and completed in accordance with the Building Code of Australia.
- b) Ensure Construction Certificate Plans are the same as the approved Development Application Plans including the certified engineering plans accompanying the Development Application.
- c) As the building class is 1a (addition to dwelling) construction must be overseen by a licenced builder. The licenced builder is to be nominated in the Construction Certificate application.
- d) Prior to the issuing of a Construction Certificate the applicant is to provide **detailed structural engineering plans** for the extensions. The structural plans are to address compliance with construction in Wind Zone A, and are to be certified by an appropriately qualified Structural Engineer in accordance with AS1170.2.

*Reason: To ensure construction is undertaken in accordance with requirements.*

## 7. Ecology and Habitat

- If any live LHI Gecko or LHI Placostylus are detected during works they are must be moved to similar habitat structures in the adjacent area (e.g. fallen timber within dense native vegetation, old dwellings/structures) away from the development site so they can escape predation by predators such as LHI Currawong and LH Woodhen.
- All building materials and building activity are restricted to being stockpiled on cleared open areas.
- During installation of the surface irrigation system all leaf litter and fallen timber being retained on site and if required to be moved be immediately redistributed across the site following completion of installation works.

*Reason: To ensure ecological communities are not adversely impacted by the development.*

## 8. Water

Applicant to ensure stormwater from the outbuilding roof is diverted to existing rainwater tanks or an appropriate absorption trench provided so as not to undermine any new or existing footings. The method of management of this stormwater should be shown on the construction drawings.

## 9. Waste Management

Any waste generated from the proposed development is to be contained within the site and then be recycled or disposed of at the authorised waste management facility on the Island. This excludes asbestos waste, if any, which is the responsibility of the applicant to remove from the Island. No waste shall be placed in any location or in any manner that would allow it to fall, descend, blow, wash, percolate or otherwise escape from the site.

Waste disposal fees will be charged in accordance with the Lord Howe Island Board's schedule of fees and charges.

## 10. Construction

No excavation to be carried out until the site is inspected by the LHIB Senior Electrical Officer.

Any electrical work, if required, must be carried out by a licensed electrician and an Electrical Compliance Certificate is to be provided to the Board with, or before, the application for Occupancy Certificate for the building additions and alterations.

All works are to be undertaken in accordance with approved Construction Certificate documentation.

Pre-Commencement meeting to be arranged with the Owner, Builder and Board Personnel prior to any work commencing on site.

## 11. Inspections

The Principal Certifying Authority (PCA) will require the following mandatory inspections to be undertaken during development works:

- a) Pre-commencement and site set-out
- b) After excavation for, and prior to the placement of, any footings
- c) Prior to covering of the framework for any floor, wall, roof or other building element
- d) Storm-water connections
- e) Final Inspection after the building work has been completed and prior to any Occupation Certificate being issued in relation to the building.

*Reason: To ensure ecological communities are not adversely impacted by the development.*

## 12. Fire Safety

- a) Ensure that fire detection and early warning devices, such as automatic smoke detectors are installed.

*Reason: To ensure the resulting development is fire safe.*

## 13. Water

- a) All plumbing work, including the disconnections and connections to the wastewater system, is to be undertaken by a licensed plumber.
- b) All waterproofing of wet areas in the utilities building is to be certified by an appropriate person and certification to be provided with application for Occupancy Certificate.
- c) Ensure that all stormwater from the new roof structures (dwelling and shed) are diverted to existing rainwater tanks.
- d) It is noted that the existing Aerated Wastewater Treatment System has a risk rating of medium and will need to comply with the Strategy by 31 October 2017

*Reason: To ensure works are undertaken appropriately.*

#### **14. Waste Management**

- a) Clarification of potential for asbestos in the existing building or the garden shed is required by the applicant.
- b) All waste is to be contained within the site during construction and then be recycled or disposed of at the authorised waste management facility on the Island. This excludes asbestos waste, if any, which is the responsibility of the applicant to remove from the Island. No waste shall be placed in any location or in any manner that would allow it to fall, descend, blow, wash, percolate or otherwise escape from the site.
- c) Waste disposal fees will be charged in accordance with the Lord Howe Island Board's schedule of fees and charges.

*Reason: To ensure the proper removal of waste is carried out.*

#### **15. Construction Hours**

To limit the impact of the development on adjoining owners, all construction work shall be restricted to the hours of 7.00am to 6.00pm Monday to Friday and 8.00am to 1.00pm Saturdays. No construction work shall take place on Sundays or Public Holidays.

*Reason: To limit the potential for any loss of amenity to adjoining owners and/or occupiers associated with the construction of the approved works.*

#### **16. Notice of Commencement**

Notice must be given to the Lord Howe Island Board at least two (2) days prior to the commencement of building work.

*Reason: This is a legislative requirement.*

#### **17. Inspections Required**

The Principal Certifying Authority (PCA) will require the following mandatory inspections to be undertaken during construction:

- a) Pre-commencement/set-out for the dwelling additions/alterations and demolition of and construction of new shed
- b) Any footing excavations for the dwelling, including verandah, prior to placement of first footing
- c) Any footing excavations for shed prior to placement of first footing
- d) Any framework for any floor, wall, roof or other building element for the shed prior to covering
- e) Any framework for any floor, wall, roof or other building element for the deck extensions prior to covering
- f) Waterproofing for wet areas prior to covering
- g) Storm-water connections

- h) Final Inspection prior to Occupation Certificate being issued

**Please note: It is the applicant or their representative's responsibility to book inspections with the Lord Howe Island Board at least 48 hours prior. Failure to do so may result in a delay in the inspection being undertaken.**

*Reason: This condition is prescribed under the Environmental Planning and Assessment Regulation 2000.*

## **18. Construction Management Plan**

A Construction Management Plan is to be submitted and approved by the Board prior to the issuing of a Construction Certificate. The Plan shall detail:

- a) A program for the works including indicative timeframes for different activities including inspection points.
- b) A waste management plan detailing how all building waste will be managed. This will include quantities of waste (m<sup>3</sup>).

NOTE: Any building waste taken to the Waste Management Facility (WMF) on LHI will incur a charge as detailed in the LHIB fees and charges schedule.

- c) Any material taken to the WMF is to be separated into recyclable components before being transported to the WMF and should be managed on-site so that wind-blown litter does not occur.
- d) If the intent is for waste to be disposed of through the WMF the plan should detail discussions with the WMF Co-ordinator.
- e) A site plan showing material storage areas, stockpile areas of excavated material, waste bin areas, erosion protection measures to be implemented around disturbed areas and temporary fencing to protect the site from public access, including any warning signage

*Reason: To minimise any impact of waste generated during the construction period on the visual and environmental quality of Lord Howe Island.*

## **19. Erection of construction signs**

A sign must be erected in a prominent position on any site on which building work, is being carried out:

- a) showing the name, address and telephone number of the principal certifying authority for the work, and
- b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
- c) stating that unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while the building work is being carried out, but must be removed when the work has been completed,

*Reason: This condition is prescribed under the Environmental Planning and Assessment Regulation 2000.*

## **20. Site Landscaping**



Existing site landscaping and all major areas of native plantings on site are to be maintained. No significant native vegetation is to be removed or damaged.

*Reason: To minimise vegetation removal.*

## **21. Materials and Colours**

The materials and colour selection for the proposed works are to complement the existing dwelling on the site.

Reason: To ensure that the proposed development complements the surrounds.

### ***Advice to Applicant:***

### **Significant Native Vegetation**

Damage to, or removal of Significant Native Vegetation is prohibited, as per Clause 11 of LEP 2010.

### ***Commonwealth Environment Protection and Biodiversity Conservation Act 1999***

The Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) provides that a person must not take an action which has, will have, or is likely to have a significant impact on

*A matter of national environmental significance (NES) matter; or Commonwealth land without an approval from the Commonwealth Environment Minister.*

This application has been assessed in accordance with the New South Wales Environmental Planning & Assessment Act, 1979. The determination of this assessment has not involved any assessment of the application of the Commonwealth legislation.

It is the proponent's responsibility to consult Environment Australia to determine the need or otherwise for Commonwealth approval and you should not construe this grant of consent as notification to you that the Commonwealth EPBC Act does not have application.

The Commonwealth EPBC Act may have application and you should obtain advice about this matter. There are severe penalties for non-compliance with the Commonwealth legislation.

Section 97 of the EP&A Act confers on an applicant who is dissatisfied with the determination of a consent authority a right of appeal to the Land and Environment Court. This right of appeal is only valid for 12 months from the date of the consent. To determine the extent to which the consent is liable to lapse refer to Section 95 of the EP&A Act.

Report prepared by

**Claire Muir**

Date: 8 May 2017

LHI Consultant Town Planner

Endorsed

Penny Holloway

Date: 16 May 2017

Chief Executive Officer

Lord Howe Island Board

# LORD HOWE ISLAND BOARD

## Business Paper

### OPEN SESSION

#### ITEM

Dog, Avian and Stock Importation Policies- Moratorium

#### APPLICANT

Lord Howe Island Board

#### RECOMMENDATION

That the Board approve a moratorium on the importation of livestock (including poultry) and dogs effective immediately pending a decision on commencement of the Rodent Eradication Program (REP) and communication of this decision by way of "householder" to the community.

#### ISSUE

The *Lord Howe Island Regulation 2014* (the Regulation) provides no person shall import a number of identified pest animals to the Island. The regulation also provides that no person shall import any other animal to the Island without the approval of the Board.

The Board has adopted the following policies to guide the assessment of applications to import animals (and animal feed) to the Island:

- Avian Importation Policy (2015),
- Dog Importation and Management Policy (2015),
- Stock Importation Policy (July 2015),
- Plant Importation Policy (2015).

During planning for the REP it has been identified that the chances of eradication success would be greatly increased if the number of livestock (including poultry) and dogs could be reduced as much as possible during the operational and post-operational phase of the program. Hand broadcast of poison would be more effective than distribution through bait stations and the presence of livestock and dogs would restrict hand broadcast, thus reducing effectiveness. The presence of livestock and dogs could also provide alternative food sources for rodents and rodents would be more likely to consume rodenticide if alternative food sources are reduced as much as possible. Livestock and dogs are also potentially at risk of consuming rodenticide or poisoned rodents if access is not prevented.

Should the REP proceed, the chance of success will be increased, risk of harm to additional imported animals eliminated and costs reduced if there is a moratorium on new imports until rodenticide breakdown in the environment was confirmed after the REP.

The Board has received one recent application for a dairy calf and has advised the applicant that the application will not be assessed until after the September 2017 meeting when it is

anticipated the future of the REP will be determined. In order to clarify and provide short-term certainty to residents it is requested that a moratorium be placed on the importation of livestock and dogs pending a decision on commencement of the REP.

Should the Board wish, special consideration could be afforded the importation of dogs prior to the decision regarding the REP. However this should be only under extenuating circumstances and on the undertaking of the applicant that they would be responsible for all costs involved in transport and kennelling on the mainland and/or muzzling of any dog imported during REP operations and for such time afterward as is required.

### **RECOMMENDATION**

That the Board approve a moratorium on the importation of livestock (including poultry) and dogs effective immediately pending a decision on commencement of the Rodent Eradication Program (REP) and communication of this decision by way of "householder" to the community.

**Prepared:** Hank Bower Manager Environment/World Heritage

**Endorsed:** Penny Holloway Chief Executive Officer

# LORD HOWE ISLAND BOARD POLICY

<b>TITLE</b>	<b>Business Licence for the Provision of Long Term Accommodation</b>		
<b>DATE ADOPTED</b>	March 2014	<b>AGENDA ITEM</b>	8i March 2014
<b>CURRENT VERSION</b>	<del>March 2014</del> March 2017 (draft) March 2014	<b>AGENDA ITEM</b>	<del>8i March 2014</del> 8(ii) May 2017
<b>REVIEW</b>	5 years	<b>FILE REFERENCE</b>	CO0024
<b>ASSOCIATED LEGISLATION</b>	<i>Lord Howe Island Act 1953 (NSW)</i> <i>Lord Howe Island Regulation 2014 (NSW)</i> <i>Local Government Act 1993 (NSW)</i> <i>Competition and Consumer Act 2010</i> <i>Fair Trading Act 1987</i> and other legislation administered by Fair Trading		
<b>ASSOCIATED POLICIES</b>	Conditions of Licence to Provide Tourist Accommodation		

## 1 Policy Aim

The aim of this policy is to ensure that those providing long term accommodation on the island do so in accordance with the Lord Howe Island Act 1953 (the Act) and the Lord Howe Island Regulation 2014 (the Regulation).

Under Clause 49 of the Regulation the approval of the Board is required to carry out a commercial undertaking on the island. The provision of long term accommodation is deemed to be a commercial undertaking.

This policy does not apply to:

- a) Approved staff accommodation as defined under the Lord Howe Island Local Environment Plan 2010,
- b) Residential occupancy of a dwelling where the Perpetual Lease is subject to a sublet in accordance with the Act, and the occupants of the dwelling are the sub-lessees,
- ~~b)c) Residential occupancy of a dwelling solely for the accommodation of family or friends and for which no remuneration is payable or, and~~
- ~~c)d) Government agencies providing housing for staff.~~

**No approval under this policy excuses any lessee/s or sublessee/s of any Perpetual lease from performing the condition of residence on their lease**

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## 2 Legal Situation

All land on Lord Howe Island is Crown land and may only be dealt with in accordance with the provisions of the Lord Howe Island Act 1953 (section 18).

There are a number of provisions of the Act, which work together to support a permanent and committed residential community on the Island.

The Act does not prevent the granting of a licence to occupy premises, as this is a personal right only, not a dealing in land. Subject to any other Act in force, the licence must be terminable at the will of the leaseholder, not be transferrable and not give a right of exclusive possession.

The differences between a lease and a licence are set out below.

### **2.1 Lease**

- a) A Lease is a transfer of right to enjoyment (exclusive possession) of that property by the lessor to the lessee, made for a certain term, in consideration of a fee subject to the terms set out in the lease agreement.
- b) A lease grants exclusive possession for a fixed period (term).
- c) A lease creates an interest in the land which can be transferred to the lessee for the period of the lease.
- d) A lease can be transferred (assigned) to another party and, if registered on the title, is binding on a new owner of the land.
- e) A lease is not revocable (other than subject to any conditions set out in the lease (e.g. a redevelopment clause)).

### **2.2 Licence**

- a) A Licence is the granting of a permission to use the land/premises in consideration of a fee subject to the conditions set out in the licence.
- b) A licence does not grant exclusive possession.
- c) A licence does not create or transfer an interest in the land.
- d) A licence is not transferable.
- e) A licence is revocable by the licensor.

~~Premises on a perpetual lease cannot be sublet other than in accordance with the provisions of the Act. Clause 23 of the Act requires, amongst other things, that a subletting have the consent of the Minister for the Environment (in the case of a sublease to an Islander), or the consent of the Governor (in the case of a sublease to a non-Islander).~~

~~However, the Act does not prevent the granting of a licence to occupy premises, as this is a personal right only, not a dealing in the land. The licence must be terminable at the will of the leaseholder, not be transferrable and not give a right of exclusive possession.~~

~~The essential differences between a lease and a licence are set out below.~~

### **2.1 Lease**

- ~~a) A Lease is a transfer of right to enjoyment (exclusive possession) of that property by the lessor to the lessee, made for a certain term, in consideration of a fee subject to the terms set out in the lease agreement.~~
- ~~b) A lease grants exclusive possession for a fixed period (term).~~
- ~~e) A lease creates an interest in the land which can be transferred to the lessee for the period of the lease.~~
- ~~d) A lease can be transferred (assigned) to another party and, if registered on the title, is binding~~

~~on a new owner of the land.~~

~~e) A lease is not revocable (other than subject to any conditions set out in the lease (e.g. a redevelopment clause).~~

## 2.2 Licence

~~a) A Licence is the granting of a permission to use the land/premises in consideration of a fee subject to the conditions set out in the licence.~~

~~b) A licence does not grant exclusive possession.~~

~~c) A licence does not create or transfer an interest in the land.~~

~~d) A licence is not transferable.~~

~~e) A licence is revocable by the licensor.~~

## 3 Policy Provisions

~~a) It is open to the holder of a perpetual lease to grant a licence to occupy premises. In granting any licence it is essential that the arrangement is, a licence arrangement and not a lease.~~

~~a) It is open to the holder of a perpetual lease to grant a licence to occupy premises. In granting any licence it is essential that the arrangement is, in fact, just a licence arrangement and not an attempt to disguise an arrangement as a licence when it is, in fact, a lease.~~

b) The licence must be between the perpetual leaseholder and the person who is being granted the right to occupy the premises,

c) The perpetual leaseholder must seek their own legal or other advice and assistance regarding the most appropriate terms and conditions for a licence to occupy the premises subject to any other Act in force,

d) If required, the applicant must provide evidence that the premises to be licensed has development consent for use as a residential dwelling,

e) All business licenses issued under this policy will be for a minimum of three months and a maximum period of two years, and will be subject to a new application at the cessation of the approval period,

~~f) As of March 5, 2015, where the holder of a perpetual lease wishes to apply for a business licence for the provision of long term accommodation, and the dwelling is either:~~

- ~~• the applicant's principle place of residence, and is the premises which the applicant relies upon to fulfill the condition of residency, and the licensing of the premises will result in the applicant not being able to fulfill the condition of residency for a period in excess of twelve months, or,~~
- ~~• a dwelling located on a second perpetual lease held by the applicant, but upon which they do not reside,~~

~~the Board will require, prior to issuing a business licence, that the applicant first apply to sublet the perpetual lease in accordance with the Act, and that he or she seek, and obtain, a waiver of the residency requirement under either Section 21(7) for a. and Section 21(7A) for b.~~

~~g) The Chief Executive Officer (CEO) of the Board is delegated to determine any application made under this policy, provided that the application complies with this policy. The CEO of the Board is delegated to suspend or withdraw any approval given under this policy where it can be established to the satisfaction of that officer that a significant breach of the conditions of approval has occurred. In determining any application, where the application is proposed to be refused, or where the CEO believes that the application will prove controversial, the CEO will consult with the Board. Where the CEO intends determining the application contrary to the majority view of the elected members, the CEO will document the reasons for doing so and provide a written briefing to the Chairperson, who will determine the matter in consultation with the Board.~~

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#### **4 Fees**

The Private Accommodation fees charged by the Board are levies imposed for the granting of permission to carry out a commercial undertaking on the island in accordance with the Regulation.

The fees charged will be determined by the Board from time to time.

# LORD HOWE ISLAND BOARD APPLICATION FOR BUSINESS LICENCE

<b>Name of Applicant</b>					
<b>Name of Business</b>					
<b>Premises Address</b>					
<b>Postal Address</b>					
<b>Contacts</b>	Phone		Fax		Email
<b>Business Activities to be carried out under this Licence</b>					
<b>Statement by Applicant</b>	<p>I, _____, being the applicant and proprietor of the business described above hereby apply for a business licence to undertake the stated activities on Lord Howe Island.</p> <p>I declare that I hold appropriate and adequate insurances in relation to the business and that all of the activities specified in this application are covered by my policy. <b>I have attached a written statement from my insurer to confirm this.</b></p> <p>I also declare that I hold all relevant State and Commonwealth approvals required for the activities specified in this application.</p> <p>I understand that there is an annual licence fee applicable and I agree to pay that fee quarterly as invoiced by the Board, and continue to pay the required fee unless the licence expires or is suspended or cancelled. I also understand that if the business ceases to operate I will be liable to pay the licence fee until the quarter after I have informed the Board in writing that I no longer require a business licence.</p>				
	_____ Signature of Applicant		_____ Signature of Witness		
	_____ Name of Applicant		_____ Name of Witness		
	_____ Date		_____ Date		



<b>Board Meeting:</b> May 2017	<b>Agenda Number:</b> 8(ii)	<b>File Ref:</b> CO 024
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# LORD HOWE ISLAND BOARD

## Business Paper

### OPEN SESSION

#### ITEM

Review of 'Business Licence for the Provision of Long Term Accommodation' Policy

#### RECOMMENDATION

It is recommended that the Board adopt the revised 'Business Licence for the Provision of Long Term Accommodation' Policy attached.

#### BACKGROUND

In March 2014, the Board adopted a revised policy to ensure that those persons providing long term accommodation on the Island did so in accordance with the *Lord Howe Island Act 1953* and the *Lord Howe Island Regulation 2014*.

At present the Policy does not appear to be consistent with the *Lord Howe Island Act*. Under the Act leaseholders are required to reside on their lease as their principal place of residence unless the condition of residence of the lease is suspended or the lease is sublet and the sublessee resides on the lease. The current Policy however suggests that leaseholders could rent out their property for 12 months and not reside on their lease without going through the sub-leasing process. The policy has been amended to remove the inconsistency.

The policy is clear where there are additional dwelling/s on the lease that are not the principal residence of the lessee (or sublessee). In these instances, the Policy enables the Board to issue a "long-term accommodation licence" which permits the leaseholder to rent out the additional dwelling/s.

#### COMMENT

The policy has been revised to clarify requirements and to provide clarity on application of policy provisions (Attachment 1).

#### RECOMMENDATION

It is recommended that the Board adopt the revised 'Business Licence for the Provision of Long Term Accommodation' Policy attached.

**Prepared:** James Lonergan, Manager Environment & Community Services

**Endorsed:** Penny Holloway, Chief Executive Officer

Attachments:

1. Revised 'Business Licence for the Provision of Long Term Accommodation' Policy

# LORD HOWE ISLAND BOARD POLICY

<b>TITLE</b>	<b>Vehicle Importation, Transfer and Use Policy</b>		
<b>DATE ADOPTED</b>	December 2006	<b>AGENDA ITEM</b>	8ii December 2006
<b>CURRENT VERSION</b>	May 2017	<b>AGENDA ITEM</b>	8(i <del>v</del> <sup>ii</sup> ) May 2017
<b>REVIEW</b>	Biannually	<b>FILE REFERENCE</b>	PO0008
<b>ASSOCIATED LEGISLATION</b>	<i>Lord Howe Island Act 1953 (NSW)</i> <i>Lord Howe Island Regulation 2014 (NSW)</i> <i>Local Government Act 1993</i>		
<b>ASSOCIATED POLICIES</b>	N/A		

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## 1 Policy Overview

The aim of this policy is to work towards limiting the overall number and impact of vehicle movements on the island's road system, with a particular focus on the types of vehicles driven on the island. The vision is for the Island's fleet to consist of a limited number of low impact vehicles, with electric vehicles being encouraged.

The ~~LHB~~ Board has developed this policy to guide its management of vehicles on the island, in accordance with the provisions of the Lord Howe Island Regulation 2014. The policy is to guide the Board's use of the powers provided for under the Regulation regarding motor vehicles so that vehicle and traffic management is aligned with the expectations and aspirations of the community, and with the island's environment and economy.

The Board will determine whether the importation of a vehicle is in the public interest and consider the likely impacts of the vehicle, including environmental impacts on both the natural and built environments, and social and economic impacts on the island. Unless otherwise provided for under this policy, no entitlement to import or use a vehicle is provided for. All applications to import or transfer and use a vehicle will need to demonstrate a genuine need for the import or transfer, and use of a vehicle, and for the vehicle selected.

In particular, the Board will manage vehicle importation to ~~reduce~~ limit the number of vehicles on the island, and the frequency and intensity of their use, to ensure that the impacts of vehicles and traffic on the island are minimised.

The Board recognises that the frequency and intensity of vehicle use are major influences on road safety, aesthetics and ambience of the island and where possible should be kept to a minimum.

The Board will continue to review and develop the policy, and associated programs and initiatives. These reviews will occur biannually.

## 2 Legislative Framework

The Board's power to regulate motor vehicles on Lord Howe Island is established under Part 6 of the Lord Howe Island Regulation 2014, in particular clauses 84, 86 and 87. Essentially, the Board's approval is required for any importation of a vehicle to the island (c 84), hire of motor vehicles (c86) and for any use of that vehicle on the island, including how a vehicle is used (c 87).

### 84 Approval to import motor vehicles

- (1) A person must not, except in accordance with the approval of the Board, bring a motor vehicle onto the Island.  
Maximum penalty: 50 penalty units.
- (2) An application for approval to bring a motor vehicle onto the Island must relate to one vehicle only.

### 86 Hire of motor vehicles

- (1) A person must not, except in accordance with the approval of the Board, hire or offer for hire a motor vehicle to any other person for use on the Island.  
Maximum penalty: 50 penalty units.
- (2) This clause applies whether or not the person from whom the motor vehicle is or is to be hired, or any employee or agent of that person, is to drive or ride the motor vehicle.

### 87 Use of motor vehicles

- (1) A person must not drive or ride a motor vehicle on the Island unless the Board has given its approval to the use of that vehicle on the Island.
- (2) A person who has obtained the approval of the Board under this clause may drive or ride the motor vehicle concerned only in accordance with that approval.

#### 2.1 Relevant Legislative Provisions Relating To Approvals:

Under Part 1, clause 4 (2) of the Lord Howe Island Regulation 2014, any approval given by the Board

is subject to Chapter 7, Part 1, Division 3 of the Local Government Act 1993. This part of the Local Government Act (LG Act) specifies how approvals are to be applied for, made, amended and terminated. In particular, under Section 94 of the LG Act, the Board may apply conditions to any approval, and may apply a time limit on any approval. Under Section 103 of the LG Act, an approval, unless otherwise specified, lapses by default after five (5) years.

### 3 Definitions

#### 3.1 Motor Vehicle (from here on referred to as a “vehicle”):

As defined under the Lord Howe Island Regulation 2014 (c 83):

A motor vehicle means a vehicle (other than an aircraft or a vessel) propelled by volatile spirit, steam, gas, oil or electricity and includes:

- (a) An incomplete or partially constructed motor vehicle; or
- (b) The chassis, body, frame or remains of a motor vehicle; or
- (c) A trailer or caravan.

**Note:** For the purpose of this policy, the above definition includes motor vehicles, motorbikes, mopeds (pedal assisted or non pedal assisted), motor scooters, mini bikes, quad bikes, trikes etc whether the motor is a permanent or temporary fixture and regardless of whether a motor vehicle licence or registration is required. A Power Assisted Pedal Cycle as defined by the NSW [Roads and Maritime Services \(RMS\)](#) is not considered a Motor Vehicle under this Policy.

#### 3.2 Reside

As defined under the Lord Howe Island Act 1953.

#### 3.3 Dwelling

As defined under the Lord Howe Island Local Environment Plan 2010 and the Board’s policy definition of a Separate Domicile, but not including Staff Accommodation as defined under Lord Howe Island LEP 2010.

#### 3.4 Tenant

A person who lawfully occupies an approved dwelling on the island under a tenancy arrangement in accordance with the NSW Residential Tenancy Act.

#### 3.5 Essential Services

Essential services for the purpose of this policy are set out in the Schedule of Essential Services

#### 3.6 Vehicle Hire

To hire, attempt to hire, expose for hire or solicit for hire any vehicle on the island, to any person, for money or other consideration of any kind.

#### 3.7 Vehicles for Private Use

For the purpose of this policy, any lawful use of a vehicle, including activities approved in a business licence issued under clause 49 of the Lord Howe Island Regulation 2014, but not including vehicle hire.

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As a result of community concern over road safety, [the Board LHH](#) has introduced maximum size of a vehicle for private use permissible on the island is:

- a) Length 5200mm (not including tow ball);
- b) Width 18590mm (not including side mirrors); and
- c) Height 17800 mm (not including roof racks or roll bars [or headboard on the tray](#)).

Note: this maximum size requirement does not apply to vehicles previously approved.

### 3.8 Vehicles for Commercial Use

For the purpose of this policy, any vehicle which has been specifically applied for and approved under the policy provisions relating to Commercial Vehicles.

As a result of community concern over the number of oversized vehicles, [the Board LHH](#) has introduced [a maximum size of a standard vehicle for commercial use permissible on the island, which is based on the current model of a 2 wheel drive Toyota Hilux utility, which in 2017 was:](#)

- a) Length 5200mm (not including tow ball);
- b) Width 195800mm (not including side mirrors); and
- c) Height 17800 mm (not including roof racks, ~~or~~ roll bars [or headboard on the tray](#)).

Note: this maximum size requirement does not apply to vehicles previously approved.

Where a vehicle with different dimensions to the standard is required for specialised work, the case must be made as to why a non-standard vehicle should be approved.

### 3.9 Commercial Use

To sell or hire, attempt to sell or hire, expose for sale, hire or profit or solicit for sale, hire or profit any article, thing or service to any person, or conduct, or assist in the conduct of, any amusement, entertainment, instruction, performance or activity for money or other consideration of any kind.

### 3.10 Power Assisted Pedal Cycle

A power-assisted pedal cycle under this policy is defined by the NSW [RMSTA](#).

A power-assisted pedal cycle is designed to be propelled primarily by a pedalling cyclist and has one or more auxiliary propulsion motor attached. This means that the main source of propulsion for the power-assisted pedal cycle is human, and the motor is only designed to assist rather than replace the rider.

Power Assisted Pedal Cycles are only permitted for private use without approval. They are not allowed to be used for Hire purposes unless approval has been granted by the [LHH](#) Board.

### 3.11 Motorised wheelchairs and mobility scooters

A motorised wheelchair under this policy is defined by the Transport for NSW.

Motorised wheelchairs are mobility aids with two or more wheels and have a top speed of 10km/h on level ground. Mobility scooters or 'gophers' are classified as motorised wheelchairs. A motorised wheelchair does not include a wheeled recreational device such as a motor scooter, pram, stroller, trolley or any other motor-assisted machine.

Motorised wheelchairs are only permitted for private use without approval. They are not allowed to

be used for Hire purposes unless approval has been granted by the LHI Board.

### 3.12 Bull bars/Roo bars/Nudge bars

Bull bars/roo bars etc are not permitted to be imported on a vehicle or added to a vehicle on LHI unless approval is given by [the CEO of the Board](#). The CEO may only grant approval for a request for a bull bar/roo bar if it includes a winch and if it can be satisfactorily demonstrated that the winch is [essential to the vehicle's use](#).

Where it can be demonstrated that vehicles come standard with a "nudge bar" the [CEO of the Board](#) will take this into consideration when assessing a request to import a vehicle.

Second-hand vehicles with a bull bar already attached will be required to have the bull bar/roo bar removed prior to importation to island.

Note 2: [this item does not apply to vehicles which have bull bars/roo bars and have previously been approved for importation to the Island existing vehicles which have bull bars/roo bars are exempt from seeking approval.](#)

## 4 Vehicle Types

Any vehicle which is approved by the Board for importation and use on the islands roads, other than plant and equipment, or motor assisted pedal bicycles, unless required by law, must be registrable and registered in the State of NSW.

### 4.1 Preferred Vehicles

The Board will give preference, by way of incentives, to the importation and use of [small and low impact](#) vehicles which are either:

- a) A motor vehicle meeting the following requirements
  - ~~i. Identified in the Commonwealth Government "Green Vehicle Guide" ([www.greenvehicleguide.gov.au](http://www.greenvehicleguide.gov.au)) as a small car with a 4 star rating or above (as of 28 Feb 2012 - 172 vehicles); and~~
  - ~~ii. Have a Vehicle Kerb Tare weight/mass of less than 1154kg (based on NSW RTA weight classification); and~~
  - ~~iii. Generate noise less than 82 dba (data on noise emissions, provided in green vehicle guide [www.greenvehicleguide.gov.au](http://www.greenvehicleguide.gov.au)); and~~
  - ~~iv. Have vehicle size "footprint"~~
    - Length 403900mm (max)
    - Width 1700mm (max)
    - Height 16700mm (max)
- b) Electric Vehicles
  - i. Electric vehicles include any vehicle that has battery storage and has an electricity plug-in recharge capacity. These vehicles (or the batteries for these vehicles) must have the ability to be plugged into an electricity power point connected to the LHI Grid. Approval to import an electric vehicle will be conditional on the leaseholder upgrading their electricity meter to a "Smart" meter, [if not already installed.](#)
  - ii. Hybrid electric vehicles that do not have a plug in recharge capacity are not deemed electric vehicles for the purpose of this policy.
  - iii. Electric vehicles for private use must not exceed the maximum vehicle footprint as defined under Section 3.

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- c) Motor Scooters
  - i. 4 stroke motor scooters with a maximum capacity of 250cc

#### 4.2 Other Vehicles

Any other vehicle may be imported subject to this policy. The Board will retain absolute discretion in determining an application and will consider whether the importation of a vehicle is in the public interest and the likely impacts of the vehicle, including environmental impacts on both the natural and built environments, and social and economic impacts on the island.

#### 4.3 Boat Trailers

Approval to import and use boat trailers will be at the discretion of the Board subject to application on the prescribed form.

#### 4.4 Box Trailers

Approval to import and use box trailers will be at the discretion of the Board subject to application on the prescribed form.

#### 4.5 Caravans

The importation of caravans is prohibited under this policy.

#### 4.6 Specialist / Other Trailers

Approval to import and use will be at the discretion of the Board and subject to application on the prescribed form.

#### 4.7 Plant and Equipment

Plant and Equipment – being any [conditionally registered or](#) non-registrable vehicles such as tractors, forklifts, excavators, backhoes etc. Approval to import and use will be at the discretion of the Board and subject to written application [in accordance with this Policy](#).

This provisions of ~~this Pe~~ policy ~~does~~ not relate to:

- ~~a) Plant and equipment imported and used as part of an approved fleet plan of an Essential Service.~~
- ~~b) Ride-on Lawn Mowers, Dingo Diggers and similar [vehicles](#).~~ Importation and use of such [vehicles](#) by an eligible person will be deemed to be approved by the Board.

### 5 Fees

#### 5.1 Importation or Transfer

- a) Vehicles meeting the Board's Preferred Vehicle criteria will be exempt from the importation application fee.
- b) A non-refundable application fee of \$200 per vehicle will apply to all applications for the importation or transfer of vehicles which do not meet the Board's Preferred Vehicle criteria.
- c) A non-refundable application fee of \$200 per vehicle will apply to all applications to renew a commercial vehicle or hire vehicle approval.
- d) Box trailers will be exempt from the above fee.
- e) Boat trailers will be exempt from the above fee.

## 6 Incentives

- a) Vehicles meeting the Board's Preferred Vehicle criteria will be exempt from the Board's wharfage fee for the vehicle.
- b) Box trailers will be exempt from the wharfage fee for the vehicle (limit of one exemption per lease).
- b)c) If not already installed, installation of "Smart" meters for electric vehicles at residences and businesses as part of the importation of an electric vehicle, will be 'at cost' only, including the Board's Senior Electrical Officer (SEO) labour and parts. Access to free electricity for electric vehicles will be enabled when there is a surplus of electricity in the Island's system.

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## 7 Eligibility to Import and Use

Unless otherwise provided for under this policy, no entitlement to import or use a vehicle is provided for. All applications to import or transfer and use a vehicle, including boat trailers and box trailers, will need to demonstrate a genuine need for the import or transfer, and use of a vehicle, and for the vehicle selected.

The Board reserves the right to reject any application for any vehicle where it believes that a vehicle is not in the public interest and/or the likely impacts of the vehicle, including environmental impacts on both the natural and built environments, and social and economic impacts will be unacceptable for the island and/or where an applicant has failed to adequately justify the need for a proposed vehicle.

An application to import or transfer and use a vehicle must be made on the prescribed form and include any additional information as the Board may require or the applicant wishes to provide.

### 7.1 Eligibility

The following persons will be eligible to apply to import or transfer a vehicle:

#### 7.1.1 Vehicles for Private Use

- a) A person who resides in an approved dwelling on a Perpetual Lease, either as: the holder, owner, or sub-lessee of the lease or; as the owner-occupant of a multiple occupancy or; by way of a current tenancy agreement under the NSW Residential Tenancy Act 1987 and has resided on the island for a continuous period of 24 months at time of application. Proof of Tenancy will be required and should be supplied with application.
- b) An employee of an Essential Service provider (other than the Board/LHI) who does not have access to the private use of a vehicle provided by the Essential Service may apply to import or transfer a preferred vehicle if they can demonstrate to the Board a genuine need for the vehicle. This will only apply where the employee will occupy the position for a period greater than 12 months and is subject to any specification set out in the schedule of Essential Service entitlements. Any approval will be in accordance with this policy. Approval under this clause will be terminated at the cessation of employment with the Essential Service provider.
- c) Lord Howe Island Board employees other than a person described in a), may after 12 months service staff apply to import a preferred vehicle in accordance with LHI the Board's vehicle importation and use policy. Applications must demonstrate need for vehicle in accordance with this policy. Any approval will be in accordance with this policy. Approval to import vehicle will result in termination of private use rights of LHI Board vehicle. Approval under this clause will be terminated at the cessation of employment with the Lord Howe Island Board.
- d) A person who can demonstrate exceptional circumstance which cannot be addressed by this policy. In such cases, the Board may exercise discretion, provided that the applicant has



demonstrated that no viable alternative to the importation and use of a vehicle exists.

- e) A person as per a) under **Private Use Eligibility** who:
  - i. Has no existing approval for a commercial vehicle which is suitable for private use;
  - ii. Does not reside with another person who has approval for a Commercial vehicle which is suitable for private use.

#### **7.1.2 Commercial Use Eligibility**

A person as per a) under **Private Use Eligibility** who operates an approved business on the island and can demonstrate to the satisfaction of the Board that the business requires the use of a vehicle and that the business need cannot be met from the existing island fleet.

**NOTE:** *In general, the Board will only consider approval for a commercial vehicle for businesses which need to transport clients and guests and/or goods and equipment and then only when the business need cannot be serviced from an existing allocation within the island's fleet. Motor Assisted Pedal Bicycles will not be approved for commercial use.*

#### **7.1.3 Vehicles for Essential Services**

Any authorised officer of an approved Essential Service, as set out in the Schedule of Essential Services in this Policy.

#### **7.1.4 Vehicles for Hire**

- a) Any person eligible under this policy who is also eligible to hold a business licence under clause 49 of the Lord Howe Island Regulation 2014.
- b) The ~~Lord Howe Island~~ Board may from time to time hire out vehicles from its existing fleet where the proposed hire arrangement does not replicate or compete with an arrangement which could be provided by an approved hire vehicle operator as per a).

### **7.2 Use**

Any person who is lawfully entitled to do so, may use a vehicle on the island, and such persons will be deemed to have the approval of the Board to do so, subject to that use complying with this policy, and any conditions applying to any approval given under this policy.

All vehicles will be used on the island in accordance with all relevant State and Commonwealth legislation, policies and procedures.

### **7.3 Private and Commercial Use**

Unless otherwise provided for in this policy, vehicles approved for private and/or commercial use may be used for any lawful purpose, including commercial use, except hire of the vehicle, provided that any commercial use is associated with an approved business on the island.

Where a person has approval for a private use vehicle and a commercial use vehicle, the commercial use vehicle cannot be used for private use.

### **7.4 Essential Services**

Vehicles approved for essential services are to be used exclusively by the essential service provider and its employees or agents for its official business. [LHIB Board](#) approval is required for Private Use of Essential Service vehicles. Private use will be limited to transferred officers of the Essential Service

where the Essential Service provider has a documented policy applying to its employees or agents which allows for other uses.

Use restrictions will be set out as conditions of approval.

### 7.5 Hire Vehicle Use

Hire vehicles may be used for any lawful purpose, including commercial activity provided that the commercial activity is associated with an approved business on the island. Any hiring of a vehicle on the island will be subject to a lawful and documented hire agreement between the approved person (the hirer) and a person who has entered into such an agreement with the hirer (the hiree).

## 8 Allocations

The Board may approve up to the following allocations to eligible persons (refer to Eligibility provision), subject to demonstrated need.

### 8.1 Private Use

One (1) vehicle per approved dwelling.

### 8.2 Commercial Use

One vehicle per approved business licence. Where a person holds multiple business licences, additional vehicles will only be considered where there is a demonstrated need. Access to private use vehicles will be considered when assessing need.

### 8.3 Essential Services Allocation

Essential Services will be eligible to import vehicles as follows:

### 8.4 Schedule of Essential Services

ESSENTIAL SERVICE	VEHICLE ALLOCATION
Lord Howe Island Board	A fleet comprising of all vehicle types, being the minimum number of vehicles required to ensure the safe, effective and efficient delivery of the Board's charter, to a maximum of 12 road going vehicles, <del>2 of which must be Preferred Vehicles.</del>
NSW Police	1 Vehicle
NSW MPA	1 Vehicle
Bureau of Meteorology	1 Vehicle
NSW Education	1 Vehicle
NSW Health	1 Vehicles – Ambulance
Doctor (GP)	1 Preferred Vehicle
NSW RFS	1 Vehicle – Fire Engine
NSW SES	1 Vehicle – Emergency Response Vehicle

### 8.5 Additional Vehicle Allocation for Hire Car Use

The Lord Howe Island Regulation 2014 requires a separate approval for the use of a motor vehicle as a hire vehicle.

Clause 86 of that Regulation states that:

*“(1) A person must not, except in accordance with the approval of the Board, hire or offer for hire a motor vehicle to any other person for use on the Island.*

*(2) This clause applies whether or not the person from whom the motor vehicle is or is to be hired, or any employee or agent of that person, is to drive or ride the motor vehicle”*

In addition to any other allocation:

- a) The Board may approve up to (8) additional vehicles on the island for use as hire vehicles. The Board reserves the right to revise this quota at any time subject to a demonstrated business need.
- b) The Board will review on an annual basis the fee charged for approval to use a car as a hire vehicle.
- c) Hire Car approvals are not transferable without the written approval of the Board.
- d) In addition to any fee applied for approval to hire a car on the island, the Board reserves the right to apply a transfer fee to any transfer of a hire car approval.
- e) Up to 4 vehicles may be allocated per applicant, to an island total of 8 hire cars.
- f) Vehicles are to be Preferred Vehicles unless otherwise agreed to by the Board.

## **9 Review of Applications**

In determining any application to import or transfer a vehicle, where the application is proposed to be refused, or where the CEO believes that the application will prove controversial, the CEO will consult with, and document the majority view of the elected members regarding the application.

Where the CEO intends determining the application contrary to the majority view of the elected members, the CEO will document the reasons for doing so and provide a written briefing to the Chairperson, who will determine the matter in consultation with the Board.

## **10 Approval Periods – Importation and Use**

### **10.1 Private Use Approval Period**

Approval to import a vehicle for Private Use will be six (6) months. If the vehicle is not imported within that time, the approval to import will lapse and a new application must be made.

### **10.2 Commercial Approval Period**

- a) Approval to import a vehicle for Commercial Use will be three (3) months. If the vehicle is not imported within that time, the approval to import will lapse and a new application must be made.
- b) Approval to use a commercial vehicle on the island will ~~be up to a maximum of five (5) years, depending on the demonstrated business need. At the end of the approval period, the owner of the vehicle must reapply to retain and use the vehicle on the island, based on a demonstrated business need. Note renewal fees apply, cease when the business ceases, as evidenced by termination of a business licence.~~
- c) A commercial vehicle cannot be used for private use where a person also has approval for a private vehicle (other than when the private use vehicle is a motor bike, motor scooter etc).

### **10.3 Hire Vehicle Approval Period**

- a) Approval to import a vehicle under Hire Vehicle allocation will be six (6) months. If the vehicle is not imported within that time, the approval to import will lapse and a new application must be made.

- b) Approval to use a vehicle on the island will, unless otherwise varied at the discretion of the Board, be for five (5) years, subject to annual review. At the end of the approval period, the owner of the vehicle must reapply to retain and use the vehicle on the island, based on a demonstrated business need. Note renewal fees apply.

## 11 Approval Conditions

The Board may apply such conditions as it deems necessary to any approval to import and/or use a vehicle on the island. In particular, the Board will apply conditions to safeguard the public interest and to minimise the impacts of vehicle use on the natural, built, social and economic environment of the island.

For any ~~if a~~ vehicle (including a trailer, **plant and equipment**) to be imported ~~is second hand~~, the importer must provide a statutory declaration stating that the vehicle has been inspected and cleaned with a high pressure hose to ensure that no weeds, seeds, insects, spiders, etc. are transported to the island. Such a declaration is required to be submitted to the Board prior to the vehicle leaving the mainland.

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Approvals to import a vehicle for private use will be specific for the applicant and a dwelling. The approval will include details of the dwelling where the vehicles are allocated.

Where the circumstances of the owner of an approved private vehicle change resulting in a new place of residence (approved dwelling) on Lord Howe Island, the vehicle approval is terminated. The owner of the vehicle must reapply under the conditions of this policy. The vehicle owners' circumstances will be considered when assessing this new application and special consideration may be given.

Where the owner of a private use vehicle leaves the island the vehicle must be garaged at the approved dwelling and the approval to use the vehicle is suspended until the owner returns to the island. In circumstances where the vehicle is used by a family member who normally resides with the vehicle owner and does not have access to another private use vehicle, the family member may continue to use the vehicle during the period of owner absence.

In the case of deceased estates, where a private use vehicle is attached to the dwelling of the deceased, the vehicle must remain garaged at the approved dwelling and its use suspended until the administration of the estate has been completed. Where the executor or a caretaker living on the estate does not have access to another private use vehicle, these persons may use the vehicle during the period of administration.

In determining any development consent in its role as a Consent Authority under the *NSW Planning and Assessment Act 1979*, or application for a Business Licence under clause 49 of the Lord Howe Island Regulation 2014, the Board will consider: whether the development and/or activity will require the importation and use of vehicles additional to those provided for under the **Private Use Allocation** and the potential impact of the importation and use of the vehicle/s including whether it is in the public interest and whether the likely impacts of the vehicle, including environmental impacts on both the natural and built environments, and social and economic impacts will be unacceptable for the island.

### 11.1 Breach of Approval

Failure to comply with the conditions of approval will be deemed a breach of the Board's approval and may result in that approval being withdrawn and the vehicle being removed from the island.

Where the Board believes a Breach of the approval has occurred, the LHIB Board's Administration will

write to the vehicle owner advising them of the alleged breach and asking them to respond to the allegation and justify as to why their approval should not be revoked. Vehicle owners will have 14 calendar days to respond. Failure to respond within the prescribed timeframe will result in immediate revocation of approval.

Following termination of approval the [Board's LHHB](#) Administration will write to the vehicle owner of this revocation of approval instructing the vehicle owner to not use the vehicle and remove the vehicle from the island within 60 days.

Vehicle Owners may reapply to the Board for approval. Until approval has been granted the vehicle is not to be used.

## **12 Vehicle Replacement**

Unless a case for exceptional circumstances can be established to the satisfaction of the Board, replacement of vehicles will be on a "one on – one off" basis, where the replacement vehicle has the same (+ 10% subject to the discretion of the Board) or smaller engine capacity and tare weight as the vehicle being replaced.

Where the applicant has another vehicle (commercial or private use) that is suitable for use, the applicant must demonstrate the need to replace the vehicle.

## **13 Vehicle Transfers**

Vehicle approvals will not be transferable without the written approval of the Board. Prior to granting an approval, the [LHHB Board](#) needs to be satisfied that there is a demonstrated need for the transfer. Failure to demonstrate that need will result in approval not being granted.

Applications to transfer will be made on the prescribed form and will be determined in accordance with this policy.

In addition to any fee applied for approval of a vehicle on the island, the Board reserves the right to apply a transfer fee to any transfer of any vehicle approval.

In the case of a private vehicle, the transfer fee will be the equivalent of the appropriate importation fee.

In the case of a commercial vehicle, including a private vehicle which is transferred as a commercial vehicle, the Board will require the transferor and the proposed transferee to provide a Statutory Declaration stating that the proposed price to be paid between those parties regarding the transfer of the vehicle is no greater than current market value of the vehicle, plus freight and wharfage costs. The Board will levy a transfer fee of no greater than 10% of that amount.

## **14 Delegations**

The Chief Executive Officer of the Board is delegated to determine any application made under this policy, provided that the application complies with this policy.

The Chief Executive Officer of the Board is delegated to suspend or withdraw any approval given under this policy where it can be established to the satisfaction of that officer that a significant breach of the conditions of approval has occurred.

In determining any application to import or transfer a vehicle, where the application is proposed to

be refused, or where the CEO believes that the application will prove controversial, the CEO will consult with, and document the majority view of the elected members regarding the application.

Where the CEO intends determining the application contrary to the majority view of the elected members, the CEO will document the reasons for doing so and provide a written briefing to the Chairperson, who will determine the matter in consultation with the Board.

## **15 Reporting and Monitoring**

The Lord Howe Island Board will maintain a Vehicle Approvals Register, which will include:

- a) The names, addresses and number and type of vehicles of persons approved to import and use a vehicle;
- b) Category of Approval (Private, Commercial, Hire etc);
- c) Conditions of Approval;
- d) Approval Period;
- e) Types of Vehicles Held; and
- f) Registration Details of all Vehicles Held.

The Chief Executive Officer of the Board will provide to the Board at each meeting, a report on:

- a) Vehicle applications approved or rejected since the last meeting and a statement detailing the reasons for approval or rejection addressing the matters required to be considered in the Policy and any alternatives to the importation and use of the vehicle;
- b) Cumulative total of vehicles on the island at the time of the report.

## **16 Attachments**

Information for Applicants  
Application to Import a Vehicle  
Application to Transfer a Vehicle

# LORD HOWE ISLAND BOARD

## APPLICATION TO IMPORT A VEHICLE

### Under Clauses 84 and 87 of the *Lord Howe Island Regulation 2014*

Approval to import and use a vehicle on the island will be subject to the provisions of the *Lord Howe Island Board Vehicle Importation, Transfer and Use Policy 2015* (the Policy). Please read this policy prior to completing this form. No entitlement to import or use a vehicle is provided for under this policy. All applications to import and use a vehicle will need to demonstrate a genuine need for the importation and use of a vehicle, and for the vehicle selected. The Board reserves the right to reject any application for any vehicle where it believes that a vehicle is not in the public interest and/or the likely impacts of the vehicle, including environmental impacts on both the natural and built environments, and social and economic impacts will be unacceptable for the island and/or where an applicant has failed to adequately justify the need for a proposed vehicle.

Please note that a non-refundable application fee of \$200.00 applies to the importation and transfer of a motor vehicle.

#### APPLICATION FEE

Total fees lodged: \$200.00    Receipt No.: .....    Receiving Officer: .....

#### APPLICANT DETAILS

Name: .....

Address: .....

#### Is this vehicle application for (please circle):

Private Use                      Commercial Use                      Essential Service

#### NOTE:

- Private use eligibility is limited to one vehicle per dwelling.
- In general, the Board will only consider approval for a commercial vehicle for businesses which need to transport clients and guests and/or goods and equipment and then only when the business need cannot be serviced from an existing allocation within the island's fleet.
- Essential service entitlements are specified in Clause 8 of the Policy.

#### On what basis are you eligible to apply for the importation and use of a vehicle under the Lord Howe Island Board Vehicle Importation, Transfer and Use Policy 2015?

Please refer to Clause 7 of the *Vehicle Importation, Transfer and Use Policy*.

#### NOTE:

- For commercial use vehicles, a Business Licence is a prerequisite, and
- For commercial and private use vehicles, applicants residing as Tenants are required to supply a copy of their Tenancy Agreement with this application.

Please specify:

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**VEHICLE TO BE IMPORTED**

Make: ..... Model: .....

Engine Capacity: ..... No. of Cylinders: .....

Fuel Type (e.g. Petrol, Diesel, <sup>1</sup>Electric): .....

Body Type (e.g. Hatch, Station wagon, Utility): .....

<sup>2</sup>Unladen Kerb Weight<sup>2</sup> (in Tonnes or Kgs): .....

Length-(mm)(excl tow bar): ..... Width-(mm)(excl mirrors): ..... Height-(mm)(excl roof racks & tray):-.....

<sup>3</sup>How were vehicle dimensions obtained? (eg. Website, actual measurements): .....

4WD or 2WD: ..... Registration No.: .....

**NOTES:**

<sup>1</sup>If applying to import an electric vehicle, a new 'Smart' electricity meter is required to charge the vehicle. Please complete the form 'New Installation Application for Supply'.

<sup>2</sup>Kerb weight is the Tare weight plus a full tank of fuel, but excluding tow bar etc.

<sup>3</sup>Advise how you obtained the dimensions of the proposed vehicle. E.g. Website, actual measurements etc.

**Is this vehicle applied for second hand (please circle)?**

Yes                      No

NOTE: if the vehicle is second hand it will be necessary for you to provide a statutory declaration stating that the vehicle has been inspected and cleaned with high pressure hoses to ensure no weed seeds, bugs, spiders etc are transported to the Island. This declaration must be submitted to the Board prior to the vehicle leaving the mainland.

**Do you own or have use of other vehicles on the island?**

Yes                      No

NOTE: 'Vehicle' includes a road registered/registrable motorcycle or scooter.

**If yes, please specify:**

MAKE	MODEL	REGISTRATION	APPROVED USE e.g. Private, Commercial, Essential

**Will the vehicle to be imported replace one of the above vehicles?**

Yes                      No

If yes, which vehicle is being replaced? .....

NOTE: Unless otherwise approved by the Board, the vehicle being replaced must be removed from the island within the

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timeframe specified by the Board.

Please provide a detailed justification of why you require a vehicle and the specific vehicle applied for:

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Please state whether you considered alternatives to the vehicle selected, including an alternative form of transport:

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NOTE: Please attach an additional sheet if space is inadequate.

**APPLICANT'S DECLARATION**

I ..... being the applicant, hereby declare that the information provided above is true and accurate and make application to import a vehicle in accordance with the above.

Signature: ..... Date: .....

# LORD HOWE ISLAND BOARD

## Business Paper

### OPEN SESSION

#### ITEM

Review of Vehicle Importation, Transfer and Use Policy

#### RECOMMENDATION

It is recommended that:

- the Board approve amendments to the *Vehicle Importation, Transfer and Use Policy 2015* to incorporate additional elements aimed at limiting the overall number of vehicles and the impact of vehicle movements on the island's road system as well as best practice biosecurity clearance procedures
- the amended Policy be placed on Public Exhibition for a period of 28 days, only being reported back to the Board if there are any submissions opposing the changes to the policy.

#### BACKGROUND

At the March 2017 Board meeting, there was discussion in closed session regarding the Board's Vehicle Importation, Transfer and Use Policy. Local Board Members were asked to review the Board's policy position particularly in relation to electric vehicles for consideration by the full Board at its next meeting.

#### CURRENT POSITION

This review has been undertaken and the outcome is presented in this report. The Policy has also been updated to take account of revised Commonwealth Government Green Vehicle Guide information and biosecurity procedures. Proposed changes follow with reference to the relevant section/clause number of the Policy:

##### **1. Policy overview (1)**

Lord Howe Island is a small and environmentally sensitive World-heritage listed island, with only 12.3kms of public road network. There is a need to protect the environment but also balance that with meeting the economic and social needs of the Island community. Vehicles serve a social and economic purpose and have a legitimate place on the island. Balancing the competing needs and demands means however that vehicle numbers and impacts have to be managed. The focus therefore is on limiting the number of vehicles which are permitted as well as stating a strong preference for smaller low impact vehicles. With the development of viable electric vehicles and approval of conditional

registration for their use on the Island's road network, electric vehicles are encouraged to take the place of larger petrol-driven vehicles.

The Board's Policy has been amended to reflect this position, as follows:

*The aim of this policy is to work towards limiting the overall number and impact of vehicle movements on the island's road system, with a particular focus on the types of vehicles driven on the island. The vision is for the Island's fleet to consist of a limited number of low impact vehicles, with electric vehicles being encouraged.*

## **2. Preferred Vehicles (4.1)**

Preferred vehicles are (i) small and light-weight vehicles and (ii) electric vehicles. As the Commonwealth Government "Green Vehicle Guide" no longer provides guidance on preferred vehicles, this reference has been deleted from the Policy and dimensions provided which enable the smallest vehicles available in the Australian market to meet the requirements of this section.

## **3. Vehicle size (3.7 & 3.8)**

Maximum dimensions have been amended for private use vehicles, increasing the width slightly (5cm) but reducing the height (10cm), which would enable a 2 wheel drive utility to be approved, but not a 4 wheel drive utility.

Maximum dimensions have also been amended for commercial use vehicles, increasing the width by 10cm (allowing for a wider tray) but reducing the height by 10cm, which also allows for a 2 wheel drive but not a 4 wheel drive utility. Any business applying for a 4 wheel drive vehicle for commercial use would have to make a strong case that it is needed for specialised work that cannot be done by a 2 wheel drive vehicle.

## **4. Plant and Equipment (4.7)**

This section has been amended to provide greater clarification that any plant and equipment which use the Island's roads need to have approval under the Policy.

## **5. Incentives (6)**

An additional incentive has been included which enables the installation of a "Smart" meter, if not already installed, for an electrical vehicle to be 'at cost'.

## **6. Commercial vehicle approval period (10.2)**

This section has been amended to reflect current practice, i.e. that a commercial vehicle approval ceases when the business it is attached to ceases to operate.

## **7. Biosecurity measures (11)**

The requirement for inspection and cleaning prior to importation has been extended to any vehicle approved under the Policy, whether they be new or old, and includes trailers, plant and equipment. The reason for this is because any vehicle prior to importation has the opportunity to pick up pests, weeds and seeds. New vehicles are driven to Port Macquarie and then may wait for some time before being loaded onto the vessel. Biosecurity measures need to be applied consistently to all vehicles.

## **8. Deceased estates (11)**

Clarification has been added about limitations on the use and disposition of vehicles belonging to deceased estates.

Amendments have been made to the Policy to reflect the above position, which can be seen in track changes in the attached Policy and Application Form

### **RECOMMENDATION**

It is recommended that:

- the Board approve amendments to the the *Vehicle Importation, Transfer and Use Policy 2015* to incorporate additional elements aimed at limiting the overall number of vehicles and the impact of vehicle movements on the island's road system as well as best practice biosecurity clearance procedures
- the amended Policy be placed on Public Exhibition for a period of 28 days, only being reported back to the Board if there are any submissions opposing the changes to the policy.

**Endorsed:** Penny Holloway, Chief Executive Officer

# LORD HOWE ISLAND BOARD

## INTERNAL POLICY

<b>TITLE</b>	<b>Draft Risk Management Policy and Guidelines</b>		
<b>DATE ADOPTED</b>			
<b>REVISED</b>	May 2017	<b>REVIEW</b>	2 years
<b>FILE REFERENCE</b>	PO0018		
<b>ASSOCIATED LEGISLATION, POLICIES PROCEDURES</b>	&	<ul style="list-style-type: none"> <li>• <i>Work Health and Safety Act 2011.</i></li> <li>• <i>Work Health and Safety Regulation 2011</i> and supporting codes of practice.</li> <li>• <i>Explosives Act 2003.</i></li> <li>• <i>Workplace Injury Management and Workers Compensation Act 1998.</i></li> <li>• <i>Workers' Compensation (Dust Diseases) Act 1942.</i></li> <li>• <i>Workers' Compensation (Bush Fire, Emergency and Rescue Services) Act 1987.</i></li> <li>• <i>Dangerous Goods (Road and Rail Transport) Act 2008.</i></li> </ul>	

## 1 Introduction

The Lord Howe Island Board (LHIB) operates in demanding physical, environmental, social and business contexts and faces a diverse and complex array of issues. In this situation, effective management of risk is critical to the achievement of our corporate goals and is an important element of our corporate governance.

Risk management involves informed and responsible risk taking; it is not only about risk avoidance. A systematic risk management approach fosters creativity and innovation as well as controlling and mitigating unacceptable risk.

Effective risk management is achieved by systematically identifying and assessing risks in relation to the achievement of objectives, and thoughtfully assessing options for dealing with each risk before deciding what to do.

The risk management policy and guidelines set out in this document are intended to help ensure risk in LHIB is managed systematically, efficiently and effectively. The LHIB's risk management policies and procedures are based on the Australian/New Zealand Risk Management Standard, and so are consistent in their approach and methodology.

## 2 Objectives

The objectives of LHIB's Risk Management Policy and Guidelines are to:

- a. Make risk management an integral part of LHIB's business planning and performance monitoring processes.
- b. Encourage systematic identification and assessment of risk to inform and improve decision making processes at all levels.

- c. Provide openness and transparency in decision-making and ongoing management processes.
- d. Promote a culture of continuous improvement in the management of risk across the organisation.
- e. Encourage and support a proactive approach to the identification and management of strategic and operational issues throughout the organisation.
- f. Improve integration and coordination of risk management practices in LHIB.

### 3 Scope and Application

The policy and guidelines apply to all LHIB staff and management processes. The management processes to which this policy relates include strategic and business planning, policy development, project management, and decision making at both strategic and operational levels.

### 4 Definitions

1. **Risk** is the chance of something happening that will have an impact on objectives.
2. **Risk management** is the culture, processes and structures directed towards realising potential opportunities whilst managing adverse effects.

Definitions of other terms used in relation to risk management are at Appendix C.

### 5 Relevant Legislation and Other Mandating Instruments

The most explicit legislative requirement for management of risk is established by the *Work Health and Safety Act 2011*.

Other legislative obligations for management of risk arise under the following:

- *Work Health and Safety Regulation 2011* and supporting codes of practice,
- *Explosives Act 2003*,
- *Workplace Injury Management and Workers Compensation Act 1998*,
- *Workers' Compensation (Dust Diseases) Act 1942*,
- *Workers' Compensation (Bush Fire, Emergency and Rescue Services) Act 1987*, and
- *Dangerous Goods (Road and Rail Transport) Act 2008*.

There is no specific legislative requirement that NSW government agencies implement general risk management, although Section 11 of the *Public Finance and Audit Act* requires the heads of government agencies to ensure there is an effective system of internal control over the financial and related operations of the agency. However Government's expectation that agencies will undertake systematic management of risk has been clearly established, through, for example:

- NSW Treasury – *Internal Audit and Risk Management Policy for the NSW Public Sector – TPP 15-03*, which requires that agencies have a risk management framework in place that supports the agency to achieve its objectives by systematically identifying and managing risks to increase the likelihood and impact of positive events, and mitigate the likelihood and impact of negative events.



- NSW Treasury - *Total Asset Management Submission Requirements TPP 13-03*, which places significant emphasis on risk management.
- The *Annual Reports (Departments) Regulation 2015* under which agencies are required to report on their risk management activities.

The *Electricity Supply (Safety and Network Management) Regulation 2014* requires the LHIB to take all reasonable steps to ensure that the design, construction, commissioning, operation and decommissioning of its network (or any part of its network) is safe. This regulation requires a safety management system for the network to be established in accordance with AS 5577 (this standard deals with network risk management).

## Policy

### 6 Key Principles

LHIB is committed to efficiently and effectively managing risks to the achievement of our strategic, management and operational objectives in order to:

- Protect life, property, and environmental values, both natural and cultural;
- Minimise losses and take advantage of opportunities in all areas of our operations;
- Improve and maintain the quality of our decision making; and
- Enhance our capacity to influence and support the community.

To this end, LHIB will:

- Systematically identify, assess, treat and monitor risk in accord with Australian/New Zealand Standard AS/NZS ISO 31000:2009 and best practice guidelines published by the NSW Treasury.
- Conduct a strategic corporate risk assessment every three years to inform development of our management plans, specific risk control strategies, and audit and compliance program.
- Establish a risk management system that:
  - Determines and communicates authorities, accountabilities and responsibilities of all staff;
  - Provides for appropriate training and resourcing;
  - Covers the full range of risks that require management;
  - Uses risk assessment criteria consistently throughout the organisation;
  - Facilitates the systematic, structured identification and assessment of risks;
  - Formalises action planning and review; and
- Enables LHIB to demonstrate that all significant risks are being diligently managed, with the risk treatment proportional to the risk and the selection of treatment options taking into account relevant factors such as feasibility, cost and effectiveness.

## **7 Responsibilities**

Every LHIB staff member has a responsibility to contribute to the risk management process:

- a. By identifying, reporting and/or managing risks;
- b. By encouraging and supporting other LHIB staff in identifying, reporting and/or managing risks; and
- c. By complying with LHIB policies and procedures designed to address particular types of risk.

In addition, the LHIB expects that contractors and consultants employed to do work in, or on behalf of, the agency will also contribute to the risk management process by identifying, reporting and/or managing risks and by complying with LHIB policies and procedures. Contract conditions are to include specific provisions in relation to risk management.

## **8 Risk Tolerance**

LHIB accepts that not all risks can be controlled, and that resource constraints can limit capacity to control risks. However, the Board seeks to minimise risks whilst working towards the achievement of the Board's strategic and operational objectives. In doing this, the Board's approach is informed by the following principles:

1. Priority will always be given to the protection of life and property, consistent as far as possible with the protection of environmental values,
2. Risks will be treated in accordance with their rating, with risks rated as extreme being addressed first, followed as resources permit by those rated high, then medium and lastly low,
3. Action to reduce or control risks rated as extreme will commence immediately management becomes aware of the assessed risk level, while action to address risks rated as high will commence as soon as practicable,
4. In managing risk, the Board seeks to ensure that any reasonably foreseeable risk of the type which could give rise to a claim for civil liability is actively assessed and managed, and
5. Through its regular and systematic risk assessment processes, and this clear statement of risk tolerance, the Board seeks to continue to foster creativity and innovation whilst concurrently ensuring that unacceptable risk is controlled and risk taking within the agency is informed and responsible.

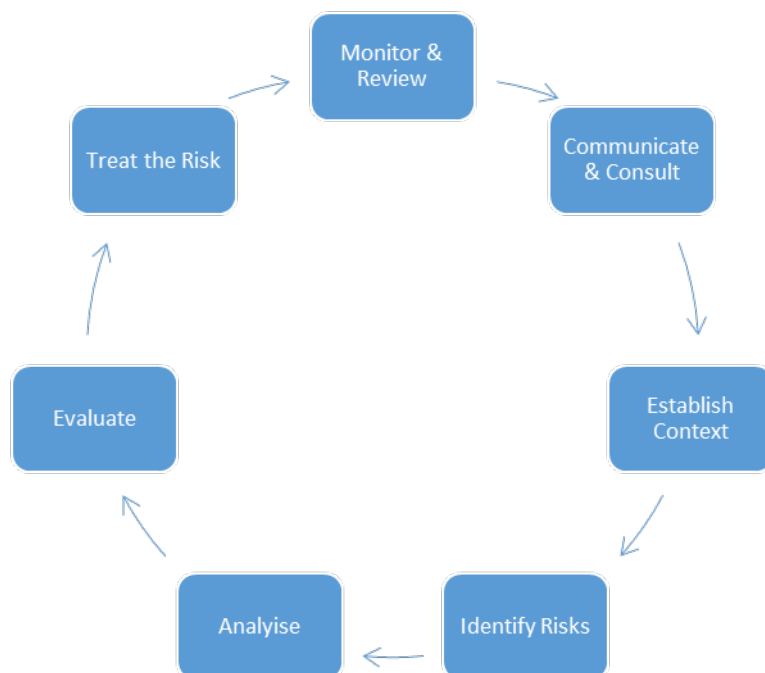
## **Operational Risk Assessment Guidelines**

### **Overview**

This procedure is based on AS/NZS/ISO 31000:2009, Risk Management (the Standard). It details the common methodology to be used to assess and address the level of risk inherent in Agency operations and activities. For guidance in relation to the application of this procedure or assistance in the conduct of operational risk assessments, refer to the Standard; HB 436 – Risk Management Guidelines; or the SICorp website.

An overview of the Risk Management process detailed in the Standard (Flowchart) is attached as Appendix A. Operational risk advice and assistance is provided by GIO and may be sourced through LHIB's Client Services Manager.

## Process



### Communicate and Consult

*Has everybody who needs to know been contacted, involved, informed and kept up to date?* Communication and consultation are important considerations at each stage of the risk management process. They should involve a dialogue with all stakeholders (both internal and external) with a focus on consultation, rather than a one way flow of information from the decision maker to stakeholders.

All stakeholders must be confident that their views have been appropriately valued and considered, and that they have been kept informed of the actions being taken and the reasons behind those actions. This may extend to the preparation and implementation of a stakeholder communication strategy. Broad “ownership” of the risk and the plans to manage it is essential to a successful risk management outcome.

### Establish the Context

The first step in risk management is to establish the context of the risk. This can be done by asking a series of questions, such as:

*What do we want to do or achieve?* Define the desired outcomes of the event, activity or project.

*How will we know we have been successful?* Identify the success measure or measures for each desired outcome.

*Who will be involved in or affected by what we want to do?* Identify the major stakeholders for this activity, both internal and external to LHIB.

*Do any of the Stakeholders need to be involved in the Risk Assessment?* All stakeholders who may feel they have a right to be consulted should be. A formal risk assessment should not proceed until all appropriate stakeholders can be assembled and/or consulted. All stakeholders who are actively involved in the achievement of the success measures **must** be involved in the risk assessment.

*What records do we need to keep?* The likely consequences of the decisions to be made and the importance of future stakeholders being able to understand why these decisions were made will dictate the level of record keeping required. Decisions concerning the making and capturing of records should take into account:

The legal and corporate governance needs for records (*State Records Act 1998*).

The cost of creating and maintaining records.

The benefits of re-using information in the future.

*What criteria will we use to analyse the risk?* The criteria contained in Table 1 and Table 2 below is generic, based on financial and other considerations. They will not be appropriate for the analysis of every risk faced by LHIB and a decision on their applicability to the particular risk under consideration must be made. Other criteria may be developed in-house, based on operational, technical, legal, social or environmental considerations, to name just a few. Criteria may be either qualitative or quantitative in nature.

*How will the rest of the risk management process be structured?* Determine the elements or steps that the activity/event/project can be divided into to create a logical framework that helps ensure significant risks are not overlooked.

## **Identify the Risks**

*What, where, when, how and why can things happen to prevent us from achieving our success measures?* Risks that have not been identified cannot be assessed. Alternative methods to identify risks include:

A brainstorming session with all stakeholders.

Checklists developed for this or similar events/activities/projects.

An examination of previous events/activities/projects of this type.

The constitution of an experienced panel to consider the event/activity /project.

Risk areas may include, but are not limited to:

*Management* (planning, supervision, leadership).

*People* (competence, skills, experience, reliability, safety, training, insurance).

*Property and other Assets* (availability, suitability, damage, insurance).

*Financial* (funding, sponsorship, salaries, budgeting, control).

*Regulatory/Legal* (statutory requirements, committee duties and responsibilities, duty of care to stakeholders).

*Political* (community participation and support, government policies, risk of adverse publicity).

*Weather* (heat, cold, rain, fire ban, fog).

*Communication* (Memorandum of Agreement/Memorandum of Understanding required, meetings, marketing, methods and frequency of contact?).

*Anything else you can think of* (nobody knows your activity better than you!)

All risks identified should be communicated to your immediate supervisor, if he or she did not participate in the risk identification exercise.

## Analyse and Evaluate the Risks

*How big are the risks we have identified?* Determine how likely a risk is to occur and how large the impact would be if it did occur. **These tables are generic in nature and careful consideration should be given to their applicability for the specific risk profile being assessed.** Consider risk in terms of the most plausible worst case scenario.

A vast array of methodologies may be sourced from ISO 31010: 2009 – Risk Management – Risk Assessment Techniques.

9 Table 1: Likelihood

Descriptor	Description	Indicative Frequency
Almost Certain (A)	The event will occur on an annual basis	Once a year or more frequently
Likely (B)	The event has occurred several times in your career	Once every three years
Possible (C)	The event might occur once in your career	Once every 10 years
Unlikely (D)	The event does occur somewhere from time to time	Once every 30 years
Rare (E)	Heard of it occurring elsewhere	Once every 100 years

10 Table 2: Consequence

CONSEQUENCE					
Category	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Environment	Minimal environmental impact; isolated release only	Minor environmental impact; on-site release immediately controlled	Significant environmental impact; on-site release contained with assistance	Major environmental impact; release spreading off-site; contained with external assistance	Fatalities occur; extensive release off-site; requires long term remediation
Financial	Negligible financial loss (\$10,000), no impact on program or business operation	Minor financial loss (\$10,000-\$50,000); minimal impact on program or business operation	Significant financial loss (\$50,000-\$500,000); considerable impact on program or business operations	Major financial loss (\$500,000- \$1M); severe impact on program or business operation	Extensive financial loss (\$1M+); loss of program or business operation
WHS	First aid only required	Minor medical treatment with or without potential for lost time.	Significant injury involving medical treatment or hospitalisation and lost time	Individual fatality or serious long term injury	Multiple fatalities or extensive long term injury
Professional Indemnity	Isolated, internal or minimal complaint; minimal loss to organisation	Contain complaint or action with short term significance; medium loss to organisation	Significant complaint involving statutory authority or investigation; prosecution possible with significant loss to organisation	Major complaint with litigation and long term significance; very high loss to organisation	Extensive litigation with possible class action; worst case loss to organisation; threat to viability of program or service.
Public Liability	First aid only required; minimal loss to organisation	Some medical treatment required; medium loss to organisation	Significant injury involving medical treatment or hospitalisation; high loss to organisation	Severe injuries or individual fatality; very high loss to organisation	Multiple fatalities or extensive long term injuries; worst case loss to organisation
Property & Infrastructure	Isolated or minimal loss; short term impact; repairable through normal operations	Minor loss with limited downtime; short term impact; mostly repairable through normal operations	Significant loss with temporary disruption of services; medium term impact on organisation	Critical loss or event requiring replacement or property or infrastructure; long term impact on organisation	Disaster with extensive loss and long term consequences; threat to viability of service or operation
Reputation	Isolated, internal or minimal adverse attention or complaint	Heightened local community concern or criticism	Significant public criticism with or without media attention	Serious public or media outcry, broad media attention	Extensive public outcry; potential national media attention

CONSEQUENCE					
Category	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Natural Hazards	Minimal physical or environmental impact; isolated hazard only; dealt with through normal operations	Minor physical or environmental impact, hazards immediately controlled with local resources	Significant physical or environmental impact; hazards contained with assistance of external resources	Major physical or environmental impact; hazard extending off-site; external services required to manage	Extensive physical or environmental impact extending off-site; managed by external services; long term remediation required.
Information Technology	No measurable operational impact to organisation	Minor downtime or outage in single area of organisation; addressed with local management and resources	Significant downtime or outage in multiple areas of organisation; substantial management required and local resources	Loss of critical functions across multiple areas of organisation; long term outage; extensive management required and extensive resources	Extensive and total loss of functions across organisation; disaster recovery management required
Political and Governance	Isolated non-compliance or breach; minimal failure of internal controls managed by normal operations	Contained non-compliance or breach with short term significance; some impact on normal operations	Serious breach involving statutory authorities or investigation; significant failure of internal controls; adverse publicity at local level	Major breach with formal inquiry; critical failure of internal controls; widespread adverse publicity	Extensive breach involving multiple individuals; potential litigation; viability of organisation threatened
Industrial Relations	Isolated, internal or minimal impact on staff morale or performance; minimal loss to organisation	Contained impact on staff morale or performance of short term significance; medium loss to organisation	Significant impact on staff morale or performance of medium term significance; significant loss to organisation	Major impact on staff morale or performance with long term significance; very high loss to organisation	Extensive impact or organisational morale or performance; threat to viability or program or service
Contractual and Legal	Isolated non-compliance or breach; negligible financial impact	Contained non-compliance or breach with short term significance and minor financial impact	Serious breach involving statutory authority or investigation; prosecution possible with significant financial impact	Major breach with fines and litigation; long term significance and major financial impact	Extensive fines and litigation with possible class action; threat to viability of program or service.
Positive Consequence	Small benefit, low financial gain.	Small benefit, low financial gain.	Some enhancement to reputation, high financial gain.	Enhanced reputation, major financial gain.	Significantly enhanced reputation, huge financial gain.

11 Table 3: Risk Probability Matrix

Likelihood	Consequence				
	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	Medium	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

**ACTION:** Determine the Risk Level for each identified risk and enter it in the Risk Register.



12 Table 4: Risk Rating

Low	Medium	High	Very High
<p>Managed in day to day operations, by individual staff or small unit/team.</p> <p>Generally handled by SOP's, SWMS or checklists.</p> <p>Not normally entered on Risk Register.</p>	<p>Managed by designated responsible officer, may require specific procedures or processes.</p> <p>Monitored at Supervisor level.</p> <p>May be entered on risk register</p> <p>Notified to Risk Officer.</p>	<p>Managed by designated key responsible officer, entered on the Risk Register.</p> <p>Risk Action Plan compiled implemented.</p> <p>May require allocation of additional resources, procedures, processes or training.</p> <p>Monitored by Unit Manager and where one exists, notified to Risk Management Committee.</p>	<p>Managed by responsible Unit Manager.</p> <p>Entered on Risk Register.</p> <p>Requires immediate attention, including internal and external resources.</p> <p>Risk Treatment Plan written and implemented.</p> <p>Documented procedures.</p> <p>Monitored work processes and training.</p> <p>Monitored &amp; resourced by Senior Management.</p> <p>Where one exists, monitored directly by Risk Management Committee/delegate.</p>

13 Table 5: Risk Control Effectiveness

RISK CONTROL EFFECTIVENESS (RCE) - Assessing the Control Suite for a particular risk:	
Good	Nothing more to be done except review and monitor the existing controls. Control is well designed for the risk, address the root causes and Management believes that they are effective and reliable at all times.
Satisfactory	Most controls are designed correctly and are in place and effective. Some more work to be done to improve operating effectiveness or Management has doubts about operational effectiveness and reliability
Poor	While the design of controls may be largely correct in that they treat most of the root causes of the risk, they are not currently very effective. <b>Or</b> Some of the controls do not seem correctly designed in that they do not treat root causes, those that are correctly designed are operating effectively.
Very poor	Significant control gaps; Either control/s do not treat root causes or they do not operate effectively.
Uncontrolled	Virtually no credible control. Management has no confidence that any degree of control is being achieved due to poor control design and /or very limited operational effectiveness.

## Evaluate the Risks

*Are there any controls already in place?* Determine if there are any existing controls already in place to address the identified risks. Establish if in fact the controls have actually been implemented and are operational. Existing controls could include any policies, processes or procedures established to:

Eliminate or reduce the likelihood of a risk occurring.

Mitigate the impact if a risk does occur.

Share or transfer the identified risk (e.g. insurance and /or indemnity clauses).

Once existing controls have been identified, risks need to be re-evaluated and prioritised, to ensure that the greatest risks are addressed first. The process to follow is:

Note any existing controls identified against the appropriate risks in the Risk Register.

Re-assess the risk in light of existing controls and adjust its Risk Level accordingly to establish a residual risk rating.

Make a recommendation as to whether the risk is considered to be acceptable or unacceptable, with the reasons why.

Forward a copy of the completed risk assessment and recommendation to your manager, who will then present all information to the Risk Management Committee for confirmation or modification of the recommendation and Risk Level. If the risk is deemed unacceptable (a confirmed Risk Level of High or above), it will then be:

- Prioritised in relation to other registered risks (considering the confirmed Risk Level rating, the nature of the people and/or property at risk and the impact on Lord Howe Island Board's reputation and credibility, should the risk event occur).
- Entered onto the Risk Register.

## Treat the Risks

*What are we going to do about the risks we have identified?* After a risk has been entered onto the Risk Register, options to treat it must be considered and action plans developed. Risk Treatment Plans (RTP) must detail:

The actions which will be taken to address the risk.

The manager responsible for ensuring that the RTP is carried out (Responsible Manager).

The officer/s responsible for carrying out individual actions specified in the RTP (Responsible Officer/s).

When the specified actions are to be completed by (due date).

Unless actions are determined and responsibilities for them are allocated, the Risk Identification and Assessment processes will have been wasted

The outcome of any actions specified should be to (in priority order):

Eliminate the possibility of a risk occurring.

Reduce the likelihood of occurrence to an acceptable level.

Mitigate (reduce) the consequences, should a risk occur.

Transfer or share the risk, generally through insurance or contracting out.

Actions to be taken in relation to specified Risk Levels are:

**Very High** – immediate action to be initiated and RTP's to be developed and implemented under the direct control of Senior Management. All documentation must be retained for future reference.

**High** – action timeframe to be determined by Senior Management, with RTPs developed by Responsible Manger/s for approval.

**Medium** – action timeframe determined and RTP's developed by Responsible Manager/s,

**Low** – Risk noted and treated appropriately by those affected.

Remember, all risks identified as High and above are to be entered into the Risk Register and have a RTP developed and implemented.

Risks identified as low and medium should, as a minimum, have this rating recorded as a file note, along with the reasons for that rating and any decisions/actions taken as a result of the Risk Assessment undertaken.

In a climate of constrained resources, careful consideration must be given to how resources are allocated to action plans. You may find it more valuable to reduce higher priority risks to an acceptable level, rather than eliminate them altogether and then use any resources saved to address lower priority risks.

Finally, consult your supervisor and any stakeholders who may not have been available the Risk Assessment, to ensure that you have left nothing out.

### **Monitor and Review**

*Have we got it right?* Registered risks will remain open until they have been reduced and accepted, or eliminated. The Responsible Manager and the Risk Management Committee are to monitor the implementation of RTPs to ensure that agreed actions are being taken and review the risk levels, to reflect changes made.

Whenever an action is taken against a RTP, the Responsible Officer is to notify the Responsible Manager, who will:

Assess the effectiveness of the action taken.

Reassess the RTP to:

- Confirm its continued applicability; or
- Determine any changes that may now be required.

Reassess the risk rating and notify the Risk Officer (or equivalent) of the new suggested rating and any recommended changes to the RTP.

The details of the reassessment will then be confirmed or modified by the Risk Management Committee to determine whether or not the risk rating should be adjusted.

Once all directed actions have been completed, the risk will be re-assessed by the Responsible Manager and the Risk Management Committee and a decision made as to its acceptability or otherwise.

**If a risk is considered to be unacceptable, further action needs to be taken to address that risk.**

**No activity should proceed with a risk that has been identified as unacceptable.**

If in doubt, all Stakeholders involved with the original Risk Assessment are to be consulted, prior to a risk being closed off.

## **Record the Risk Management Process**

Each stage of the Risk Management process must be recorded appropriately, as determined during the 'Establish the Context' step. For risks assessed as moderate and above, assumptions, methods, data sources, analyses, results and reasons for all decisions should all be recorded.

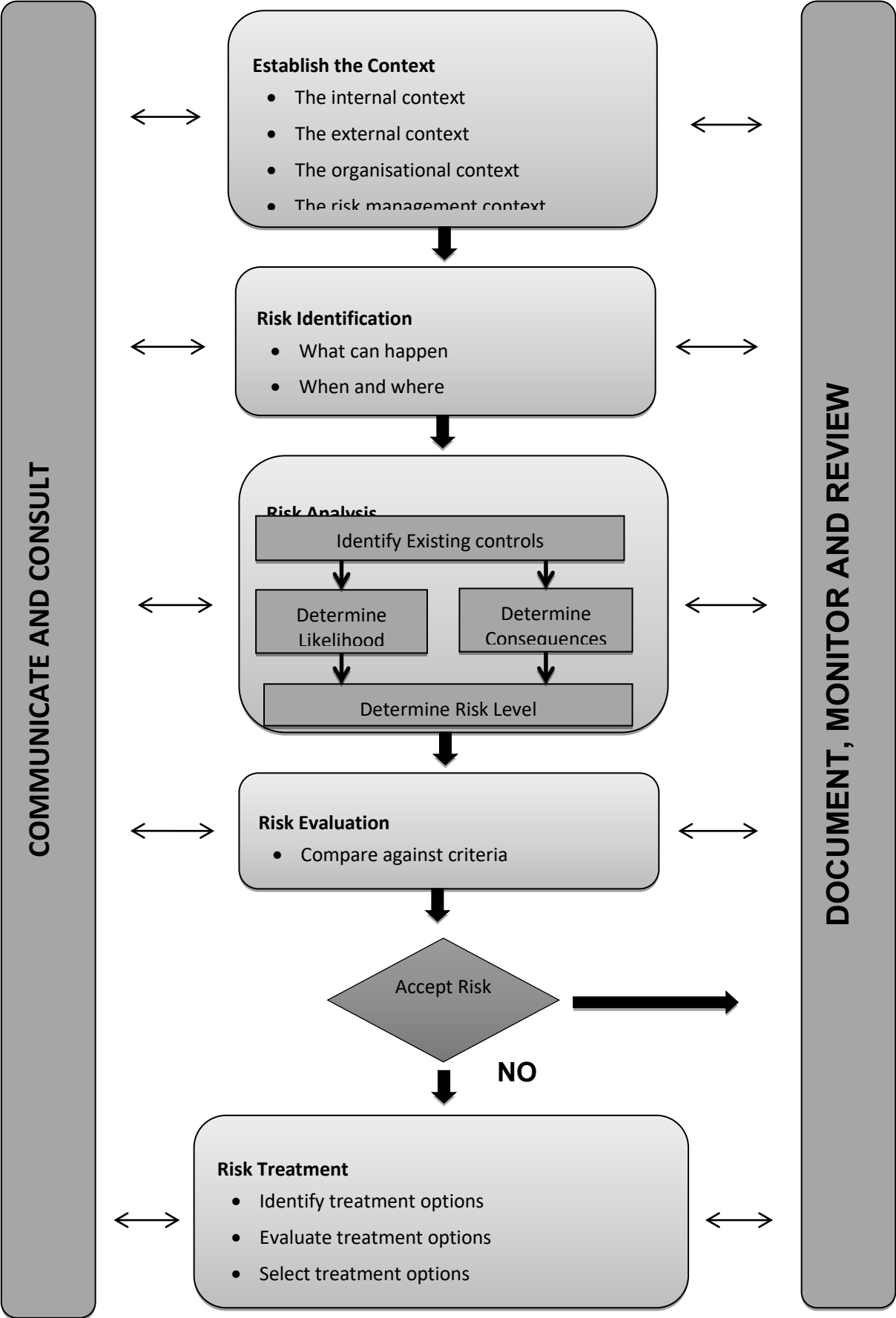
During the conduct of an event, activity or project for which a Risk Assessment has been undertaken, make notes on how effective the RTPs have been and what (if any) changes were made to the original Plans. This will allow better planning for the same or similar activities in the future.

All Risk Assessments and RTPs must be documented and appropriately filed for future reference: even if a risk is assessed to be insignificant and a decision is taken to do nothing, the reasoning that led to this decision must be recorded.

## **Integration of LHIB Risk Management Policy and Guidelines with Operational and Business Activities**

The integration of this Risk Management Policy and Guidelines with the operational and business activities of the LHIB is shown in the chart at Appendix B.

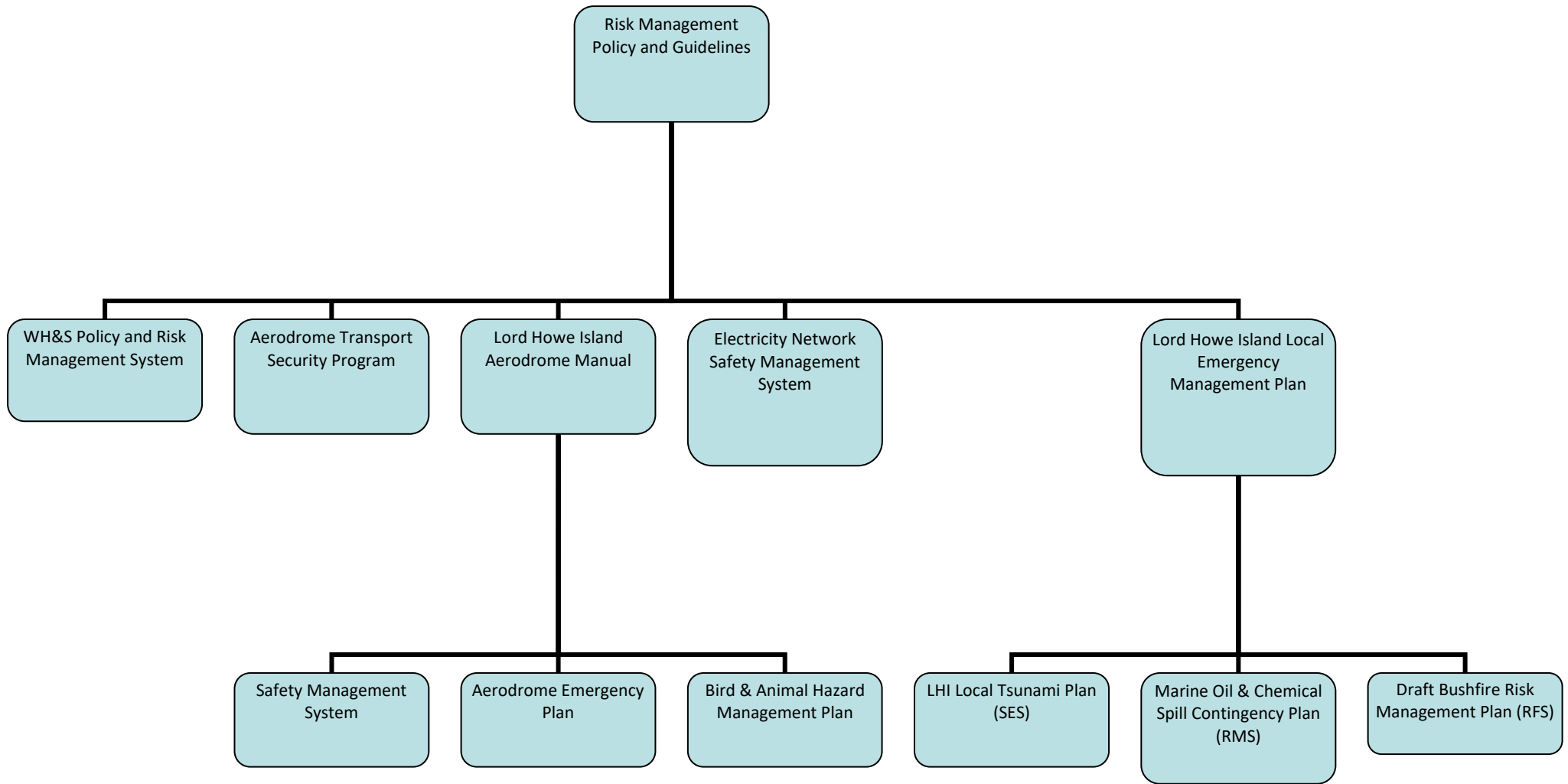
# Appendix A: Risk Management Process



## **Appendix B – Integration of LHIB Risk Management Policy and Guidelines with Operational and Business Activities**

The integration of this Risk Management Policy and Guidelines with the operational and business activities of the LHIB are shown in the chart on the following page.

## Integration of LHIB Risk Management Policy and Guidelines with Operational and Business Activities





## 14 Appendix C – Risk Management Glossary

### Risk Management Glossary

<b>Consequence</b>	<p>Outcome of an <b>event</b> affecting objectives.</p> <ul style="list-style-type: none"><li>• An event can lead to a range of consequences.</li><li>• A consequence can be certain or uncertain and can have positive or negative effects on objectives.</li><li>• Consequences can be expressed qualitatively or quantitatively.</li><li>• Initial consequences can escalate through knock-on effects.</li></ul>
<b>Control</b>	<p>An existing process, policy, device, practice or other action that acts to minimise negative risk or enhance positive opportunities</p>
<b>Event</b>	<p>Occurrence or change of a particular set of circumstance.</p> <ul style="list-style-type: none"><li>• An event can be one or more occurrences, and can have several causes.</li><li>• An event can consist of something not happening.</li><li>• An event can sometimes be referred to as an “incident” or “accident”.</li><li>• An event without <b>consequences</b> can also be referred to as a “near miss”, “incident”, “near hit” or “close call”.</li></ul>
<b>Frequency</b>	<p>Measure of the number of occurrences per unit of time</p>
<b>Hazard</b>	<p>A source of potential harm</p>
<b>Likelihood</b>	<p>Chance of something happening.</p> <ul style="list-style-type: none"><li>• In risk management terminology, the word “likelihood” is used to refer to the chance of something happening, whether defined, measured or determined objectively or subjectively, qualitatively or quantitatively, and described using general terms or mathematically (such as a probability or a frequency over a given time period).</li><li>• The English term “likelihood” does not have a direct equivalent in some languages; instead, the equivalent of the term “probability” is often used.</li><li>• However, in English, “probability” is often narrowly interpreted as a mathematical term.</li><li>• Therefore, in risk management terminology, “likelihood” is used with the intent that it should have the same broad interpretation as the term “probability” has in many languages other than English.</li></ul>
<b>Loss</b>	<p>Any negative consequence, financial or otherwise</p>

## Risk Management Glossary

<b>Mitigation</b>	Action taken to reduce or moderate an unwanted consequence, to lessen its intensity, force or frequency
<b>Monitor</b>	To check, supervise, observe critically, or measure the progress of an activity, action or system on a regular basis in order to identify change from the performance level required or expected
<b>Remediation</b>	The remedying of a deficiency, especially applied to controlling or minimising hazards
<b>Residual risk</b>	Risk remaining after implementation of risk treatment
<b>Risk</b>	<p>The effect of uncertainty on objectives</p> <ul style="list-style-type: none"><li>• An effect is a deviation from the expected – positive and/or negative.</li><li>• Objectives can have different aspects (such as financial, WHS, and environmental goals and can apply at different levels (such as strategic, project, product and process).</li><li>• Risk is often characterised by reference to potential events and consequences, or a combination of these.</li><li>• Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated <b>likelihood</b> of occurrence.</li><li>• Uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of an event, its consequence, or likelihood.</li></ul>
<b>Risk analysis</b>	Systematic process to understand the nature of and to deduce the level of risk.
<b>Risk assessment</b>	Overall process of risk identification, risk analysis and risk evaluation
<b>Risk avoidance</b>	A decision not to become involved in, or to withdraw from, a risk situation
<b>Risk criteria</b>	Terms of reference by which the significance of risk is assessed
<b>Risk evaluation</b>	Process of comparing the level of risk against risk criteria
<b>Risk identification</b>	Process of determining what, where, when, why and how something can happen
<b>Risk management</b>	Coordinated activities to direct and control an organisation with regard to <b>risk</b>
<b>Risk management framework</b>	Set of elements of an organisation's management system concerned with managing risk

## Risk Management Glossary

<b>Risk management process</b>	Systematic application of management policies, procedures and practices to the tasks of communicating, establishing the context, identifying, analysing, evaluating, treating, monitoring and reviewing risk
<b>Risk appetite</b>	Amount and type of risk that an organisation is willing to pursue or retain
<b>Risk management plan</b>	<p>Scheme with the <b>risk management framework</b> specifying the approach, the management components and resources to be applied to the management of <b>risk</b>.</p> <ul style="list-style-type: none"><li>• Management components typically include procedures, practices, assignment of responsibility, sequence and timing of activities.</li><li>• The risk management plan can be applied to a particular product, process and project, and part or whole of the organisation.</li></ul>
<b>Risk management policy</b>	Statement of the overall intentions and direction of an organisation related to <b>risk management</b> .
<b>Risk owner</b>	The person or entity with the accountability and authority to manage a risk
<b>Risk reduction</b>	Actions taken to lessen the likelihood, negative consequences, or both, associated with a risk.
<b>Risk register</b>	A record of risks, to which new risks are added as they are identified and from which other risks are removed once they have been satisfactorily addressed
<b>Risk retention</b>	Acceptance of the burden of loss, or benefit of gain, from a particular risk
<b>Risk sharing</b>	Sharing with another party the burden of loss, or benefit of gain, from a particular risk
<b>Risk source (Hazard)</b>	Element which alone or in combination has the intrinsic potential to give rise to a risk. (a risk source can be tangible or intangible)
<b>Risk tolerance</b>	The levels of risks that management deems acceptable
<b>Risk treatment</b>	Process of selection and implementation of measures to modify risk

# LORD HOWE ISLAND BOARD

## Business Paper

### OPEN SESSION

#### ITEM

Risk Management Policy and Guidelines

#### RECOMMENDATION

It is recommended that the Board endorse the draft Risk Management Policy and Guidelines.

#### BACKGROUND

The most explicit legislative requirement for management of risk is established by the *Work Health and Safety Act 2011*.

Other legislative obligations for management of risk arise under the following:

- *Work Health and Safety Regulation 2011* and supporting codes of practice,
- *Explosives Act 2003*,
- *Workplace Injury Management and Workers Compensation Act 1998*,
- *Workers' Compensation (Dust Diseases) Act 1942*,
- *Workers' Compensation (Bush Fire, Emergency and Rescue Services) Act 1987*,  
and
- *Dangerous Goods (Road and Rail Transport) Act 2008*.

Section 11 of the *Public Finance and Audit Act* requires the heads of government agencies to ensure there is an effective system of internal control over the financial and related operations of the agency. However Government's expectation that agencies will undertake systematic management of risk has been clearly established through, for example, NSW Treasury Policy Paper TPP 1503, *Internal Audit and Risk Management Policy for the NSW Public Sector*, which requires that agencies have a risk management framework in place that supports the agency to achieve its objectives by systematically identifying and managing risks to increase the likelihood and impact of positive events, and mitigate the likelihood and impact of negative events.

#### CURRENT POSITION

The Draft Risk Management Policy and Guidelines provide the context in which all the Board's specific risk management plans and activities operate. The subordinate plans and systems include the following:

- WH&S Policy and Risk Management System,
- Aerodrome Transport Security Program,
- Lord Howe Island Aerodrome Manual,

- Electricity Network Safety Management Plan, and
- Lord Howe Island Local Emergency Management Plan (and its subordinate suite of plans).

The Risk Management Policy and Guidelines are based on AS/NZS/ISO 31000:2009, Risk Management (the Standard). It details the common methodology to be used to assess and address the level of risk inherent in Agency operations and activities.

## **RECOMMENDATION**

It is recommended that the Board endorse the draft Risk Management Policy and Guidelines.

**Prepared:** Bill Monks, Manager Business and Corporate Services

**Endorsed:** Penny Holloway, Chief Executive Officer

## LICENCE TO PROVIDE TOURIST ACCOMMODATION

In pursuance of Clause 69 of the *Lord Howe Island Regulation 2004* under the *Lord Howe Island Act, 1953*,

“Names”

are hereby granted a licence to provide tourist accommodation at the premises known as

“Accommodation Place”

ABN XXXXXXXXXXXXX

Located on Perpetual Lease number XXX

for the period 1 July 2017 to 30 June 2020, subject to the attached conditions.

Penny Holloway  
CHIEF EXECUTIVE OFFICER

For and on behalf of the  
LORD HOWE ISLAND BOARD

## **Conditions of Licence to Provide Tourist Accommodation**

1. The nominated place of business for tourist accommodation is at the premises known as "Accommodation Place", Lagoon Road, Lord Howe Island, NSW, 2898.
2. The maximum number of persons which may be accommodated at any one time is "number", excluding children under five years of age.
3. On no account are tourists to be accommodated in staff quarters or any place other than the licensed tourist accommodation.
4. The licensee must maintain an Accommodation Register which captures the following information on persons staying overnight at the premises:
  - a. The name of the premises,
  - b. The number of all persons and the room numbers of all persons so accommodated,
  - c. The numbers of all persons being under five years of age, and
  - d. The dates the persons referred to above arrive at and depart from the premises.
5. The licensee must grant to the Board's Chief executive Officer, Manager Business and Corporate Services, Manager Environment and Community Services, Manager Infrastructure and Engineering Services free access to the Accommodation Register for the purpose of perusing or taking extracts of entries made in the Accommodation Register and will, upon request, supply to him or her a copy of the information listed in Condition 4.
6. The Board's CEO, Manager Business and Corporate Services, Manager Environment and Community Development, Manager Infrastructure and Engineering Services may enter any premises on the lease after the Board has given at least 24 hours written notice (unless the giving of the notice would defeat the purpose of the exercise of this power) of its intention to enter the premises so as to determine whether the licensee is in compliance with the conditions of this licence. The notice must specify the name of the person conducting the inspection and the time of the inspection.
7. The licensee must not obstruct, hinder or interfere with a person authorised in accordance with Condition 5.
8. The licensee must effect and maintain in respect to the premises a public liability insurance policy in an amount of not less than \$10 million, or such other amount as the Board may from time to time require, being the amount which may be paid arising out of any one single accident or event.
9. The licensee must provide the Board, within two business days of the Board's demand, a copy of the insurance policy referred to at Condition 8 above.
10. Except during any period of suspension, a licence continues to be in force until such time as it is cancelled or, in the case of a licence that is granted for a specified term, when that term expires.

11. A licence is not transferable unless the proposed transferee and the Board have consented in writing to the transfer.
12. The conditions of a licence may only be altered, modified, added to or revoked by the Board during the currency of the licence with the written consent of the licensee.
13. Prior to the renewal of a Licence to Provide Tourist Accommodation, the licensee is required to provide a plan showing particulars, including the room numbers, of the premises to be licensed and all staff accommodation and all buildings, and that the room numbers shown on the application must correspond to numbers permanently affixed on the rooms of the premises to be licensed.
14. Breaches of license conditions may result in penalties ranging from a written warning to fines of up to \$5,500 per offence, a reduction in the maximum number of persons which may be accommodated at any one time, suspension of the licence or cancellation of the licence.
15. The official "Licensed Tourist Accommodation" identification plaque supplied by the Board must be displayed in each accommodation unit licensed.



# LORD HOWE ISLAND BOARD

## Business Paper

### OPEN SESSION

#### ITEM

Tourist Accommodation Licences

#### RECOMMENDATION

It is recommended that:

1. The conditions of the new Tourist Accommodation Licences, effective 1 July 2017, remain unchanged, and
2. The licence period be three years, from 1 July 2017 to 30 June 2020.

#### BACKGROUND

The *Lord Howe Island Regulation 2014* states the following:

#### **Licensing of tourist accommodation and other commercial undertakings**

(1) A person must not:

(a) provide tourist accommodation or carry on any other commercial undertaking on the Island, or

(b) use premises for the provision of tourist accommodation or for the carrying on of any other commercial undertaking, except in accordance with a licence granted by the Board for that purpose.

(2) A licensee must not contravene a condition of the licensee's licence.

(3) A licensee must not, without reasonable excuse, refuse or fail to produce the licensee's licence for inspection on being requested to do so by the Board.

Maximum penalty: 50 penalty units.

In early 2014 the Board took the decision to tighten the conditions of the Tourist Accommodation Licences in order to facilitate compliance with licence conditions, particularly in regard to lodges accommodating more people for whom they had licences.

In late 2014 extensive consultation was held between the Board's Administration and the tourist accommodation licence holders regarding the new licence proposed by the Board. The outcome of those consultations is the licence conditions that are currently in place.

#### CURRENT POSITION

The current licence conditions are considered to be reasonable and appropriate (please refer to the sample licence attached).

The proposed licence period is three years, from 1 July 2017 to 30 June 2020.

**RECOMMENDATION**

It is recommended that:

1. The conditions of the new Tourist Accommodation Licences, effective 1 July 2017, remain unchanged, and
2. The licence period be three years, from 1 July 2017 to 30 June 2020.

**Prepared:** Bill Monks, Manager Business and Corporate Services

**Endorsed:** Penny Holloway, Chief Executive Officer

Board Meeting: May 2017	Agenda Number: 12 (i)	File Ref: ED17/36
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# LORD HOWE ISLAND BOARD

## Business Paper

### OPEN SESSION

#### **ITEM**

Lord Howe Island Rodent Eradication Program Update

#### **RECOMMENDATION**

That the Board note the LHI Rodent Eradication Program (REP) update

#### **BACKGROUND**

On 18 May 2015, after the community consultation process over late 2014 and early 2015 ending with the community survey, the LHI Board decided to proceed with the planning and approvals stage of the Program leading towards implementation of the rodent eradication plan, if the required approvals were received.

The rodent eradication program has now been divided into three stages:

#### **Stage One: Preliminary planning and community consultation**

This stage has already been completed. It involved undertaking required initial trials including captive management and toxin resistance trials as well as initial operational planning. It included the biosecurity review and progressing of biodiversity outcome monitoring. Finally it included the community consultation and engagement process and the community survey.

#### **Stage Two: Planning and Approvals**

This stage is now underway. The key tasks during this stage are:

- Assemble personnel to undertake the work on the next stages
- Review the Rodent Eradication Plan to ensure that it takes into consideration all new information since it was drafted in 2009
- Develop individual property and livestock management plans, which will inform the eradication plan and the approval process. This will involve a detailed property by property consultation with individual leaseholders and residents.
- Undertake any necessary studies required for the approval process, including independent health assessment
- Continue the relevant baseline outcome monitoring
- Finalise detailed planning and all necessary risk assessments;
- Obtain required permits and approvals,

- Update and finalise operational details;
- Prepare tender documentation

### **Stage Three: Implementation and evaluation of the eradication plan**

This Stage will not happen until Stage Two is completed.

After all the necessary approvals are obtained and the required planning is undertaken, the decision-makers, that is the Commonwealth and State funding bodies and the Board will consider all the information and make the decision about proceeding to Stage Three. It is likely this will occur in Sept 2017.

Stage Three will involve the eradication plan being implemented in winter 2018 over a three month period.

### **CURRENT POSITION**

#### **1. Delay of Final Go / No Go Decision to Sept 2017**

The REP team, with the Project Steering Committee endorsement, has advised the Board that as a result of delays in receiving key approvals, the REP will not be ready for the Board to make a final go /no go decision at the Board meeting in May 2017. It is now planned that the final go / no go decision will occur at the Board meeting in September 2017. There will be sufficient time to proceed with implementation in winter of 2018 if the decision is made in September 2017, provided that planning for implementation continues to proceed in the meantime: Key tasks include:

- Securing funding: Funding Agreement extension requests have been sent to both funding partners (Commonwealth and State).
- The helicopter contract will need to be executed as soon as possible with appropriate penalty clauses if the project does not proceed.
- Workforce accommodation for winter 2018 will need to be secured prior to September 2017 again with negotiated cancellation clauses. The request for quote process will be revised with workforce accommodation likely to be booked in June 2017 for winter 2018.
- Continued planning for construction of the aviaries.
- Recruitment of key positions such as the project GIS Officer to progress development of detailed ground baiting and aerial baiting plans

The Steering Committee has endorsed continued investment in planning.

The LHI community has been advised of the delay via the Signal and CWG. Other stakeholders have been notified. The community response has generally been positive with people understanding the reasons for delay and need for a thorough assessment process.

#### **2. Human Health Risk Assessment (HHRA)**

The NSW Office of the Chief Scientist and Engineer (OCSE) has presented their report and the consultant's HHRA to the Minister for the Environment. The Board has not yet received a copy. The Minister needs to formally accept the HHRA. The HHRA will be made publicly available

once it is received. The NSW Chief scientist (or her representative) is planning to visit the island to present the HHRA findings to the community.

### **3. Approvals Applications Update**

- *EPBC Public Environment Report (Commonwealth Department of Environment and Energy)*

Department of the Environment and Energy (DoEE) representatives visited the island from 15 to 17 March 2017 as part of the assessment of the Public Environment Report (PER). Their itinerary included a Mt Gower Climb, an around the island boat trip, other sites of interest, attendance at the Community Working Group meeting and meetings with individuals for and against the program.

The statutory exhibition of the Final PER concluded on 22 March 2017. All public submissions on the Draft PER are now available to the public with all personal and identifying information redacted.

The expected decision on the PER was due on 7 April 2017. A notification was received from the DoEE on the 6 April 2017 extending the decision period by 90 business days to 17 Aug 2017. The DoEE is awaiting finalization of the APVMA permit before completing assessment of the PER.

- *Australian Pesticide and Veterinary Medicine Authority (APVMA) Permit Application*

The outcome of the APVMA assessment of the application for a permit to use the rodent bait for the REP was expected in January 2017. The APVMA has received two out of the four assessment modules that make up the assessment (human health and chemicals). The environment module (undertaken by DoEE) is expected at the end of April 2017. Once that is received the residues assessment module can be completed and then a decision on permit approval and conditions can be made. This could be several weeks after the assessment modules are received.

- *Department of Agriculture and Water Resources (DAWR)*

The rodent bait is produced in New Zealand. The Board has received an import permit that allows the bait product to be imported into Australia without the need for gamma irradiation. This shortens delivery time to LHI and potentially opens the door for importing the bait direct to LHI from NZ with on island inspection by DAWR staff.

- *NSW Approvals*

A Department of Primary Industries (Fisheries) permit application was submitted on 3 November 2016. A Marine Parks permit application was submitted on 30 December 2016. There is no statutory timeframe for assessment of this application. The Board has reviewed draft permit conditions which are awaiting approval. These are likely to include development of a marine spill plan, a monitoring plan (including water and fish sampling for Brodifacoum) and undertaking local bait attractiveness studies.

A Development Application for the construction of the captive management facility (for woodhen and currawong) was submitted to the Board on 19 January 2017. This will be considered by the

Board at its September 2017 meeting as part of overall rodent eradication program go / no go decision.

The Species Impact Statement (SIS) was submitted to the Office of Environment and Heritage (OEH) on 16 Feb 2017. Public exhibition of the SIS period was from 20 February to 20 March 2017. 55 comments were received with 52 expressing support for the proposed project.

OEH assessment officers are scheduled to visit the island as part of their assessment from 9 to 12 May 2017. A decision is expected by the end of July 2017 at the latest. OEH has advised that assessment is likely to be completed shortly after the visit (unlikely to need the full 120 statutory days).

#### **4. Community Engagement Update**

Meetings of the Rodent Eradication Community Working Group were held in March and May 2017.

A letter was discussed with the LHI Tourism Association regarding false statements made by operators to tourists.

A new series of REP fact sheets has been commissioned through a local marketing consultant. At least five flyers will be released over the next ten weeks answering common questions on:

1. The current rodent situation (released)
2. Pets and Animals (released)
3. Water and the environment
4. Kids
5. Human Health
6. Tourism and World Heritage

The REP team will be undertaking a community baiting demonstration at a resident's house and property to show the community what a baited house and property would look like. This will be an open day style demonstration.

#### **5. Island Cleanup**

The few remaining ad hoc property clean ups continue and will be completed by 30 June 2017. Cleanup and site preparation at the captive management facility at the nursery are near completion.

#### **6. Biosecurity**

The detector dog handler position description has been developed and is currently undergoing grading assessment prior to advertising. It is expected that interviews will be held from 7 to 11 June with the consultant dog trainer sitting on the selection panel. Handler training is scheduled for mid-August 2017 with handler teams expected to be operational immediately after.

A trial regarding devices that could be used in the ongoing rodent detection monitoring network has commenced. It consists of four 300m transects with each of the devices (chew blocks, chew cards, tracking tunnels, traps) at 20m intervals.

## **7. Operational Planning**

A preferred helicopter contractor has been selected, Helicopter Resources Pty Ltd, which undertook the Macquarie Island eradication project. Helicopter Resources have partnered with Central South Island Helicopters from New Zealand. Helicopter Resources will provide the machines and engineer, whilst Central South will provide pilots and buckets. A draft contract is being prepared that covers planning advice and implementation with cancellation clauses if the decision not to proceed is made in Sept 2017.

A protocol for ground baiting trials to be undertaken in July 2017 has been developed. The trial will be essential for determining how long ground baiting will take, number of staff required and how to ensure full bait coverage. The trial will be led by Pete McClelland with local staff.

The Island Eradication Advisory Group has reviewed the latest operational plan for the project. Their summary advice is that critical planning tasks (such as detailed ground and aerial baiting plans) need to continue to be progressed prior to the Sept 2017 decision in order to minimise technical risks and increase chances of eradication success.

Biodiversity benefits monitoring has continued on plants, seabirds and invertebrates with reports to be completed by the end of financial year. Early results suggest only 2% breeding success of Black winged petrels on LHI due to rodent predation. This contrasts with 50% success on the control site (rat free Phillip Island near Norfolk).

The Board is considering investment in a new GIS / GPS and field data collection system. The system has been reviewed for suitability for the REP and has been endorsed by the team.

## **8. Project Timelines**

The project schedule has been revised to account for the delay to the go / no go decision. There is sufficient time between the decision in September 2017 and implementation in winter of 2018 providing planning continues.

## **9. Budget**

The Project budget has been revised considering the delay in implementation to winter 2018. Current estimates show an overrun at the end of the project of approximately 6% of total budget which is below the expected 10% variance for a project of this size. At present there is still uncertainty in many line items until approvals are received. It is expected that either the overrun can be reduced once costs of individual line items are confirmed or additional funding can be secured or both. A Budget Report follows:

LHI Rodent Eradication Project											
Balance											
			Balance on Hand 30 June 2015	Balance on Hand 1 Jul 16	Balance Estimate 1 Jul 16 - 31 Dec16	Balance Estimate 1 Jan 17 - 30 Jun 17	Balance Estimate 1 Jul 17- 30 Jun 18	Balance Estimate 1 Jul 18 - 30 Jun 19	Balance Estimate 1 Jul 19 - 30 Jun 20	Balance Estimate at Completion	
			\$ 8,172,756	\$ 8,041,314	\$ 7,287,728	\$ 6,056,465	\$ 2,418,858	-\$ 382,917	-\$ 644,365	-\$ 644,365	
Revenue											
Project Revenue	Total Approved Revenue		Revenue recieved to date 30 June 2015	Revenue Earned FY15-16	Revenue Estimate 1 Jul 16 - 31 Dec16	Revenue Estimate 1 Jan 17 - 30 Jun 17	Revenue Estimate 1 Jul 17- 30 Jun 18	Revenue Estimate 1 Jul 18 - 30 Jun 19	Revenue Estimate FY19-20	Total Revenue Estimate at Completion	Cross Check
NSW Env Trust	\$ 4,542,442		\$ 4,542,442	\$ -	\$ -	\$ -	\$ 0			\$ 4,542,442	
Caring for Our Country	\$ 4,500,000		\$ 4,500,000	\$ -	\$ -	\$ -	\$ 0			\$ 4,500,000	
Interest	\$ -		\$ 610,390	\$ 177,020		\$ 128,000	\$ 46,000	\$ 20,610		\$ 982,020	
<b>Total Revenue</b>	<b>\$ 9,042,442</b>	<b>\$ -</b>	<b>\$ 9,652,832</b>	<b>\$ 177,020</b>	<b>\$ -</b>	<b>\$ 128,000</b>	<b>\$ 46,000</b>	<b>\$ 20,610</b>	<b>\$ -</b>	<b>\$ 10,024,462</b>	<b>\$ 10,024,462</b>
Expenses											
Item	Budget Estimate	Expenses Incurred 2012/2013	Expenses Incurred 2014 to 30 June 2015	Expenses Incurred 1 Jul 15 to 30 Jun 16	Expenses Incurred 1 Jul 16 - 31 Dec16	Expense Estimate 1 Jan 17 - 30 Jun 17	Expense Estimate 1 Jul 17- 30 Jun 18	Expense Estimate 1 Jul 18 - 30 Jun 19	Expense Estimate 1 Jul 19 - 30 Jun 20	Total Expense Estimate at Completion	
Captive Management Sub Total	\$ 2,134,110	\$ -	\$ -	\$ -	\$ 96,000	\$ 621,000	\$ 652,418	\$ 764,692	\$ -	\$ 2,134,110	
Community Liaison Sub Total	\$ 767,924	\$ -	\$ 327,106	\$ -	\$ 210,818	\$ 50,000	\$ 130,000	\$ 50,000	\$ -	\$ 767,924	
Baiting Sub Total	\$ 2,243,243	\$ -	\$ -	\$ 3,000	\$ 19,000	\$ 29,500	\$ 1,590,743	\$ 598,750	\$ 2,250	\$ 2,243,243	
Livestock/Animal Management Sub Total	\$ 691,512	\$ -	\$ -	\$ -	\$ 21,000	\$ 13,500	\$ 368,363	\$ 288,649	\$ -	\$ 691,512	
Operational Monitoring Sub Total	\$ 599,575	\$ -	\$ -	\$ -	\$ 84,305	\$ 22,300	\$ 54,100	\$ 402,380	\$ 36,490	\$ 599,575	
Eradicating Owls Sub Total	\$ 137,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ 47,000	\$ 137,000	
Project Management Sub Total	\$ 2,207,733	\$ -	\$ 336,000	\$ 262,945	\$ 227,463	\$ 243,963	\$ 591,677	\$ 382,685	\$ 163,000	\$ 2,207,733	
Biosecurity Sub Total	\$ 470,244	\$ -	\$ 60,000	\$ -	\$ -	\$ 40,000	\$ 296,307	\$ 61,229	\$ 12,708	\$ 470,244	
Outcome monitoring Sub Total	\$ 462,000	\$ -	\$ -	\$ -	\$ -	\$ 278,000	\$ -	\$ 184,000	\$ -	\$ 462,000	
Misc Sub Total	\$ 955,487	\$ 756,970	\$ -	\$ 42,517	\$ 95,000	\$ 61,000	\$ -	\$ -	\$ -	\$ 955,487	
<b>Total</b>	<b>\$ 10,668,827</b>	<b>\$ 756,970</b>	<b>\$ 723,106</b>	<b>\$ 308,462</b>	<b>\$ 753,586</b>	<b>\$ 1,359,263</b>	<b>\$ 3,683,608</b>	<b>\$ 2,822,385</b>	<b>\$ 261,448</b>	<b>\$ 10,668,827</b>	<b>\$ 10,668,827</b>



**RECOMMENDATION**

That the Board note the LHI Rodent Eradication Program (REP) update

**Prepared:** Andrew Walsh, Rodent Eradication Project Manager

**Endorsed:** Penny Holloway, Chief Executive Officer

# **LORD HOWE ISLAND BOARD**

## **Business Paper**

### **OPEN SESSION**

#### **ITEM**

Renewable Energy Program Update

#### **RECOMMENDATION**

It is recommended that the Board note the information.

#### **BACKGROUND**

In 2012, the Lord Howe Island Board (the Board) adopted the Lord Howe Island Renewable Operations – Energy Supply Road-Map (the Road Map), to reduce the Island’s reliance on diesel fuel for electricity generation. The Road Map was developed with the important assistance of the community based Sustainable Energy Working Group (SEWG).

The Road Map set the ambitious target for the island of 63% renewable energy by 2017. Funding for the project is provided through a \$4 million grant from the Federal Government via the Australian Renewable Energy Agency (ARENA), a \$5.9 million loan from NSW Treasury (to be paid back via diesel fuel savings), and \$0.5 million from the Board. With funding secured, work has continued on the next phase of the implementation of the Road Map. A requirement of the funding from ARENA was that the project achieves a minimum 1 megawatt (MW) of new renewable energy.

Consultants Jacobs were engaged by the Board in 2014 to lead the technical elements of the project, and community consultation. Jacobs completed a Technical Feasibility Study in March 2015 which examined the mix of solar panels, batteries and wind turbines. The study showed that using 450 kW of solar panels (around 2,000 panels), a 400kWh battery and two small 275kW wind turbines, will reduce the Island’s diesel fuel consumption from 541,000 litres per year to around 180,000 litres per year, a 66% reduction. This combination also provides 67% of the Island’s annual electricity needs, exceeding the target set in the Road Map.

#### **CURRENT POSITION**

##### **ARENA Funding**

Following the submission of Milestone 5 to ARENA on 25 January 2017, requests for information have been made on two occasions by ARENA, and responded to by the Board. Previous advice from our contact within ARENA indicated that the Milestone report would have to be determined at an ARENA Board meeting. However, ARENA has decided that the Milestone can be determined by the ARENA executive, so it is hoped that a Go decision for continuation of the next stages of the project will be an outcome later in May.

## **Budget**

The total cost of the project to date (July 2014 to 21 April 2017) is \$1,970,398 or \$1,791,271 (excl GST). Expenditure since the last report on 23 January 2017 has been \$370,611, of which around \$270,000 has been spent on the supply and sea freight of road base materials for the solar panel access road construction. Overall, the project budget remains appropriate. The first major check for the budget will be the tendered prices for the solar, battery and control system package of work, which will be able to be discussed upon award of the contract in early June 2017 following ARENA's decision.

## **Solar, Battery and Control System Contract**

The tender for the solar, battery and control system contract package of work was advertised on NSW e-tendering between 15 June and 24 August 2016. The assessment of the tenders by Jacobs and the Board is complete and a preferred contractor is known. ARENA and their consultants AECOM undertook a review of all tenders and the tender assessment in November \ December 2016, ultimately reaching the same decision.

ARENA has delayed the awarding of the contract by the Board until after their Go \ No Go decision, expected later in May.

## **Program \ Schedule**

The ARENA Board meeting constraint to the award of the Solar, Battery and Control System Contract (SBC) has caused a delay to the project. Instead of the original SBC contract award date of mid-October 2016 and a March 2017 on-site start date, the revised dates are June 2017 for contract award, noting that the contract must be approved by the Minister. The Deferred Commencement conditions following the DA consent for the wind turbines in November 2016 are expected to be met and presented to the Board at the September 2017 meeting.

The flow-on effects move the commissioning of the whole system to September 2018.

## **Wind Turbines**

### *Environmental Assessment Process*

A referral to the Federal Government under the *Environment Protection Biodiversity Conservation Act* was lodged on 29 September 2016. The referral was advertised on the Department's website on 7 November 2016, and was open for public comment until 21 November 2016. One request for further information has been received and responded to in January 2017. Officers from the Department visited the Island in mid-March 2017. A decision from the Department is expected in May.

### *Wind Turbine Impacts on Airservices Australia (ASA) Infrastructure*

ASA have been concerned about the potential impact of the wind turbines on their equipment and have requested additional work to understand the potential impact. The first stage of this further specialist assessment work was completed in August 2016. The conclusion from the assessment by the consultants, IDS, indicated little impact from the wind turbines on the ASA infrastructure. Feedback from ASA was received on 19 October 2016, and required additional work to enable ASA to make a decision. Further discussions are occurring between the Board, IDS and ASA to resolve the issue.

### *Wind Turbine Tendering*

To enable the Board's Deferred Commencement conditions to be met, it is necessary to go to tender for the wind turbines. The tender documents have been prepared and the tender is expected to be advertised on NSW e-tendering in late May. Once a preferred wind turbine

supplier is identified, the revised noise and visual impact assessments can be undertaken on the known turbine model. At the same time, the Adaptive Management Plan Committee will be set up, consisting of technical experts and community representatives. A process for the formation and operation of this Committee has been prepared by Jacobs, with the intention that it be formed during May 2017, and that there will be a Plan ready for the September 2017 Board meeting.

### **Wind and Avifauna Monitoring Mast**

The wind and avifauna monitoring mast was installed and erected on 13 November 2014. Data is collected on a weekly basis and sent to Jacobs for analysis.

### **RECOMMENDATION**

It is recommended that the Board note the above information.

**Prepared:** Andrew Logan, Manager, Infrastructure & Engineering Services

**Endorsed:** Penny Holloway, Chief Executive Officer

# **LORD HOWE ISLAND BOARD**

## **Business Paper**

### **OPEN SESSION**

#### **ITEM**

Airport Terminal Upgrade Project Update

#### **RECOMMENDATION**

It is recommended that the Board note the report.

#### **BACKGROUND**

The project has been underway since March 2016, and consists of two distinct components:

1. Project and Construction Management, and Design Services; and
2. Construction.

The project budget was initially established at \$1,981,604 (excl GST). The costs for the project have increased to approximately \$2,500,000 (excl GST). The funding for the project is being sourced through:

- |   |                          |
|---|--------------------------|
| 1. Infrastructure NSW - Restart NSW funding | - \$1,800,000            |
| 2. Board Capital 16/17                      | - \$130,000              |
| 3. Board Capital 17/18                      | - \$450,000              |
| 4. Rodent Eradication Project               | - \$150,000              |
| TOTAL                                       | - \$2,530,000 (excl GST) |

STEA Astute Architecture P/L were the successful tenderers for the Project and Construction Management and Design Services Contract and commenced work on the project at the beginning of July 2016.

#### **CURRENT POSITION**

Following the 22 November 2016 approval of the Development Application, the tender for the construction of the new terminal was advertised on NSW e-tendering between 22 February and 26 March 2017.

The tender evaluation has been completed and a briefing note seeking approval to award the contract was sent to the Office of Local Government (OLG) for forwarding to the NSW Minister for the Environment on Friday 5 May 2017. No announcement of the preferred tenderer can be made until the Minister's approval of the briefing note.

The preferred tenderer's price fits within the project budget of \$2,530,000. However, with little contingency available, discussions have commenced with the preferred tenderer and architect to identify potential cost savings.

The project team is continuing to discuss the temporary terminal arrangements and timing with Lord Howe Island Travellers, the Airport Kiosk operators and other interested parties. The temporary terminal facilities are planned to be ready for occupation around 22 May, so that the tenants can relocate progressively. When the relocation to the temporary facilities occurs, there will be no effect on QantasLink planes.

A scope of work for the demolition contract has been finalised and discussions are underway with a group of Island contractors to obtain a lump sum quote for the work. The demolition work is planned to commence on 5 June and take less than 2 weeks to complete. A Householder has been issued inviting the community to nominate items and materials from the existing terminal that they would like to recover, and thus reduce the volume of waste generated from the demolition.

As the Principal under the Contract, the Board has purchased materials for the new terminal concrete slab, the majority of which are arriving on the special voyage chartered by the Board, due at the Island on 12 May. This was necessary to ensure that upon award of the Contract, the preferred tenderer could mobilise quickly to site, without having to wait for the shipping of materials.

Based on a late May decision to award the contract, the preferred tenderer's program shows a late November 2017 finish. However, preliminary discussions with the contractor indicate a willingness to work collaboratively to bring the program back on schedule as much as possible.

### **RECOMMENDATION**

It is recommended that the Board note the report.

**Prepared:** Andrew Logan, Manager Infrastructure & Engineering Services

**Endorsed:** Penny Holloway, Chief Executive Officer



**Lord Howe**  
I S L A N D B O A R D

**STRATEGIC ASSET MANAGEMENT PLAN**  
**AND**  
**ASSET STRATEGY**  
**2017 to 2027**

**9<sup>th</sup> May 2017**

**Lord Howe Island Board**

**Bowker Ave, Lord Howe Island**

**Version 1 revision 5**

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## 1. Executive Summary

The LHIB is charged with the care, control and management of the Island and of the affairs and trade of the Island. Its responsibilities include:

- protection of World Heritage values;
- development control;
- administration of all Crown Land including the island’s Permanent Park Preserve;
- the provision of community services and infrastructure; and
- the delivery of sustainable tourism.

In meeting these responsibilities, the LHIB provides a wide range of services:

<b>Service</b>	<b>Delivery Mechanism &amp; Assets Involved</b>
Enable access by air and sea	Operate and maintain airport & jetty
Enable vehicular and pedestrian movement	Construct and maintain roads and pathways
Supply electrical power	Generate and reticulate electrical power
Manage and maintain public lands and the Permanent Park Preserve	Manage and protect flora and fauna, install and maintain walking tracks, footbridges, lookouts, sporting field, playground, shelter sheds and toilets
Waste management	Operate and maintain a waste management facility
Waste water management	Regulate the operation of on-site wastewater systems
Facilitate drainage of public lands	Build and maintain drainage network
Protect foreshore infrastructure from erosion	Construct and maintain seawalls and revetments and undertake dune stabilisation
Ensure availability of emergency services (fire, rescue)	In partnership with Rural Fire Service and SES, supply operate and maintain a fire tanker, and associated rescue resources
Ensure emergency water supply	Install and maintain water reservoirs
Facilitate community amenity	Provide and maintain cemetery, public buildings
Accommodate key workers	Provide and maintain residential accommodation for key staff and Island service providers

Wherever feasible, the option of outsourcing the provision of services and or the ownership and operation of physical assets is explored in order to take advantage of competitive markets. However, the burden of distance and the small scale of Island operations tempers opportunities for outsourcing in many cases and therefore, to enable delivery of services, the Board owns and operates an array of assets that was valued at \$52 million in June 2016.

In this TAM Plan, the relationship between service delivery and the associated assets is identified, the management strategies applied to the assets are explained and 10 year budget forecasts for the assets are developed.

The 10 year asset expenditure forecast is presented in Table 1. Within the 10 asset categories that make up this forecast, two categories consume some 65% of the total forecast capital expenditure. They are:

Power Supply	54%
Roads and Drainage	11%

Power supply dominates the expenditure due to the almost \$10 million of spending in the 2 years of 2017/18 and 2018/19, after which the spend drops significantly. A “Roadmap”<sup>1</sup> has been formally adopted to show how the Island can achieve up to 70% penetration of renewable energy into the network. The work on the roadmap has continued with approvals for the installation of two wind turbines, either obtained or substantially completed, and contracts ready to be awarded in the middle of 2017 for the solar, battery and control system and access road construction.

Partial funding for the renewable energy project has been secured from the Federal Government and the remainder is via a loan from the NSW Government.

For recurrent expenditure, the PPP is the dominant consumer of funding, accounting for 57% of the 10 year forecast. For this version of the Plan, the majority of capital funding for the PPP has been removed and assumes that a large grant application for track upgrades (\$1 million) in the PPP will be successful during 2017.

The PPP is the primary asset of the Island community and given the extensive scale of work involved and the ongoing nature of maintenance required within the PPP, it is not surprising that it is the most expensive item. There is an ongoing tension between expectations of PPP infrastructure standards and the constraints imposed by budget limitations and consequently the LHIB is engaged in a continuing assessment of appropriate service standards as well as monitoring the effectiveness and efficiency of the maintenance activities undertaken.

Looking at the overall expenditure forecast, in 2017/18 maintenance consumes around 3.4% of the value of the assets. Although marginally higher than the commonly accepted rule of thumb of 2% to 2.5%, this figure is considered reasonable given the high cost of obtaining materials and specialist trades on the Island, as well as the adverse terrain encountered in maintaining the PPP.

The major changes to the Plan as part of this current revision include:

1. A 280% increase in capital expenditure on buildings, due to an identified need to undertake renovations of a number of residences and public buildings to maintain their condition.
2. A 7% increase in capital expenditure on the electricity supply system.
3. A doubling in spending on ICT equipment from \$419,000 to \$929,000 over the 10 year period.

<sup>1</sup> Powercorp Operations Pty Ltd, *Lord Howe Island Renewable Operations Energy Supply Roadmap*, August 2011



**TABLE 1 – 10 YEAR ASSET EXPENDITURE FORECAST**

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	TOTAL
<b>Capital Investments</b>											
Buildings	\$120,000	\$95,000	\$155,000	\$120,000	\$50,000	\$130,000	\$155,000	\$155,000	\$265,000	\$125,000	\$1,370,000
Roads & Drainage	\$220,064	\$46,850	\$127,570	\$249,696	\$421,327	\$427,023	\$34,845	\$315,770	\$ -	\$251,388	\$2,094,533
Marine	\$ -	\$245,000	\$200,000	\$125,000	\$ -	\$100,000	\$ -	\$100,000	\$ -	\$70,000	\$840,000
Permanent Park Preserve	\$10,000	\$10,000	\$ -	\$10,000	\$10,000	\$10,000	\$10,000	\$ -	\$25,000	\$25,000	\$110,000
Power supply	\$5,950,000	\$3,730,000	\$245,000	\$195,000	\$30,000	\$30,000	\$130,000	\$30,000	\$30,000	\$240,000	\$10,610,000
Airport	\$450,000	\$45,000	\$41,000	\$25,000	\$10,000	\$10,000	\$20,000	\$15,000	\$305,000	\$50,000	\$971,000
Plant & Equipment	\$92,000	\$118,000	\$168,000	\$46,000	\$303,000	\$113,000	\$338,000	\$90,000	\$247,300	\$20,000	\$1,535,300
ICT	\$48,000	\$61,000	\$83,000	\$153,500	\$103,000	\$76,000	\$68,000	\$122,000	\$164,500	\$50,000	\$929,000
Public Open Space	\$ -	\$50,000	\$ -	\$ -	\$ -	\$125,000	\$ -	\$ -	\$ -	\$40,000	\$215,000
Waste Management	\$322,000	\$156,000	\$10,000	\$45,000	\$115,000	\$ -	\$27,000	\$51,000	\$30,000	\$180,000	\$936,000
<b>Total Capex</b>	<b>\$7,212,064</b>	<b>\$4,556,850</b>	<b>\$1,029,570</b>	<b>\$969,196</b>	<b>\$1,042,327</b>	<b>\$1,021,023</b>	<b>\$782,845</b>	<b>\$878,770</b>	<b>\$1,066,800</b>	<b>\$1,051,388</b>	<b>\$19,610,833</b>
<b>Maintenance</b>											
Buildings	\$145,720	\$146,719	\$145,720	\$164,720	\$130,219	\$120,719	\$131,231	\$120,731	\$121,231	\$121,231	\$1,348,240
Roads & Drainage	\$31,500	\$22,000	\$35,402	\$31,000	\$22,500	\$22,000	\$29,500	\$22,000	\$22,500	\$22,500	\$260,902
Marine	\$49,000	\$40,500	\$39,000	\$39,000	\$39,000	\$42,500	\$39,008	\$21,006	\$42,008	\$42,008	\$393,030
Permanent Park Preserve	\$979,900	\$955,900	\$955,900	\$955,900	\$960,900	\$970,900	\$970,900	\$970,900	\$970,900	\$970,900	\$9,663,000
Power supply	\$238,048	\$258,048	\$228,048	\$258,048	\$243,048	\$243,048	\$243,048	\$243,048	\$243,048	\$243,048	\$2,440,480
Airport	\$25,000	\$25,000	\$21,000	\$28,500	\$22,000	\$24,000	\$29,000	\$25,500	\$24,000	\$24,000	\$248,000
Plant & Equipment	\$112,536	\$112,836	\$112,336	\$112,586	\$110,336	\$110,336	\$100,086	\$110,086	\$100,086	\$100,086	\$1,081,310
ICT	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$600,000
Public Open Space	\$79,000	\$79,000	\$79,000	\$79,000	\$79,000	\$79,000	\$79,000	\$79,000	\$79,000	\$79,000	\$790,000
Waste Management	\$25,103	\$26,103	\$26,103	\$26,103	\$26,103	\$26,103	\$26,103	\$26,103	\$26,103	\$26,103	\$260,032
<b>Total Maintenance</b>	<b>\$1,745,807</b>	<b>\$1,726,107</b>	<b>\$1,702,509</b>	<b>\$1,754,857</b>	<b>\$1,693,106</b>	<b>\$1,698,606</b>	<b>\$1,707,876</b>	<b>\$1,678,374</b>	<b>\$1,688,876</b>	<b>\$1,688,876</b>	<b>\$17,084,995</b>

## 2. Introduction

### Lord Howe Island

Lord Howe Island (LHI) is small, remote, environmentally unique and financially dependent on tourism. These factors have a major influence on the asset management goals and strategies of the Lord Howe Island Board (LHIB).

The Island has a population of about 380 people and is situated 760 kilometres north east of Sydney on about the same latitude as Port Macquarie. It is 1,455 hectares in area, 11 kilometres long and between 0.3 and 2 kilometres wide.



About 16,000 people visit the Island each year. To conserve the culture and environment of the island, tourist accommodation is capped at 400 beds.

In 1982, the LHI Group<sup>2</sup> was inscribed on the World Heritage List. The World Heritage site includes 1,131 hectares of Permanent Park Preserve which is managed in accordance with a Plan of Management that is required to be prepared as if it were a national park under the National Parks and Wildlife Act 1974 (NSW). The World Heritage listing covers the whole island region. The Commonwealth Government has obligations and accountability for protecting the Island's heritage values and any activity that is likely to have a significant impact on these values requires the approval of the Federal Minister for the Environment.

Consequently all aspects of infrastructure planning and operation must consider the impact on the natural environment. For example it is not permitted to quarry rock on the island for road-works or seawall revetments; all waste water discharges must be treated to minimum advanced secondary standards; all physical waste not recycled on the island must be shipped back to the mainland for disposal; and street lighting must consider the impact on local fauna.

The Island is supplied by:

- A (typically) fortnightly coastal vessel service, currently out of Port Macquarie.
- Regular air freight by small plane from Port Macquarie.
- An air service from Sydney on most days, and from Brisbane on weekends. A seasonal weekly air service to the Island is also available from Port Macquarie.

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<sup>2</sup> The Lord Howe Island Group includes the offshore Admiralty Islands, Mutton Bird Island, Ball's Pyramid and the associated coral reefs and marine environments.

Materials, equipment and fuel are more expensive than on the mainland and deliveries of bulky items take longer to arrive. Many professional and trade skills are not available and must be flown in. The small size of activities means that economies of scale and competition are often limited<sup>3</sup>.

## Managing the Island's Assets - The Board

The Board is a NSW Statutory Authority established under the *Lord Howe Island Act 1953* and is responsible to the NSW Minister for the Environment. It is charged with the care, control and management of the island and of the affairs and trade of the Island<sup>4</sup>. Its responsibilities include:

- protection of World Heritage values;
- development control;
- administration of all Crown Land including the island's Permanent Park Preserve;
- the provision of community services and infrastructure; and
- the delivery of sustainable tourism.

The Board is comprised of seven members, four elected from the Islander community and three appointed by the Minister. The full Board meets on the island every three months and, on a day-to-day basis, the affairs of the island are managed by the Board's administration through a staff of approximately 40 (full time equivalent) people. The staff includes an experienced Engineer to manage the assets and infrastructure of the Island.

Revenue is raised through fees and charges applied to Island residents, visitors and businesses and from the sale and distribution of liquor by the Board. Government grants and subsidies are sought for specific purposes. In the financial year 2015/16, \$14.032 million was raised to meet budget commitments, made up of around 31% from fees and charges, 12% from the Board's business activity and 53% from government grants and subsidies.

Land on the Island is vested in the Crown - there is no freehold title. Land use and development on the settled part of the Island is closely regulated under the Lord Howe Island Local Environmental Plan 2010 (LEP) for which the Board is the consent authority.

## Future Directions

The Board's 2016 – 2019 Corporate Plan sets out the priority issues, outcomes sought to address the priority issues and the strategies to achieve these outcomes. The priority issues nominated in the current Plan are shown below, to make clear the alignment of the asset strategies with the LHIB's Corporate Plan:

- *Effective Governance and Leadership*
- *Strong and Sustainable Economy*
- *Sound Infrastructure and Services*
- *Outstanding Environment*
- *Responsible Land Management*
- *Strong and Engaged Community*

In response to the Corporate Plan's directions, an annual Operational Plan is prepared which outlines specific outputs, activities and performance measures. Progress towards implementing the Corporate and Operational Plans is reported to the Board and the community at the end of each financial year. The Strategy Directions and Strategies are listed at Appendix 1.

---

<sup>3</sup> For example, a residence built in 2011/12 cost in the order of \$1.2M. On the mainland, the same structure might be expected to cost between \$400k and \$500k. As a second example, replacement of the fire damaged power generation plan was initially estimated by Treasury Managed Fund to be \$350,000 based on mainland data. The actual cost to rebuild was \$1.2 million.

<sup>4</sup> S11 and 12, Lord Howe Island Act 1953



### 3. Services Planning

#### Overview

The LHIB’s legislative responsibility for providing community services and infrastructure sets the context for services planning. The various services provided by the LHIB include:

<i>Service</i>	<i>Delivery Mechanism</i>
Enable access by air and sea	Operate and maintain airport & jetty with associated infrastructure
Enable vehicular and pedestrian movement	Construct and maintain roads and pathways with associated signage and lighting
Supply electrical power	Generate and reticulate electrical power
Manage and maintain public lands and the Permanent Park Preserve	Manage and protect flora and fauna, install and maintain walking tracks, footbridges, lookouts, sporting field, playground, shelter sheds, toilets
Waste management	Operate and maintain a waste management facility
Waste water management	Regulate the operation of on-site wastewater systems
Facilitate drainage of public lands	Build and maintain drainage network
Protect foreshores infrastructure from erosion	Construct and maintain seawall revetments and undertake dune stabilisation as required
Ensure availability of emergency services (fire, rescue)	In conjunction with volunteer Brigade and SES, supply operate and maintain a fire tanker and associated rescue resources
Provide emergency water storage	Install and maintain water reservoirs
Facilitate community amenity	Provide and maintain cemetery, public buildings
Accommodate key workers	Provide and maintain residential accommodation for key staff and Island service providers
Safe and healthy workplace for employees	As required by Work Health & Safety (WHS) legislation

These services are planned and delivered within a comprehensive framework of LHIB policies and procedures, and close interaction with other state and federal agencies.

Most services are delivered by LHIB staff due to the absence of alternative service providers. In many cases it is simply too expensive for mainland contractors to provide competitive services. However, outsourcing of services is constantly being reviewed and opportunities pursued wherever possible.

## 10-Year Services Outlook

Demand for LHIB services is not expected to grow significantly in scale over the next ten years, given that the resident population and tourism numbers are constrained by availability of housing and beds. Environmental protection will remain a primary challenge and tourism the major industry. Changes in technology may influence how some services are delivered and outsourcing may allow some LHIB services to be redesigned and reduced. However, at this stage any potential service changes are not envisaged to have a significant impact on the number of assets required or their operation.

The major potential change in services is the introduction of large scale renewable energy through solar photovoltaics (solar PV) and wind turbines. If completed as currently planned, from late 2018, diesel consumption will be reduced by up to 70% on an annual basis, resulting in lower costs for the diesel generators through reduced maintenance. The Senior Electrical Officer and Electrical Apprentice are expected to see their reduction in diesel generator maintenance replaced equally with maintenance on the solar PV and wind turbines.

## Non Asset Solutions

Strategic asset management includes consideration of non-asset solutions, and within LHIB services this includes demand reduction strategies in areas such as power consumption and the generation and disposal of waste.

A second non-asset strategy is the long established partnership of the LHIB with the Island community in service planning and delivery. The LHIB adopts a facilitative role in involving community participation and has been modifying and evolving its service delivery model to ensure it maximises the opportunities to engage with the community in all key areas, including energy management, waste management, emergency response and protection of the Island's environment.

## Heritage Assets

The overriding heritage asset of the island is the natural environment. This is managed in accordance with the Plan of Management prepared under the *National Parks and Wildlife Act 1974*. All physical infrastructure and its operation complies with the requirements of the Plan of Management.

A community managed Museum houses a collection of historic items from the Island and is a centre for regular educational programs.

## Asset Management Implications

The asset management implications of the above include:

- Environmental considerations are paramount in all aspects of asset management from initial planning through to asset disposal. This has implications for the design of infrastructure, the selection of materials, operating procedures and staff awareness.
- Asset management activities are costlier than mainland equivalents. The isolation of the island and the cost of sea transport also affect infrastructure design, material selection and operating procedures as well as the availability of contractors and the retention of stores.
- Sustaining effective maintenance programs in line with service demand is crucial to ensuring availability of assets and minimum life-cycle costs. Owing to the high cost of replacement, longer life cycles are required from assets compared to mainland situations.
- Greater use will be sought of new technologies as their practical deployments become beneficial and cost-effective, for example in power generation and ICT.
- In the interests of long term sustainability, a regular review of assets that do not provide value-for-money service into the future is required and carried out.
- Analysis of administrative arrangements is an ongoing activity with the aim of minimising long-term operational costs.

## 4. Asset Planning & Management

### LHIB Asset Management Approach

LHIB services depend on the availability and performance of its assets. The approach being followed to manage the assets is:

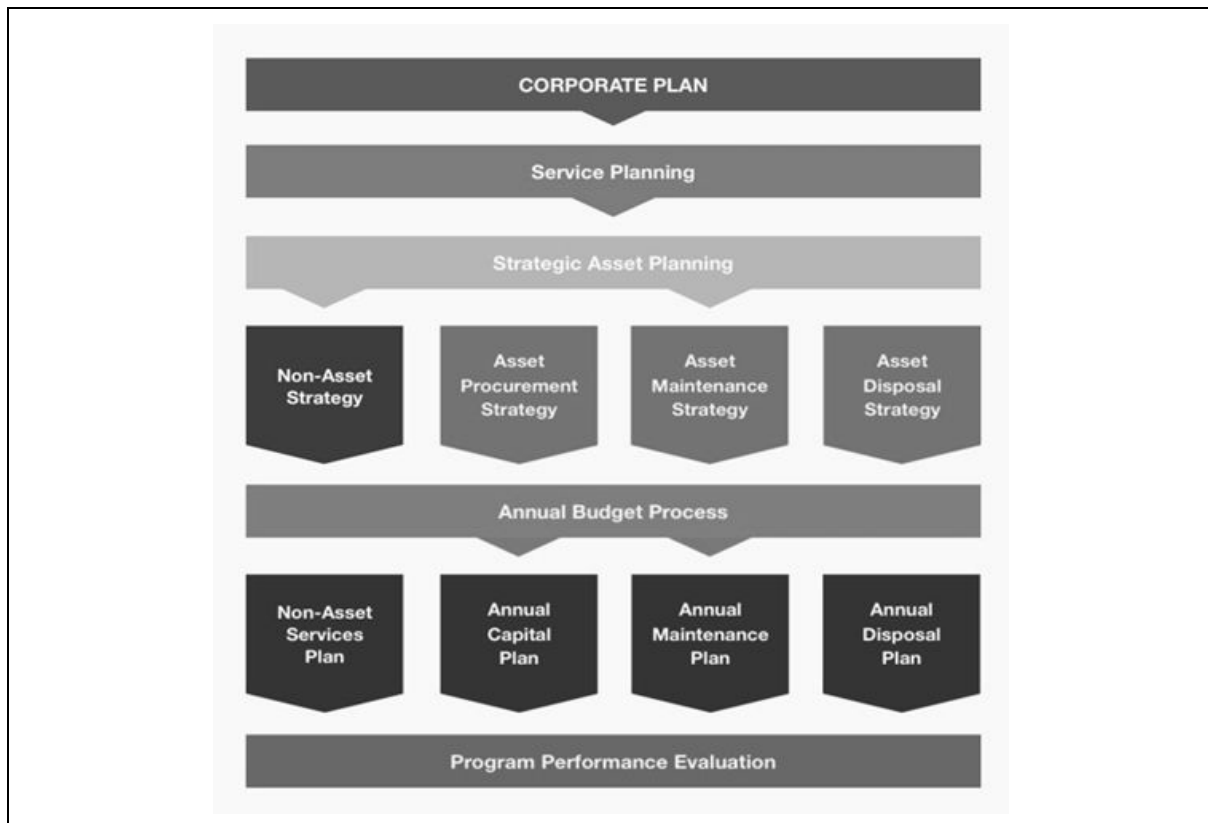
- An asset planning framework has been introduced which provides a consistent approach to guide preparation of asset investment, maintenance and divestment plans.
- Assets are managed in separate categories according to their service function, life span and maintenance routines in order to provide methods that are appropriate to each category.
- Detailed plans are prepared for each asset category within each service and aggregated to form an integrated Strategic Asset Plan that is aligned with the LHIB Corporate Plan.
- Decision tools are applied at key decision points.
- The Board is committed to effective management of assets and allocates appropriate resources to ensure outcomes are achieved wherever practicable.

### The Asset Planning Framework

The framework has two main elements:

- An asset planning model comprising a generic planning process that business units follow to develop their asset plans, with a checklist of support tools to be used in the planning process.
- An asset planning calendar to enable a rolling program of asset management activities.

The planning model is shown in the following diagram.



The model is corporate and services driven in the first instance with asset alignment and

appropriateness tested to identify gaps. Asset strategies are then developed to address the gaps.

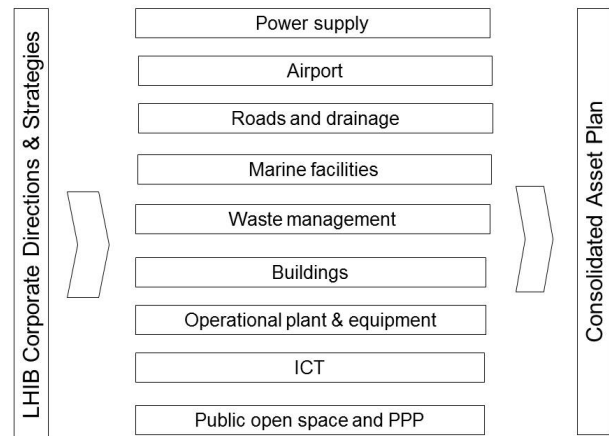
The resulting long-term asset plan assesses future requirements and sets out actions to meet these requirements. The LHIB considers the range of external and internal issues including changes in demand for services and their associated infrastructure, advances in technology, environmental implications, asset maintenance, life cycle replacement and asset exit strategies.

### Asset categories

The main asset categories are shown in the attached diagram. Each category requires a different approach to asset planning.

Under each asset category is a range of sub-groups which have their own standards and maintenance routines. For example, under the power generation and reticulation, are grouped generators, substations, high and low voltage reticulation, fuel tanks, solar generation and wind generation.

The individual plans are then consolidated into an integrated asset plan aligned to corporate priorities.



### Decision Tools

For key asset decisions a Business Case is developed and submitted for approval that includes:

- a financial appraisal of costs and benefits;
- a risk assessment; and
- a value management review (used to ensure strategic planning considers all stakeholder needs and identifies the full range of viable asset and non-asset strategic options).

### Capital Investment

Investment in new assets and improvement of existing assets is set out in the Expenditure Plan (refer Appendix 2). New works originate from two sources - top-down via long-term corporate planning and bottom-up via a process of forecast requirements from the various service areas in conjunction with the Manager Infrastructure & Engineering Services. All potential investment options are assessed to meet service delivery requirements including purchase, lease and service contracts together with the supporting resources required (HR, ICT etc.).

### Asset Maintenance

Assets in service are expected to perform to specified standards, such as safety and reliability, at the lowest possible life-cycle cost, and maintenance strategies to achieve this goal are set out in the Asset Maintenance sections of each asset category. Maintenance planning covers both routine maintenance and periodic maintenance. Routine maintenance is conducted on a short-term basis with a frequency usually less than 12 months while major periodic maintenance is work that occurs outside the routine maintenance cycle. Given the high cost of replacement (owing to the Island’s isolation), an increased emphasis on strategic maintenance to extend the operating life is a continuing focus.

For each of the major asset categories:

- service levels (performance, availability, reliability, safety) is nominated;
- the maintenance required to meet nominated service levels is assessed;
- maintenance strategies are developed;
- maintenance priorities are defined;
- maintenance programs, budgets and cash-flows are prepared; and
- procedures are specified to implement and monitor the programs.

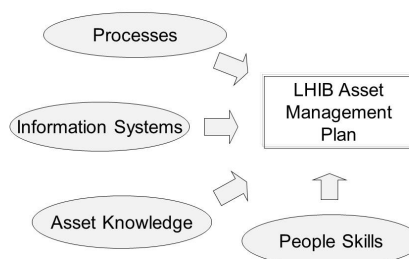
### Asset Disposal

Assets that are no longer required are removed from the asset portfolio. This is discussed in the Asset Disposal sections of each asset category of this Plan.

### Support Systems

Supporting systems and processes are in place or are being developed to:

- Monitor and report performance. This will enable control to be exercised over asset performance and remedial measures introduced where appropriate.
- Manage asset-related data and information through an up-to-date and comprehensive asset register / database.
- Monitor & report asset-related financial activities.
- Conduct life-cycle costing in order to understand the full cost implications of owning and operating assets, and to ensure a sustainable system.
- Prepare plans and project proposals and to evaluate decisions in a consistent manner using economic and financial appraisals to measure of resource allocation.



### Asset Funding

LHIB funds its assets through NSW Government capital allocations and internal recurrent raised from the various Island revenue streams. Grants are received under various State and Federal government programs (environmental grants, Roads to Recovery, Regional Development Australia etc.) as well as from some private organisations.

## 5. Roads and Drainage

### The Roads of LHI

LHI has approximately 12.3 kms of roads of which 99% is sealed. Their purpose is to enable all weather movement of vehicular traffic, cyclists and pedestrians.

The loads on the roads are relatively low owing to the small number of vehicles and the speed limit of 25 km/h. The only heavy vehicles on the island are those operated by the LHIB and the Shipping Company.

The low traffic loads are fortunate for 2 reasons – the roads were initially built to minimal standards and construction was mainly limited to the materials available on the island. Conventional roads are built up in several layers consisting of sub-grade, sub-base, base and surface layer. These layers constitute the pavement and spread the forces caused by the traffic so that the road foundation is protected from deformation. The Island roads however were generally formed by simply grading and compacting local calcareous<sup>5</sup> material, with a bituminous surface layer to resist the abrasive forces caused by the combined effects of weather and traffic, and prevent surface water from penetrating and weakening the sub-grade. Road drainage is basic, with limited shoulder drains to remove water from the pavement and a small number of pipe culverts to provide for drainage transfer under the road.

The isolation of the Island and tourism issues affect the delivery and cost of road construction and maintenance.

<i>Issue</i>	<i>Impact</i>
No mining or quarrying for road-base or aggregate can be undertaken on the Island (World Heritage listing condition)	Aggregate required for road works must be shipped in. <b>Impact = higher cost.</b>
Not financially viable to contract out small construction or maintenance activities	Must retain essential road maintenance plant such a grader, bitumen sprayer, roller, backhoe, trucks as well as to store all road-making materials. <b>Impact = higher cost.</b>
Pedestrian and cyclist require smooth wearing surface, hence 7mm gravel used where coarser gravel would have better wearing properties.	This is primarily a design feature. There is no significant impact on initial costs, but life-cycle costs may be marginally greater.
Street lighting affects local endangered fauna.	Minimal lighting levels are used.

The replacement value of the road infrastructure (as at June 2015) is estimated to be \$5.7 million.

### Road and Traffic Projections

Only one new road is planned during the term of this Plan, for access to the solar panels and potential wind turbines near the Powerhouse.

<sup>5</sup> The geotechnical properties of calcareous sands differ from the more common silica sands. In particular, calcareous sands are frangible and may undergo volume reduction when subject to compressive stress. This affects their suitability as a road base.

The volume of traffic on the Island is not expected to increase markedly and the size of vehicles available to residents is restricted. Hence traffic loadings on pavements will not increase to any significant degree.

## Standards

Road pavements on the Island are intended to be suitable for safe all-weather carriage of:

- low vehicular traffic volumes (both in number and speed of traffic movements);
- resident and visitor bicycle use;
- resident and visitor pedestrian use.

The latter two factors require that surfaces should be even and small aggregate (7 mm) is used to maximise cycling and pedestrian comfort and safety.

There is minimal signage and line marking.

## Condition Monitoring

Given the small length of roads involved, condition monitoring is undertaken based on daily usage by LHIB staff of the road network and residents reporting any defects or problems.

Culverts and piped drains are periodically inspected by LHIB staff, particularly before and after heavy rainfall.

Major defects and condition shortfalls are logged and added to the maintenance register. Minor defects such as potholes are typically repaired within a week of identification and not logged.

## Maintenance

Maintenance aims to preserve the pavement structure and wearing surface so that they do not deteriorate below condition targets. If the pavement or wearing surface is allowed to deteriorate below this condition, then it may need a more expensive treatment to restore it. Restoration is usually significantly costlier than maintenance, so the aim is to avoid dropping below the target condition, particularly so given the initial low design and construction standards of the pavements.

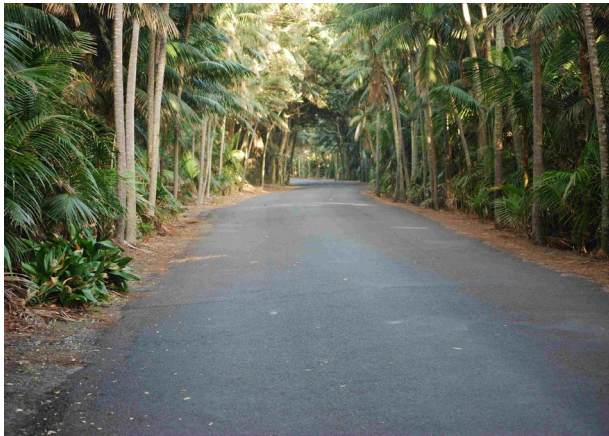
Under the LHI pavement management system, maintenance is divided two categories:

- Routine maintenance comprises minor repairs to worn pavements to minimise further deterioration. Localised pavement and surface defects are patched using either a cold mix asphalt product, or a conventional removal of old material, refill and compact, and reseal with bitumen and aggregate; transverse culverts are cleared as required; and verges are mowed and vegetation managed. Routine maintenance is undertaken on an “as required” basis.
- Preventative maintenance comprises scheduled resealing or resurfacing treatments that aim to waterproof the pavement, improve road surface condition and reduce deterioration (of the road’s surface and potentially its strength). Preventative maintenance is undertaken on a scheduled basis that considers that priority of the work and economies gained by bundling with other projects.

On the Island, the following assumptions are made regarding longevity of road surfaces:

life of pavement = 25 years

life of surface seal = 12 years



Lagoon Road. Note absence of side drains.



Ned's Beach Road – the highest trafficked location.



Typical patch using cold bitumen and 7mm gravel.



Environmentally sensitive street lighting

## Future strategies

In this Plan, three strategies have been considered:

- upgrade the standard by installing shoulder drainage on roads where saturation of the pavement occurs;
- retain all roads in the current minimum standard / sealed state.
- lower the overall standard by returning some of the lesser-used roads to an unsealed state (i.e. graded calcareous base without a bitumen wearing surface). This will reduce the cost of maintenance but the surface will not be as even as for a sealed road.

For the foreseeable future, the second option (i.e. Status quo) will be adopted. A road classification/hierarchy for the islands road system remains to be developed, which will identify the appropriate strategies for individual roads. This road classification will then be used to develop ongoing maintenance plans for individual roads. The road classification system will define three classes of road (1,2,3). The following will define the classifications:

**Class 1 – A priority road.** A road that is highly (relative to LHI) utilised by residents and tourists. On these roads a high standard is required to ensure a safe environment for pedestrians, cyclists and vehicles. These roads will be prioritised for maintenance. Some examples of class 1 roads would be Lagoon road from Settlement to Capella. Ned's beach Road, Anderson Road to Middle Beach Road, and Middle Beach Rd.



**Class 2 – A medium priority road.** A road that has medium levels of use by tourists and residents. On these roads a lower standard than class 1 is acceptable reflecting the levels of use. The roads will remain sealed and safe for pedestrian, cyclist and vehicle use. Examples of class 2 roads may include Anderson Rd from Middle Beach Rd to Powerhouse, Ocean View Drive, Lagoon Road from Capella to Little Island bend, the WMF access road.

**Class 3 – a Low priority road.** These roads receive relatively low levels of use by residents and tourists and consequently a lower standard is acceptable. These roads will remain unsealed or over time some parts may be returned to an unsealed condition. Low levels of use mean that these roads can be maintained quite inexpensively by regular grading of the road surface. Examples of a class 3 road may include Old Lagoon Road.

It is expected that most roads will be classified as either a class 1 or 2 road. A financial analysis of the three options will be undertaken to reveal the whole of life costs which, together with considerations of functional aspects, safety and environmental impacts will enable an informed decision on the classification of each road.

### Asset Disposals

No road disposals are relevant.

### Planned Expenditures

The 10 year future planned expenditure on roads and drainage is listed in detail at Appendix 2. Renewals are listed as capital expenditure while maintenance includes all patching and repairs.

## 6. The Airport

### Introduction

The LHI airport is the gateway for most travel to the Island. It is essential infrastructure for the tourism industry which is the major industry of the Island.



The operations of the airport itself generate two income streams for the LHIB through:

- *Environmental Levy:* The environmental levy is set at \$30 per sector per passenger. This levy contributes to addressing the environmental impact of visitors on the Island environment.
- *Passenger Levy:* The air passenger levy is set at \$20 per sector per passenger. This levy goes towards airport operations, including runway maintenance and works.

Demand for airport services by tourists and residents is expected to remain at current levels into the future given the constraint on residential and tourist accommodation on the Island. Destination NSW, the Lord Howe Island Tourism Association and the Board are working to increase visitation in shoulder and off-peak periods.

The holder of the licence for the route, QantasLink, flies Bombardier Dash 8-Series 200 planes to the Island. This licence expires in March 2018, and is being advertised during 2017.

There is the potential for another Regular Public Transport (RPT) operator to commence scheduled flights to and from Port Macquarie in the near future. This would result in the need to provide additional apron parking to accommodate two QantasLink planes and an additional aircraft. This has not been considered as part of this Plan.

From an asset management perspective the airport comprises three main components:

- the runway and apron;
- the terminal building; and
- supporting infrastructure.

### The Runway and Apron

The runway pavement was constructed in 1974. The surface consisted of a 2-coat seal of 10-15 mm thick over a compacted pavement of local material. It was resealed following storms in 1996.



During 2015, the \$8M project (jointly funded by the NSW Government and Federal Department of Infrastructure and Regional Development's, *Community Infrastructure Fund*), installation of the asphalt overlay and drainage improvements was completed. The extension of the runway to accommodate larger planes will be considered during 2017 and 2018, following the announcement in May 2017 of a \$450,000 grant for a feasibility study. This has not been included in this Plan. Other than this study, there are no major expenditure items for the runway and apron in the term of this Plan.

### Runway Standards

Air services linking smaller communities within NSW to Sydney Airport are regulated by the NSW Government under the *Air Transport Act 1964*. The Aerodrome regulator is CASA under Clause 139 of the *Civil Aviation Safety Regulation 1998*. As owner of the facility the LHIB holds the Aerodrome Certificate and operates the Aerodrome in accordance with the Manual of Standards part 139. The manual is the overriding document against which the annual compliance audit is conducted to ensure that aerodrome features such as runway condition, hazard management, emergency management arrangements, safety management systems and communications are compliant.

### Pavement Maintenance

As for the Island roads, maintenance aims to preserve the pavement structure and wearing surface so that they do not deteriorate below condition targets. Maintenance is divided into two categories:

- *Preventative maintenance* where sections of the runway and taxiway are resurfaced using liquid emulsion products or cold-mix asphalt products;
- *Routine maintenance* where localised pavement and surface defects are patched by removal of old material, and refilling and compacting with a cold-mix asphalt product.

The maintenance funding for the pavement is listed in the budgets.

### The Terminal

The terminal configuration consists of one building holding a common ticketing and waiting area with several exits leading to a small aircraft parking apron for boarding. It also accommodates refreshments, Customs, fuel agent, equipment storage and toilets.



**The LHI Airport Terminal**

The LHIB has been successful in \$1.8M grant through the NSW Government's *Regional Tourism Infrastructure Fund: Airports* to rebuild the terminal building. Design activities commenced late in the 2015-2016 financial year and construction work is expected to be completed by the 4<sup>th</sup> quarter of 2017. A \$450,000 allocation from the Board has been

The capital grant funding is listed in the budget.

### **Airport Supporting Infrastructure**

Airport supporting infrastructure includes fuel storage and transport, pavement and apron marking and lighting, visual and navigation aids, drainage, signage, fencing, access roads and parking areas. Standards are generally set under the CASA Manual of Standards which is audited on an annual basis.

### **Non Asset Strategies**

The airport is owned and operated by the LHIB, similar to most regional airports in. As a macro strategy, the option of outsourcing the operation and maintenance of the airport is not considered to be viable. It is unlikely that the private sector would be interested in owning the airport given the relatively light levels of use and the limited opportunities for development of nearby areas.

At a micro level, activities at the airport are outsourced wherever feasible. This includes fuel supply and refreshments.

### **Planned Expenditures**

The 10 year future planned airport expenditure is listed in detail at Appendix 2. Renewals are listed as capital expenditure while maintenance includes all patching and repairs.

## 7. Marine Infrastructure

### Sea Access

The majority of supplies arrive by sea. Hence the jetty located within the Lagoon is perhaps the most vital item of infrastructure on the island.

A regular fortnightly sea freight service to the Island is provided by the *MV Island Trader* from Port Macquarie on the NSW mid north coast. It brings bulky items that are unsuitable for air freight including fuel, food, building materials, plant and equipment. It takes away unwanted bulky items including waste materials for disposal on the mainland.

Other marine activity centred on the jetty includes a variety of commercial tourist boating enterprises, provisioning of cruising yachts, sea rescue, tidal monitoring, fishing and other recreational activities.



*MV Island Trader*

### The Jetty

The LHIB owns and operates the jetty. It is responsible for ensuring that the jetty:

- can meet the functional requirements of the vessels that operate to and from the island;
- is maintained in a safe condition; and
- delivers its various services to the Island community as cost effectively as possible.



Built in 1982, the jetty has a timber deck and mix of steel and timber piles. Given its age, it is in quite good condition<sup>6</sup> - over the years individual piles, headstocks and sections of decking have been replaced to counteract wear, deterioration and marine organism infestation, leaving a mix of ages and materials. In the period since the last update to this Plan, the problems associated with berthing and mooring the supply vessel alongside the jetty during rough seas have been resolved with the installation of high quality, plastic fenders.

<sup>6</sup> Ref: WMAwater email of 2 April 2012 to LHIB Manager, Infrastructure and Engineering Services.

### Jetty Future Directions

While the life of individual components of a jetty such as decking, headstocks, piles have clearly defined economic lives, the life of the structure itself can be extended almost indefinitely by replacing the individual components as they deteriorate or wear out. Therefore, given appropriate maintenance, the jetty potentially should continue in service well beyond the term of this Plan.

The longitudinal beams of the jetty are showing signs of splitting, some up to one-third of their depth at some locations. This has affected the load rating of the jetty and has resulted in very clearly labelled areas for setting up the crane and its outriggers. Changes to the configuration of the jetty, for example to lengthen it or to increase its load-bearing ability, may need to be reconsidered if a different vessel is commissioned to supply the island which has different berthing and unloading requirements. It is noted that the current vessel is designed to be able to rest on the lagoon bottom at low water.

### Jetty Maintenance

Maintenance encompasses the work needed to retain the jetty at a standard that is appropriate, effective and efficient in support of the long-term operation of the Island supply vessel and other jetty users. The general principles guiding maintenance are:

- the jetty is kept in a safe and functional condition;
- work is delivered cost-effectively and complies with relevant codes<sup>7</sup>, regulations and statutory requirements in order to meet LHIB duty of care;
- minimum asset life costs are sought, consistent with ensuring sustainable operations over the short and long term; and
- risks are identified and managed.

The jetty condition is monitored by regular inspections in the course of activities of LHIB staff and commercial operators reporting issues and problems as they become evident. As well, a condition review was undertaken in January 2017 by consultants Royal HaskoningDHV. The outcomes of this condition report are reflected in this Plan.

Jetty maintenance tasks are prioritised in the following order:

1. meets WH&S requirements and obligations - it must be safe for all who use the facility;
2. ensures “business continuity” – the Island depends on the jetty for essential supplies; and
3. maintains the condition required to ensure performance and/or reduce life costs.

The jetty is maintained using:

- (i). Major maintenance is assessed and programmed in the above priority order.
- (ii). Minor and urgent repairs are undertaken on a responsive basis.

### Boat ramp

A small narrow boat ramp is located to the north of the jetty in Hunter Bay. The ramp falls short of the standards nominated by NSW RMS in terms of width and depth at low water, and safety concerns have been raised by the local boating community.

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<sup>7</sup> Ref: Design Guidelines for Wharves and Jetties – NSW Public Works 1990 and BS6349 British Standard Code of Practice for Maritime Structures



The LHIB is continuing to investigate an upgrade to the boat ramp, through funding from Transport for NSW. The upgrade would not necessarily allow the boat ramp to meet the Australian Standard *AS 3962-2001 Guidelines for Design of Marinas*, but would improve its functionality and safety for small boat users. Separately, a large boat launch and retrieval facility (slipway) is being planned for the Waste Management Facility. Funded by Transport for NSW, the slipway is critical to enabling larger commercial vessels on the Island to be surveyed annually and continue to operate as tourist vessels.

### Seawalls and Revetments

Seawalls and revetments are used to protect infrastructure from the effects of coastal processes. The current structures have been built to varying standards from informal placement of rock to complex revetments.

Seawalls protect:

- the end of the air strip where it protrudes into the Lagoon;
- Lagoon Road to the north of the air strip;
- adjacent to the jetty; and
- Ned's Beach in front of the shed.

Most of these require little to no maintenance, however changes to coastal processes will require some ongoing protection works to occur in the Pinetrees Boatshed Area. A 60m long rock revetment wall was constructed in 2015 to protect the end of the Seabee wall, Lagoon Road and the buried electrical cables. The 5 to 10 year design life was chosen to provide a reasonable short term solution while further studies are carried out in the Lagoon. In the period since the last update to this Plan in 2016, erosion protection works have been carried out in the area north of the rock revetment up to and including the Pinetrees Boatshed.

A Coastal Hazard Study was finalised in 2014 and identified interim management strategies to address some identified short term risks.

Following on from the Coastal Hazard Study, a Coastal Zone Management Plan for parts of the Island will be required and out of this plan additional infrastructure assets are likely to be required. The Coastal Zone Management Plan will also consider the impact of any sea level rise due to climate change as this may accelerate current problems. A Sediment Tracing Study for the Lagoon is also an essential element for any future planning. Grant funding has previously been sought for this study, but is not currently available.

Future Asset Management Plans will be developed reflecting these infrastructure works. They are not included in this plan as the extent of the works is not known at this time.



## **Asset Disposals**

No disposal of marine infrastructure is envisaged.

## **Planned Expenditures**

The 10 year future planned Marine infrastructure expenditure is listed in detail at Appendix 2.



## 8. Power Generation and Reticulation

### Current Situation

The power generating plant is located behind Middle Beach at the end of Anderson Rd. It comprises three identical 300kW Detroit Series 60 diesel units operating in parallel (any two of which are rated to carry the required load, allowing one to be maintained at any time). A 450kW backup unit is located near Capella Lodge, south of the airport so that, should the site of the main three generators be disabled for any reason, the standby unit operating from a separate location can maintain supply to the whole Island. A central PLC controls the feeders, load shedding as required. A Detroit fully fitted long motor is held as a spare and can be installed at short notice if required.

Since the last Plan update in 2016, the power line communication system to control the hot water booster load was decommissioned as part of the old Powerhouse switchyard removal and replacement. A new load control and power line communication system is proposed in the 2017/18 budget.

Diesel for the generators is delivered by the *MV Island Trader*. Above ground storage through 3 fuel tanks of approximately 68,000 litres is located at the Powerhouse.

Power is reticulated at high voltage (6.6kV) by underground cables in a ring the main configuration so that, if the cable is damaged, supply can be maintained to most premises. The underground cable is considered to have 25 years remaining life before replacement is required.

The high voltage is stepped down at 18 substations distributed across the settled area to 415V 3 phase and 240V single phase.

Although installed in 1979, the substations were built to high-quality specifications and remain in good condition.

They are maintained to a high standard to ensure reliability of supply and are estimated to have 20 years remaining life before replacement is required. Spare units and parts are held on the Island.



Substation

### Future Directions

Reliance on diesel generators has a number of drawbacks. The cost of electrical power is exposed to fluctuations in the price of diesel fuel; the community is solely dependent upon a fuel whose future availability cannot be guaranteed; and the consumption of fossil fuels and the diesel emissions are at odds with Island environmental goals. Therefore the Board has explored alternative power generation options and the community has embraced a target of up to 70% of energy from renewable sources.

A “Roadmap” has been formally adopted<sup>8</sup> plotting how this might be achieved. The roadmap is based on a comprehensive assessment of the available options for renewable energy generation, energy storage and energy demand management.

<sup>8</sup> Powercorp Operations Pty Ltd, *Lord Howe Island Renewable Operations Energy Supply Roadmap*, August 2011

The present proposal is to install 450kW Solar PV plus two medium scale 200kW wind turbines. Also under consideration is the introduction of time-of-use tariffs and demand controlled devices, including electric vehicles and “off-peak” hot water systems.



Provision has been included in the capital investment budget for the implementation of the Roadmap.

The Independent Pricing and Regulatory Tribunal (IPART) now has responsibility for safety management of NSW power generators and distributors. Since being advised of this in early 2015, the LHIB has been working with IPART to ensure the LHIB obtains compliance with the legislation as soon as practical. The main impact to date has been the need to prepare a Safety Management System (SMS) for the electricity generation and distribution system. The SMS has been prepared and implemented, and will continue to have some short term impact on the recurrent budget as issues such as training are addressed. The SMS will be audited in the third quarter of 2017 for the first time.

Substation upgrades are being considered in the term of this updated Plan, so that limitations on demand growth are removed where feasible. As an example, where a 150kVA substation is nearing capacity due to demand, it would be replaced with a 200kVA for example. The 150kVA substation would then be utilised to replace a 100kVA substation somewhere else on the Island.

## System Maintenance

Because of the durability of diesel engines, most maintenance of the generator sets is preventative in nature. Preventative diesel engine maintenance consists of general inspection, lubrication service, cooling system service, fuel system service, verifying control panel readings and indicators and servicing and testing starting batteries, following the maintenance schedule provided by the manufacturer. The Detroit diesels are typically taken off-line and sent back to the mainland after 20,000 hours service for a major rebuild which takes approximately 8 weeks.

The diesel maintenance work is undertaken by the Senior Electrical Officer (SEO), Electrical Apprentice and Mechanic, with all other aspects of the electrical grid maintenance being completed by the SEO and Apprentice.

Emergency maintenance is undertaken as required, with staff on call for this purpose.

Maintenance of the renewable energy generation equipment will comply with the procedures and schedules provided by the manufacturers. With the implementation of renewable energy generation systems, no additional staff resources are expected.

## Risk Management

The Roadmap addresses several major strategic risks to power generation and distribution on the Island – reliance on a single generation source, the possible interruption to the supply of fuel, a significant escalation in the cost of fuel and the environmental concerns related to the burning of fossil fuels and the creation of emissions.

The Powerhouse has been designed with risk management in mind, particular being as fire resistant as practicable.

The backup generator is capable of meeting maximum demand should the three 300kW generators and/or the renewables be taken off-line for any reason. It has being located separately in the South of Island so that, if an event such as a fire in the Powerhouse, the standby would not be damaged.

The looped reticulation main allows service to be delivered to most premises if the main is severed for any reason.

An experienced Senior Electrical Officer is available for both preventative and emergency maintenance as required. Critical spare parts are stored on the Island.

## Non Asset Strategies

Demand management is being actively promoted by a range of policy and infrastructure measures in an endeavour to both reduce overall energy consumption and to spread consumption more evenly across the day. As mentioned above, these measures include the potential adoption of time-of-use tariffs demand controlled devices such as electric vehicles and “off-peak” hot water systems and energy storage devices.

## Asset Disposals

No disposal of power generation infrastructure is envisaged at this stage however with the introduction of significant renewable energy there may be the opportunity to remove some infrastructure.

## Planned Expenditures

The 10 year future planned power generation and reticulation infrastructure expenditure is listed in detail at Appendix 2.

## 9. Waste Management

### Introduction

Managing and minimising solid waste is a fundamental part of protecting the natural environment of the Island and the LHIB aims to provide a solid waste management service to the community and the tourist industry that is efficient, cost-effective and environmentally responsible. The current comprehensive approach includes:

- providing a policy and regulatory framework that controls the sustainable and effective management and disposal of solid wastes in order to maximise reuse, minimise harm to the environment and minimise the amount destined for export by sea to the mainland landfill<sup>9</sup>. This includes a user pay policy for waste disposal<sup>10</sup>;
- encouraging demand management including education programs that promote waste avoidance in general, waste separation at source, and in-house re-use/recycling initiatives such as composting where appropriate;
- providing infrastructure to receive residual waste that cannot be re-used or recycled at source;
- sorting, recovering, recycling and disposing of waste depending on its composition.

The first two points are, in effect, non-asset strategies that have strong and active community endorsement. The latter two points relate to the waste disposal infrastructure that is the focus of the following text.

### The Waste Management Infrastructure

The LHIB owns and operates a waste management facility that is located to the south of the airport.



In essence a resource recovery facility, it comprises zones for:

- waste drop-off by residents and business;

<sup>9</sup> Disposal of solid waste as landfill on the Island is proscribed under the provisions of the Island LEP. Hence all solid waste that cannot be re-used is shipped back to the mainland for disposal.

<sup>10</sup> Charges are calculated on 100% cost recovery. Two audits are undertaken each year where the volume of waste deposited at the waste management facility is measured and, based on the results, charges are assessed. Charges are also applied to items such as building waste. There is a Waste Transfer levy which covers the shipping costs.

- sorting of waste into 14 categories, e.g. glass, food, paper and cardboard, plastics, metals etc;
- packing / baling of recyclables for transfer to the mainland;
- composting of recoverable materials that are organic in nature such as plant material, food scraps and paper products. The facility uses a VCU<sup>11</sup> unit as well as conventional composting bays. The resulting material is currently unable to be reused as it contains contamination from plastic, metals and glass fragments;
- glass crushing to create glass aggregate (sand). It is used for applications such as concrete slab aggregate and wastewater system media; and
- residual waste that cannot be re-used or recycled. This is compacted in bales and transported to the mainland for disposal in landfill.

The facility performance standards are contained within the environmental compliance conditions specified by the EPA based on legislative requirements along with best environmental management practices. The waste management Facility operates under an EPA licence which documents these compliance conditions. The EPA periodically audits these conditions.

### Strategic Directions and Proposed Capital Works

The Waste Management Facility is widely regarded as a community asset, with its success due to the cooperation between the community and the LHIB to manage waste in a sustainable and cost effective way. The review of the 2000 Waste Strategy in 2010 showed a high level of achievement against the original objectives, including a current diversion rate of 84% from landfill.

The key asset management goal is maintaining a level of service that:

- meets EPA requirements and community expectations;
- is cost efficient and financially sustainable; and
- complies with WHS and other relevant codes and regulations.

The quantity of waste deposited at the facility is growing and EPA compliance requirements are widening, requiring a progressive expansion of the facility. Proposed capital investments in the immediate term include:

- Replacement of the 15 year old VCU
- Expanded compost hardstand and bays
- Enhanced sludge management facilities to increase capacity

### Maintenance Strategies

The facility buildings (main shed, resolve, chemical storage) are maintained using:

- A planned maintenance program for identified tasks.
- A repairs program for minor and urgent tasks.

Operational plant and equipment are maintained using:

- Cyclic and preventative maintenance that is scheduled to manufacturer's specifications.
- Breakdowns and minor repairs are undertaken on a responsive basis.

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<sup>11</sup> VCU is a vertical composting unit. It is a structure similar to a silo that holds an insulated, self-aerating chamber that enables accelerated processing of organic waste.

The civil structures, e.g. hardstand, bunding, waste water treatment are maintained using:

- Major maintenance is assessed and programmed on condition-based criteria.
- Minor repairs are undertaken on a responsive basis.

## Risk Management

The key risks are considered to be:

- Ensuring ongoing compliance with EPA conditions that are evolving over time. Should the EPA conditions change in future, this may necessitate capital investments that are currently unplanned.
- Responding to demand for sludge management from wastewater systems.
- Future transport costs of waste from the Island, which are related to factors such as future oil availability and price.

## Asset Disposals

No disposal of the waste management infrastructure is envisaged.

## Planned Expenditures

The 10 year future planned waste management infrastructure expenditure is listed in detail at Appendix 2.

## 10. Operational Plant and Equipment

### Overview

The LHIB utilises a wide variety of plant and equipment in order to deliver its various asset-related services. Where a mainland Council might outsource road maintenance, or hire a crane, or tender for the steelwork fabrication, in most cases these options are not available on the Island. Hence the LHIB owns and operates a significant number of pieces of plant and equipment.

### Strategic considerations

The scale of the LHIB construction and maintenance operations is such that much of the plant receives relatively little use. In fact, some items may be used 100 hours per annum. Therefore, the purchase and retention of expensive plant is difficult to justify. On the other hand, the low levels of use means that the plant has a far longer economic life than if it were used intensively and consequently LHIB strategy is:

- to retain the more expensive items of plant for long periods;
- to where feasible and economical, procure cheaper good quality 2<sup>nd</sup> hand plant; and
- to maintain these items so that they can continue to deliver effective service.

Smaller vehicles such as the Hilux tray-tops are also retained for longer than on the mainland in view of the low mileage they accrue on the Island and the cost involved in shipping them back for sale by auction. They are replaced generally at 100,000 kms or 10 years whichever comes first.



Miscellaneous plant

The LHIB self-insures items of major plant and equipment. The likelihood of road accidents is low owing to the low level of use.

The requirement for plant and vehicles will be monitored over the life of the Plan as changing levels of service provided by the LHIB will result in changing requirements for vehicles and plant.

### Future purchases/replacements

In the first half of this Plan, replacements or new purchases are expected to be made for:

- Yard forklift
- 5 light vehicles
- New aluminium punt boat, trailer and outboard
- New plant fuel tanker and public bins trailer
- Backhoe replacement

- WMF Telehandler replacement
- Mulcher replacement

## Maintenance

Plant and equipment is serviced and maintained by LHIB staff in accordance with the manufacturer's specified requirements. Essential spare parts are retained at the depot. With a number of critical infrastructure projects planned through until late 2017, availability and reliability of the major pieces of plant will be a key focus of the Board's Mechanic.

## Risk Management

The key risks facing the LHIB include:

- Unforeseen failure of an older item of plant, rendering it unfit-for-purpose and/or not available when required.
- Inability to source replacement parts for the older items of plant.
- WHS issues related to working with older items of plant and equipment that lacks the safety features of more modern items.
- Unbudgeted capital expenditures that may arise to replace items should they become unserviceable.

## Asset Disposals

Vehicles are returned to the mainland for sale by auction at the end of their economic life. The revenue gained from sale of 10 year and older vehicles is not significant after disposal costs (including sea transfer) are deducted.

## Planned Expenditures

The 10 year planned expenditure is listed in detail at Appendix 2.



## 11. Buildings

### Building Assets

The LHIB owns eight residences that are leased to staff. They are:

Met House 3  
Met House 4

SEO House  
Doll's House  
Government House

Douglass Drive House  
MEWH House  
Doctor's House

They are generally older style buildings that have been maintained in reasonable condition.

The LHIB owns buildings that are used for its own operational purposes. These are:

Administration Depot  
Admin Office  
Works & Ranger's office  
Storage/pump shed  
RFS shed  
SES shed  
Workshop  
Dangerous goods shed

Chemical shed (plumbing shed)  
Carpenter's shed  
Ranger's shed  
Liquor store  
Research facility  
Poison shed

North Bay Sheds  
Ned's Beach shed  
Jetty building  
Public Hall Toilets  
Public Hall  
Trax shed

The Board owns buildings which are leased under commercial arrangements to other parties:

Post Office  
Coop/Beach Boutique  
Hospital  
Nurses flats

Boatshed 1 (swimming)  
Boatshed 2 (Prodiver)  
Boatshed 3 (Riddle/Busteed)  
Boatshed 4 (Dignam)

Island Showcase  
Cargo shed  
Old Electrical Workshop



Community Hall



Boatsheds



Hospital



Neds Beach Shelter Shed

## Strategic issues

Providing residences is considered essential to attract key staff to the Island in view of the fact that the private rental market on the Island is small. It is proposed to retain the residences and potentially expand these with one or two additional properties from the Bureau of Meteorology. This plan identifies LHIB only providing certain appliances being a washing machine, fridge and microwave as these items often need to fit into existing kitchens and laundries so these appliances need to be ordered to fit the space.

A minimum of 10,000 gallons of storage is now provided at all residences.

LHIB will continue to upgrade the wastewater systems of all Board properties (residences and administrative, operational and commercial buildings) in accordance with the Board's *On-Site Wastewater Management Strategy*.

The administrative and operational buildings have been accumulated over time. If the LHIB was starting over with a clean sheet of paper, in all probability the structures would be configured differently but there are higher priorities at the moment than replacing the current buildings, which are in reasonable condition.

The arrangements regarding buildings that are commercially leased were assessed by the Board in 2016 and it has been determined to maintain Board ownership of all existing buildings.

In 2016, NSW Health provided funding to undertake some upgrades at the Hospital, which included electrical, landscaping, air conditioning and floor coverings. It is hoped that this injection of funds will be ongoing, in lieu of rental payments.

## Future Capital Works

In the early years of this plan the following works are planned:

- Renovations to maintain the standard of properties, as tenants change over

## Maintenance

The repair and maintenance of properties is designed to:

- comply with the various requirements of relevant legislation and bye-laws including the provisions of the BCA, the Work Health and Safety Act, the Residential Tenancies Act, agreed building industry standards and all applicable relevant health & safety standards;
- enable an appropriate standard of occupancy for tenants / users;
- make the property safe;
- protect the property against further deterioration and achieve minimum overall life costs consistent with ensuring sustainable operations over the long-term; and
- as far as practicable, uniform cash flows from year to year are sought.

The condition of properties is monitored at two separate levels and the information gathered is used to develop a Program of Works. Firstly, property condition audits are undertaken annually and secondly, tenants/occupants report property defects and concerns as they arise.

Upgrades are considered as part of the planned maintenance process to ensure that each property remains appropriate for its intended purpose.

The maintenance work is delivered both by LHIB staff and private sector trades.

## Hazardous materials

Given the age of the properties, most contain hazardous materials<sup>12</sup> to some degree. Hazmat studies have been undertaken and remedial measures put in place.

## Disposals

At this stage no disposals are programmed but the potential disposal of some assets has been identified in this Plan.

## Risks

The risks associated with owning and operating buildings include:

- the high cost of maintenance arising from the aggressive marine environment, the cost of materials and the scarcity of specialist trades on the Island jeopardises the financial viability of commercial leasing;
- ongoing funding from NSW Health, in lieu of rent, to maintain and upgrade the facility to meet escalating health standards.

## Planned Expenditures

The 10 year future planned expenditure is listed in detail at Appendix 2.

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<sup>12</sup> includes asbestos, lead paint, pcbs, synthetic mineral fibres, etc

## 12. Information & Communications Technology

### Introduction

ICT is an important component of the services delivered by the LHIB. Whilst the services delivered by LHIB will change little over the coming 5 to 10 years the importance of ICT will increase given the rate of technology development and greater community expectations for access to information and a more open and transparent organisation.

Rapid advances in technological development and obsolescence of ICT infrastructure make it a dynamic asset category. Planned management of hardware is required to maintain the ongoing availability of equipment and to replace obsolete equipment.

### Current Environment

The LHIB ICT assets fall within three broad functional areas:

**Information Technology** – encompassing the various IT infrastructure assets which are used within the organisation which includes:

- Server infrastructure
- Desktop infrastructure
- Telecommunications infrastructure
- IT network infrastructure – routers, terrestrial lead-in services (internet) and remote satellite communications.

**Business Systems** – encompassing the various applications and programs, the major being:

- Office systems – Microsoft Office Suite
- Database platforms
- Email and internet security systems
- Geospatial Information Systems
- Corporate Management Systems – finance, HR asset management
- Online services – internet.

**Radio Communications** – encompassing the high frequency radio communication assets

- Handheld radios, vehicle mounted radios, repeaters and office radios.

### Current Approaches to ICT Asset Management

The asset strategy for these units will be based on ensuring robust and resilient ICT infrastructure in line with the following criteria:

- the match of assets to specific needs;
- the condition and expected level of use of current assets identified for replacement;
- the expected level of use of requested additional assets;
- the potential availability of backup and support.

Rolling replacement programs are in place for the majority of IT assets based on appropriate lifecycles for the assets. These are generally 4 years for most items.

Radio communications assets are managed mainly on an ad-hoc basis with replacement equipment purchased when required. No upgrades are required in the short to medium term.

## Future Strategies

With the recent implementation of a new financial management system, various ICT infrastructures have been upgraded. Beyond this upgrade the future development of ICT should generally be limited to ongoing upgrade of software and rolling replacement of hardware, apart from the following issue.

Secondly, the LHIB is looking to introduce communication infrastructure to enable the application of demand management technology for the Islands electrical infrastructure. This technology will be essential for the LHIB to achieve significant renewable energy input into the electrical system and is likely to be through Ethernet connections to enable the remote control of electrical loads.

## Planned expenditure

In the first half of this plan the following expenditure is planned:

- server upgrade
- replace 5 desktop PCs
- replace digital Photocopier

## Service Risk Summary

The following table summarises the risk that asset performance will hinder services being delivered as planned, or will not support required service levels:

<i>Asset Class</i>	<i>Risk Identified</i>	<i>Mitigation Strategies</i>
Computer Hardware	Capacity – Capacity will not be available in line with demand	Capacity planning and demand management which informs the capital investment budget.
	Availability - Ageing or unsupported infrastructure may cause service disruption	Progressive replacement / updating will facilitate availability and reliability of the infrastructure
Computer Software	Function - Business Systems may not adequately support delivery of service	Office systems are being evaluated to enable ongoing service support at an appropriate level.
	Confidentiality – Information assets may be accessed by unauthorised individuals	Information security measures are in place.
	Integrity – Asset data may not be accurate and complete	Date records are being progressively cleansed and updated...
Radio Hardware	Radio hardware may prove unreliable and/or incompatible with other emergency and rescue agency systems.	The recent major upgrade addressed this risk.

## Asset Disposals

Disposals of out-dated ICT asset are deemed to have immaterial value.

## Planned Expenditures

The 10 year future planned ICT expenditure is listed in detail at Appendix 2.

## 13. Public Open Space and Permanent Park Preserve

### Public Open Space

The LHIB is responsible for the care control and management of public open space on the Island. The main items of public open space infrastructure are<sup>13</sup>:

- the Lagoon Road playground;
- various picnic facilities (BBQs, tables);
- the sports field;
- the cemetery; and
- open space in general

The service level expected from this infrastructure is that it:

- satisfies the Board's duty of care and WHS obligations regarding safety and security;
- meets community and tourist industry needs, interests and expectations regarding utility, hygiene and image;
- complies with relevant standards regarding flora & fauna management, weed management, pest control; and
- is financially sustainable with regard to maintenance and ongoing operational costs.

### Future Strategies

Improving facilities to continue to meet tourist expectations whilst maintaining the "low key" feel of the island will be the challenge for the LHIB. Increasing servicing and maintenance costs required the LHIB to previously investigate more efficient practices and assets. Significant costs are incurred by the LHIB in servicing wood BBQs. The LHIB has previously installed an electric BBQ at Ned's Beach and after several attempts, a second unit was installed at the Playground. The difficulties associated with the installation of these units means that no more will be installed. BBQ numbers will be maintained at present levels.

### The Permanent Park Preserve (PPP)

The PPP is the Island's most precious asset. From an asset management perspective, key responsibilities of the LHIB are flora & fauna management, weed management, rehabilitation and revegetation, specific fauna initiatives, quarantine and protection of World Heritage values. The main items of PPP infrastructure are:

- walking tracks and bridges;
- fencing;
- signage;
- North Bay Infrastructure;
- BBQs, both gas and wood;
- sheds;
- toilets; and
- water tanks

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<sup>13</sup> Note that shelter sheds on public open space are addressed within the Building section of this Plan

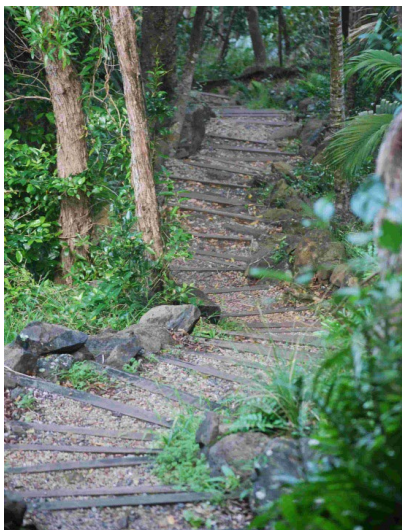
The service level expected from this infrastructure is equivalent to the standards set for public open space infrastructure, plus it must also satisfy the relevant requirements of the Plan of Management.

### Strategic Issues

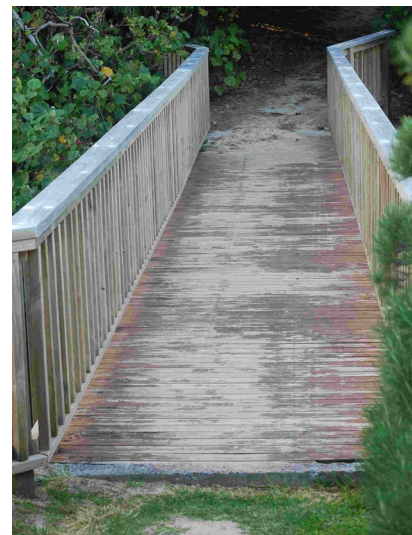
There is an ongoing tension between community and tourist expectations of improving infrastructure standards, with a resulting increase in costs, and the constraints imposed by budget limitations. The LHIB is engaging in community and industry debate to determine appropriate service standards and levels, and has initiated the monitoring of capital expenditures to track whether they match depreciation expenses over the longer term, in order to avoid the generation of a renewals gap.

The temporary closure of the Mutton Bird Point walking track for some years due to a landslip has been a significant issue for the community and the tourism operators. Following a geotechnical risk assessment I 2016, works are currently underway to reopen the track in the 2<sup>nd</sup> half of 2017.

In April 2017, an EOI for grant funding of \$1 million was submitted under the *Rebuilding NSW Regional Growth – Environment & Tourism Fund*. This grant would be used to implement the Lord Howe Island Walking Track Strategy 2017-2020. No funding has been allocated from within the Board's budget on the assumption that this EOI and subsequent application will be successful.



Walking trails



Footbridge



Wood-fired BBQ and picnic tables



Gas fired BBQs



Playground, Lagoon Road



Shelter shed and picnic facilities, North Beach

Examples of Public Open Space and PPP infrastructure

### Capital and maintenance programs

All infrastructure is inspected to identify maintenance requirements at least annually and after exceptionally adverse weather. Capital replacements and upgrades are scheduled in advance, as is preventative maintenance. Routine maintenance is undertaken as required, for example to ensure track stability and erosion control. A key objective of maintenance is to minimise whole of life costs by intervening to correct problems before costs escalate.

Both capital and maintenance work is undertaken by LHIB staff. Given that the 10 year expenditure on PPP maintenance is the largest of all LHIB ongoing asset expenditures, consuming over 57% of the 10 year total asset expenditure, the effectiveness and efficiency of delivery of PPP maintenance is an ongoing focus.

### Risk Management

Managing the public open space and PPP infrastructure attracts the interacting risks of:

- damage to infrastructure arising from climate change and resulting more frequent and intense extreme weather events, particularly the Mutton Bird Point walking track;
- the ongoing challenge of managing pest, weed and disease outbreaks (and resulting costs);
- the accelerating wear and tear on infrastructure arising from growing tourism activities;
- LHIB's duty of care associated with tourist use of hazardous walking trails etc; and
- ensuring financial sustainability in the face of rising cost pressures.

### Planned Expenditures

The 10 year future planned expenditure is listed in detail at Appendix 2



## 14. Governance & Risk Management of Asset Plan Delivery

### Governance

Managers and Senior Managers meet monthly as part of the scheduled management meeting program. It has the role of ensuring:

- A clear alignment and consistency between service objectives and priorities, policy frameworks and asset strategies across the various services delivered by the Board;
- Effective stakeholder representation occurs in asset-related decision-making and major issues management;
- An appropriate degree of rigour and co-ordination is applied to project planning, gap and risk analysis at agreed key asset planning decision-making points;
- Timely development of business cases;
- That the annual planning and budget cycle meets LHIB timeframes;
- Effective implementation of approved plans and works programs and associated monitoring of asset-related budget performance and service outcomes

### Risks and consequences

The risk approach aims to ensure that the LHIB infrastructure is adaptable to changes in the risk profile arising from evolving tourist expectations, environmental and climate challenges and energy resource costs. The main risks that are being actively addressed are:

- Withdrawal of the current sea service and replacement with a different vessel that requires different jetty arrangements.
- The impact of potential changes to the marine weather patterns and sea level upon shoreline erosion.
- Eliminating inefficiencies and unnecessary costs from the delivery and operation of physical assets.
- Managing the Island's infrastructure on a sustainable whole-of-life basis to demonstrate value-for-money.
- Procurement risk related to the renewable energy capital projects.
- Demonstrating resource needs to the government and the LHI community based on robust planning and risk awareness.

## 15. Appendix 1: LHIB Strategy Directions & Strategies

<b>Strategy Direction</b>	<b>Strategies</b>
<b>Effective Governance &amp; Leadership</b>	<ul style="list-style-type: none"> <li>1.1 Ensure accountability, fairness, and transparency in the Board’s decision-making and relationship with all its stakeholders.</li> <li>1.2 Ensure corporate governance practices meet legislative requirements.</li> <li>1.3 Work to achieve long term financial sustainability.</li> <li>1.4 Ensure risks are properly managed.</li> <li>1.5 Provide internal IT and communications systems which are secure, stable and support business operations.</li> <li>1.6 Provide efficient and effective records management and information management.</li> <li>1.7 Ensure effective management of human resources</li> <li>1.8 Provide timely and proactive communication to all stakeholders</li> </ul>
<b>Strong &amp; Sustainable Economy</b>	<ul style="list-style-type: none"> <li>2.1 Market the island as a tourist destination.</li> <li>2.2 Foster an environment that supports sustainable economic development.</li> <li>2.3 Effectively manage the Board’s business enterprises.</li> <li>2.4 Effectively manage the Board’s commercial leases.</li> <li>2.5 Take action to ensure appropriate and adequate servicing of the island by a major airline.</li> </ul>
<b>Sound Infrastructure &amp; Services</b>	<ul style="list-style-type: none"> <li>3.1 Provide sound asset management.</li> <li>3.2 Maintain recreational facilities for visitor and community use.</li> <li>3.3 Operate Aerodrome safely for Regular Passenger Transport (RPT) services, medical evacuations and general aviation.</li> <li>3.4 Maintain road network in good condition for all road users.</li> <li>3.5 Maintain wharf to serve shipping contractor, charter operators and visiting boats.</li> <li>3.6 Maintain Board building and property assets.</li> <li>3.7 Provide facilities in conjunction with Roads and Maritime Services for all Island boat users to safely and efficiently launch, retrieve and maintain boats in an environmentally sound manner.</li> <li>3.8 Provide reliable and efficient electricity supply.</li> <li>3.9 Provide efficient and environmentally sustainable waste and recycling management services.</li> </ul>
<b>Outstanding Environment</b>	<ul style="list-style-type: none"> <li>4.1 Protect and manage the environment in a manner that recognises and promotes the World Heritage values of the Island.</li> <li>4.2 Work to prevent the introduction of exotic pests and pathogens to and eradicate exotic pests from the Island.</li> <li>4.3 Identify, protect and value heritage items.</li> <li>4.4 Improve awareness and understanding of the environment through education and research.</li> <li>4.5 Improve environmental sustainability of Board programs and operations (waste disposal; waste water; renewable energy).</li> </ul>



<p><b>Responsible Land Management</b></p>	<p>5.1 Design land use and development policies that balance environmental, economic and social outcomes.</p> <p>5.2 Provide an efficient and effective development planning and assessment service.</p> <p>5.3 Provide an effective lease administration system.</p> <p>5.4 Protect and manage the LHI Permanent Park Preserve in a manner that recognises the World Heritage values of the Island.</p> <p>5.5 Protect and manage vacant crown lands.</p> <p>5.6 Rehabilitate degraded areas.</p>
<p><b>Strong and Engaged Community</b></p>	<p>6.1 Plan for appropriate services for the community.</p> <p>6.2 Improve relationship with the community through engagement and consultation.</p> <p>6.3 Provide professional environmental and public health services.</p> <p>6.4 Support capacity building in community organisations.</p> <p>6.5 Promote programs that provide for children.</p> <p>6.6 Manage the Local Emergency Management Committee (LEMC) and Emergency Management Plan (EMPLAN).</p>

## **16. Appendix 2: Proposed Asset Expenditure Plan 2017 - 2027**

The 10 year future budgets for capital investment and maintenance are listed in the following pages. All costs are in real (i.e. present-day) dollars.

**Changes from From May 2017**

Buildings		
Roads		
Jetty		
Waste Mgt		
Airport		

**Lord Howe Island Board TAM Plan  
10 Year Asset Expenditure Forecast  
(\$ not escalated)**

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
<b>Capital Investments</b>							
Buildings	\$ 120,000	\$ 95,000	\$ 155,000	\$ 120,000	\$ 50,000	\$ 130,000	\$ 155,000
Roads & Drainage	\$ 220,064	\$ 46,850	\$ 127,570	\$ 249,696	\$ 421,327	\$ 427,023	\$ 34,845
Marine	\$ -	\$ 245,000	\$ 200,000	\$ 125,000	\$ -	\$ 100,000	\$ -
Permanent Park Preserve	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Power supply	\$ 5,950,000	\$ 3,730,000	\$ 245,000	\$ 195,000	\$ 30,000	\$ 30,000	\$ 130,000
Airport	\$ 450,000	\$ 45,000	\$ 41,000	\$ 25,000	\$ 10,000	\$ 10,000	\$ 20,000
Plant & Equipment	\$ 92,000	\$ 118,000	\$ 168,000	\$ 46,000	\$ 303,000	\$ 113,000	\$ 338,000
ICT	\$ 48,000	\$ 61,000	\$ 83,000	\$ 153,500	\$ 103,000	\$ 76,000	\$ 68,000
Public Open Space	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 125,000	\$ -
Waste Management	\$ 322,000	\$ 156,000	\$ 10,000	\$ 45,000	\$ 115,000	\$ -	\$ 27,000
<b>Total Capex</b>	<b>\$ 7,212,064</b>	<b>\$ 4,556,850</b>	<b>\$ 1,029,570</b>	<b>\$ 969,196</b>	<b>\$ 1,042,327</b>	<b>\$ 1,021,023</b>	<b>\$ 782,845</b>
<b>Maintenance</b>							
Buildings	\$ 145,720	\$ 146,719	\$ 145,720	\$ 164,720	\$ 130,219	\$ 120,719	\$ 131,231
Roads & Drainage	\$ 31,500	\$ 22,000	\$ 35,402	\$ 31,000	\$ 22,500	\$ 22,000	\$ 29,500
Marine	\$ 49,000	\$ 40,500	\$ 39,000	\$ 39,000	\$ 39,000	\$ 42,500	\$ 39,008
Permanent Park Preserve	\$ 979,900	\$ 955,900	\$ 955,900	\$ 955,900	\$ 960,900	\$ 970,900	\$ 970,900
Power supply	\$ 238,048	\$ 258,048	\$ 228,048	\$ 258,048	\$ 243,048	\$ 243,048	\$ 243,048
Airport	\$ 25,000	\$ 25,000	\$ 21,000	\$ 28,500	\$ 22,000	\$ 24,000	\$ 29,000
Plant & Equipment	\$ 112,536	\$ 112,836	\$ 112,336	\$ 112,586	\$ 110,336	\$ 110,336	\$ 100,086
ICT	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Public Open Space	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000
Waste Management	\$ 25,103	\$ 26,103	\$ 26,103	\$ 26,103	\$ 26,103	\$ 26,103	\$ 26,103
<b>Total Maintenance</b>	<b>\$ 1,745,807</b>	<b>\$ 1,726,107</b>	<b>\$ 1,702,509</b>	<b>\$ 1,754,857</b>	<b>\$ 1,693,106</b>	<b>\$ 1,698,606</b>	<b>\$ 1,707,876</b>
<b>CAPEX &amp; Maintenance</b>							
Buildings	\$ 265,720	\$ 241,719	\$ 300,720	\$ 284,720	\$ 180,219	\$ 250,719	\$ 286,231
Roads & Drainage	\$ 251,564	\$ 68,850	\$ 162,972	\$ 280,696	\$ 443,827	\$ 449,023	\$ 64,345
Marine	\$ 49,000	\$ 285,500	\$ 239,000	\$ 164,000	\$ 39,000	\$ 142,500	\$ 39,008
Permanent Park Preserve	\$ 989,900	\$ 965,900	\$ 955,900	\$ 965,900	\$ 970,900	\$ 980,900	\$ 980,900
Power supply	\$ 6,188,048	\$ 3,988,048	\$ 473,048	\$ 453,048	\$ 273,048	\$ 273,048	\$ 373,048
Airport	\$ 475,000	\$ 70,000	\$ 62,000	\$ 53,500	\$ 32,000	\$ 34,000	\$ 49,000
Plant & Equipment	\$ 204,536	\$ 230,836	\$ 280,336	\$ 158,586	\$ 413,336	\$ 223,336	\$ 438,086
ICT	\$ 108,000	\$ 121,000	\$ 143,000	\$ 213,500	\$ 163,000	\$ 136,000	\$ 128,000
Public Open Space	\$ 79,000	\$ 129,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 204,000	\$ 79,000
Waste Management	\$ 347,103	\$ 182,103	\$ 36,103	\$ 71,103	\$ 141,103	\$ 26,103	\$ 53,103
<b>Total Capex &amp; Maintenance</b>	<b>\$ 8,957,871</b>	<b>\$ 6,282,957</b>	<b>\$ 2,732,079</b>	<b>\$ 2,724,053</b>	<b>\$ 2,735,433</b>	<b>\$ 2,719,629</b>	<b>\$ 2,490,721</b>
<b>Asset Disposals (revenue from asset sales)</b>							
Operational Plant & vehicles	\$ 36,800	\$ 27,200	\$ 39,200	\$ 18,400	\$ 93,200	\$ 45,200	\$ 135,200
<b>Total Disposals</b>	<b>\$ 36,800</b>	<b>\$ 27,200</b>	<b>\$ 39,200</b>	<b>\$ 18,400</b>	<b>\$ 93,200</b>	<b>\$ 45,200</b>	<b>\$ 135,200</b>
<b>Net Total (expenditure - revenue from asset sales)</b>	<b>\$ 8,921,071</b>	<b>\$ 6,255,757</b>	<b>\$ 2,692,879</b>	<b>\$ 2,705,653</b>	<b>\$ 2,642,233</b>	<b>\$ 2,674,429</b>	<b>\$ 2,355,521</b>

**Provisional 10 Year Projection** (\$ not escalated)

Buildings		Replacement Cost	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>CAPITAL PROGRAM</b>												
<b>Total CAPEX</b>			\$ 6,590,993									
<b>Residences</b>												
Met House 1					50,000							
Met House 2						50,000						
Met House 3	\$ 247,500		50,000									
Met House 4	\$ 185,000			15,000								
SEO House	\$ 225,000							75,000				
Dolls House	\$ 327,500									50,000		
Government House	\$ 350,000				50,000							
MTS House	\$ 242,500			25,000								
MEWH House	\$ 217,500											
Doctors House	\$ 342,500	\$ 2,137,500					50,000					
<b>Commercial Buildings</b>												
Boatshed (swimming)	\$ 11,500					20,000						
Boatshed (Prodrive)	\$ 24,500											
Boatshed(Riddle/Busteed)	\$ 32,500											50,000
Dignam Boatshed	\$ 20,000											
Administration Depot												
Admin Office	\$ 617,500										80,000	
Vehicle & Plant Shed	\$ 212,500							50,000				
Works & Rangers office	\$ 311,293								20,000			50,000
RFS Shed	\$ 70,000						20,000					
SES shed	\$ 22,500											
Fuel & Dangerous goods she	\$ 12,500									10,000		
Chemical shed	\$ 12,250											
Rangers shed	\$ 21,500											
Tool shed	\$ 2,500									20,000		
Enviro shed	\$ -									20,000		
Carpenters Shed	\$ 67,500											
Workshop \ Store Shed	\$ 152,500											
Liquor store shed	\$ 22,500											
Phasmid Enclosure	\$ 4,500											
Research facility	\$ 300,000								50,000			
Jetty Cargo shed	\$ 52,500						25,000					
North Bay Sheds	\$ 37,500								20,000			
Neds Beach shed	\$ 60,000										15,000	
Post Office	\$ 152,500											25,000
Coop/Beach Boutique	\$ 140,000											25,000
Island Showcase	\$ 17,500											5,000
Old Electrical Workshop												45,000
Jetty building				5,000								25,000
Public Hall Toilets								10,000				20,000
Public Hall	\$ 607,500		25,000									
Trax shed	\$ 32,500			25,000						25,000		
Aviation Refuelling Shed	\$ 45,000											
Nursery												
igloos	\$ 220,000											
shade house	\$ 57,500											
Merchandise shed	\$ 20,000											
<b>Health Facilities</b>												
Hospital	\$ 880,000		30,000						15,000			50,000
Nurses flats	\$ 212,950			30,000						30,000		
Garage \ morgue	\$ -	\$ 4,453,493	15,000									

**MAINTENANCE**

**Maintenance Annual Preventative**

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Residences</b>	<b>59,779</b>	<b>51,778</b>	<b>59,779</b>	<b>59,779</b>	<b>43,778</b>	<b>35,778</b>	<b>35,787</b>	<b>35,787</b>	<b>35,787</b>	<b>35,787</b>
Met House 1	2,778	2,778	10,778	2,778	10,778	2,778	2,779	2,779	2,779	2,779
Met House 2	10,778	2,778	2,778	10,778	2,778	2,778	2,779	2,779	2,779	2,779
Met House 3	2,778	2,778	2,778	10,778	2,778	2,778	2,779	2,779	2,779	2,779
Met House 4	2,778	2,778	2,778	10,778	2,778	2,778	2,779	2,779	2,779	2,779
SEO House	10,778	2,778	10,778	2,778	2,778	2,778	2,779	2,779	2,779	2,779
Dolls House	2,778	10,778	10,778	2,778	2,778	2,778	2,779	2,779	2,779	2,779
Government House	2,778	10,778	10,778	2,778	2,778	2,778	2,779	2,779	2,779	2,779
MTS House	2,778	10,778	2,778	10,778	2,778	2,778	2,779	2,779	2,779	2,779
MEWH House	10,778	2,778	2,778	2,778	10,778	2,778	2,779	2,779	2,779	2,779
Doctors House	10,778	2,778	2,778	2,778	2,778	10,778	10,778	10,778	10,778	10,778
<b>Commercial Buildings</b>			<b>76,441</b>	<b>85,441</b>	<b>76,441</b>	<b>95,441</b>	<b>76,441</b>	<b>85,442</b>	<b>75,442</b>	<b>75,442</b>
general Maintenance	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Boatshed (swimming)										
Boatshed (Prodrive)										
Boatshed(Riddle/Busteed)										
Dignam Boatshed										
Administration Depot										
Admin Office										
Vehicle & Plant Shed										
Works & Rangers office										
RFS Shed										
SES shed										
Fuel & Dangerous goods shed										
Chemical shed										
Rangers shed										
Enviro shed										
Tool Shed										
Carpenters Shed										
Workshop \ Store Shed										
Liquor store shed										
Phasmid Enclosure										
Research facility	7,441	7,441	7,441	7,441	7,441	7,441	7,441	7,441	7,441	7,441
Jetty Cargo shed										
North Bay Sheds										
Neds Beach shed										
Post Office										
Coop/Beach Boutique		10,000								
Island Showcase										
Old Electrical Workshop										
Jetty building				20,000						
Public Hall Toilets	1,000		1,000		1,000					
Public Hall										
Trax shed										
Aviation Refuelling Shed							10,000			
Nursery										
igloos										
shade house										
Merchandise shed										
General Building maintenace	8,000	8,000	8,000	8,000	8,000	8,000	8,001	8,001	8,001	8,001
<b>Health Facilities</b>			<b>9,500</b>	<b>9,500</b>	<b>9,500</b>	<b>9,500</b>	<b>10,000</b>	<b>9,500</b>	<b>10,002</b>	<b>10,002</b>
Hospital	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500
Nurses Flat 1	2,000	2,000	2,000	2,000	2,000	2,000	2,001	2,001	2,001	2,001
Nurses Flat 2	1,000	1,000	1,000	1,000	1,000	1,000	1,001	1,001	1,001	1,001
Garage \ morgue					500		500		500	500

**Potential Disposals**

Assumptions	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Annual Maintenance Expenditure as a Percentage of Replacement Cost										
Programmed % maintenance cost based on Replacement Value	total	2.21%	2.23%	2.21%	2.50%	1.98%	1.83%	1.99%	1.83%	1.84%
Programmed % maintenance cost based on Replacement Value	Residential	2.80%	2.42%	2.80%	2.80%	2.05%	1.67%	1.67%	1.67%	1.67%
Programmed % maintenance cost based on Replacement Value	Commercial	1.72%	1.92%	1.72%	2.14%	1.72%	1.69%	1.92%	1.69%	1.69%

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Total Capex	\$ 120,000	\$ 95,000	\$ 155,000	\$ 120,000	\$ 50,000	\$ 130,000	\$ 155,000	\$ 155,000	\$ 265,000	\$ 125,000
Total Maintenance	\$ 145,720	\$ 146,719	\$ 145,720	\$ 164,720	\$ 130,219	\$ 120,719	\$ 131,231	\$ 120,731	\$ 121,231	\$ 121,231
Total	\$ 265,720	\$ 241,719	\$ 300,720	\$ 284,720	\$ 180,219	\$ 250,719	\$ 286,231	\$ 275,731	\$ 386,231	\$ 246,231

**Provisional 10 Year Projection** (\$ not escalated)

Roads & Drainage

current year 2017

**RENEWAL**

Road Name. From To

			2017	2018	2019	2020	2021	2022	2023	2024	2025
			2018	2019	2020	2021	2022	2023	2024	2025	
<b>Airport Road</b>			\$ -	\$ -	\$ -	\$ 46,907	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Carpark			\$ -	\$ -	\$ -	\$ 13,402	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Road	Lagoon Road	Airport Terminal	\$ -	\$ -	\$ -	\$ 33,505	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Neds Beach Rd</b>			\$ 54,278	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Neds Beach Road	Lagoon Road	Anderson Rd	\$ 43,138	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Neds Beach Rd	Anderson Road	Neds Beach	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cemetery Road	Neds Beach Rd	Anderson Road	\$ 11,140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Anderson Road</b>			\$ -	\$ 5,388	\$ 49,420	\$ 16,082	\$ -	\$ -	\$ -	\$ -	\$ -
Anderson Road	Neds Beach Road	Mutton bird drive	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Anderson Road	Mutton bird drive	Middle beach road	\$ -	\$ -	\$ 49,420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Anderson Road	Middle Beach Road	C&B Wilson's D'Way	\$ -	\$ -	\$ -	\$ 9,046	\$ -	\$ -	\$ -	\$ -	\$ -
Anderson Road	C&B Wilson's D'Way	Corner	\$ -	\$ -	\$ -	\$ 7,036	\$ -	\$ -	\$ -	\$ -	\$ -
Anderson Road	Corner	Cow Bale	\$ -	\$ 5,388	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Anderson Road	Cow Bale	Powerhouse	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Powerhouse	Solar Panels	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bowker Avenue	Lagoon Road	Board's Garage	\$ -	\$ -	\$ 16,753	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bowling Club Rd	Lagoon Road	Bowling Club	\$ -	\$ 6,701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Golf Club Road	Lagoon Road	Golf Club	\$ -	\$ -	\$ -	\$ -	\$ 15,077	\$ -	\$ -	\$ -	\$ -
<b>Lagoon Road</b>			\$ 57,335	\$ -	\$ 22,867	\$ 145,663	\$ 325,000	\$ 427,023	\$ 34,845	\$ 156,804	
Lagoon Road	Kings Beach	Smoking Tree Ridge Rd	\$ 24,124	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lagoon Road	Smoking Tree Ridge Rd	Sth T V Dish	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,845	\$ -	\$ -
Lagoon Road	Sth T V Dish	Airport Road	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,822	\$ -	\$ -	\$ -
Lagoon Road	Airport Road	Blinky's Beach Corner	\$ -	\$ -	\$ -	\$ 50,090	\$ -	\$ -	\$ -	\$ -	\$ -
Lagoon Road	Blinky's Beach	Pinetrees Lodge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 156,804	\$ -
Lagoon Road	Pinetrees Lodge	Bowker Avenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,201	\$ -	\$ -	\$ -
Lagoon Road	Bowker Avenue	Middle Beach Road	\$ -	\$ -	\$ 22,867	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lagoon Road	Middle Beach Rd	Neds Beach Rd	\$ -	\$ -	\$ -	\$ 72,957	\$ 325,000	\$ 325,000	\$ -	\$ -	\$ -
Lagoon Road	Neds beach Rd	Ocean View Drive	\$ 33,212	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lagoon Road	OceanView Drive	Old Settlement	\$ -	\$ -	\$ -	\$ 22,616	\$ -	\$ -	\$ -	\$ -	\$ -
Jetty Hardstand			\$ 21,778	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Magee's Parade	Skyline Drive	Anderson Road	\$ -	\$ 10,052	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TC Douglas drive</b>			\$ -	\$ -	\$ -	\$ -	\$ 25,129	\$ -	\$ -	\$ -	\$ -
TC Douglas drive	Lagoon Road	cnr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TC Douglas drive	cnr	end	\$ -	\$ -	\$ -	\$ -	\$ 25,129	\$ -	\$ -	\$ -	\$ -
<b>Middle Beach Rd</b>			\$ 18,009	\$ 24,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,966	\$ -
Middle Beach Rd	Lagoon Road	Nursery Road	\$ 18,009	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,966
Middle Beach Rd	Nursery Road	Anderson Road	\$ -	\$ 24,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Milky Way Road	M/Way Car Park	Sainsbury's	\$ -	\$ -	\$ -	\$ 13,402	\$ -	\$ -	\$ -	\$ -	\$ -
Mulley Drive	Lagoon Road	Esven Fenton's	\$ -	\$ -	\$ 11,727	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mutton Bird Drive	Anderson Road	Ebbtide Flats	\$ 17,590	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Nursery Road</b>			\$ -	\$ -	\$ -	\$ 27,642	\$ -	\$ -	\$ -	\$ -	\$ -
Nursery Road	Middle Beach Rd	Steven's Trail	\$ -	\$ -	\$ -	\$ 17,590	\$ -	\$ -	\$ -	\$ -	\$ -
Nursery Road	Internal Roads		\$ -	\$ -	\$ -	\$ 10,052	\$ -	\$ -	\$ -	\$ -	\$ -
Ocean View Rd	Lagoon Road	K .Wilson's & Dignam \ Wis	\$ -	\$ -	\$ -	\$ -	\$ 17,590	\$ -	\$ -	\$ -	\$ -
Skyline Drive	Mutton Bird Drive	Old Met Site	\$ -	\$ -	\$ 26,804	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Smoking Tree Ridge Rd</b>			\$ 5,863	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Smoking Tree Rd	Lagoon Road	Giles Gate	\$ 5,863	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Smoking Tree Rd	Giles Gate	Lance Wilson's	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Thompsons Rd</b>			\$ 34,069	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Thompsons Rd	Neds Beach Rd	B&T Thompson Cnr	\$ 31,054	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Thompsons Rd	B&T Thompson Cnr	Sia's	\$ 3,015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dump Road	Airport Road	WMF	\$ -	\$ -	\$ -	\$ -	\$ 16,753	\$ -	\$ -	\$ -	\$ -
WMF	Internal Roads		\$ -	\$ -	\$ -	\$ -	\$ 21,778	\$ -	\$ -	\$ -	\$ -
Old Lagoon Road	Airport	Anemometer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Met Houses Road			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>			<b>\$ 220,064</b>	<b>\$ 46,850</b>	<b>\$ 127,570</b>	<b>\$ 249,696</b>	<b>\$ 421,327</b>	<b>\$ 427,023</b>	<b>\$ 34,845</b>	<b>\$ 315,770</b>	



**Provisional 10 Year Projection**

Marine

CAPEX	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
<b>Jetty</b>	\$ -	\$ 245,000	\$ 200,000	\$ 125,000	\$ -	\$ 100,000	\$ -	\$ 100,000
<b>Jetty Structure</b>	\$ -	\$ 145,000	\$ 120,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -
piles								
pile heads		\$ 30,000						
Bracing		\$ 30,000						
Headstocks		\$ 10,000						
beams		\$ 75,000						
deck & kerb			\$ 120,000	\$ 125,000				
Ladders								
<b>Jetty Fenders</b>	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
camel fender								
steel piles								
timber piles		\$ 100,000						
Walers								
fenders								
<b>Jetty Bollards</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kidney Bollards								
<b>Walkway &amp; Platform</b>	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -
supports	\$ -		\$ 40,000					
Beams			\$ 40,000					
deck								
Handrail								
<b>Lower level landing</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Low level Landing						\$ 100,000		\$ 100,000
Piles								
beams								
beams								
deck								
treads								
treads								
handrail								
barrier								
fenders								
cleats								
Lighter Boat								
Lighter trailer								
Boat ramp								
Public Moorings								
Swimming Pontoon								
<b>Totals</b>	\$ -	\$ 245,000	\$ 200,000	\$ 125,000	\$ -	\$ 100,000	\$ -	\$ 100,000

**Provisional 10 Year Projection**

(\$ not escalated)

Waste Management

				2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
	Replacement value										
<b>CAPEX</b>	<b>\$ 1,766,613</b>			<b>\$ 322,000</b>	<b>\$ 156,000</b>	<b>\$ 10,000</b>	<b>\$ 45,000</b>	<b>\$ 115,000</b>	<b>\$ -</b>	<b>\$ 27,000</b>	<b>\$ 51,000</b>
Buildings											
Main shed	\$ 370,000			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revolve	\$ 20,000			\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
chemical storage area	\$ 20,000			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New plant and equipment storage shed				\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater	\$ 150,000			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Septic tanks	\$ 20,000			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VCU	\$ 512,002			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storage Bays	\$ 60,000			\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Compost Bays	\$ 170,000			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Sludge Management System				\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plant											
Glass grusher	\$ 80,016			\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -
Baler	\$ 55,000			\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conveyors	\$ 85,000			\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Paper shredder	\$ 70,000			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Paper press	\$ 42,595			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
skip bins	\$ 42,000			\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 15,000	\$ -
trommel	\$ 70,000			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bin lifter	\$ 6,000			\$ 12,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 6,000
		%									
<b>MAINTENANCE</b>	<b>\$ 1,866,613</b>			<b>\$ 25,103</b>	<b>\$ 26,103</b>	<b>\$ 26,103</b>	<b>\$ 26,103</b>	<b>\$ 26,103</b>	<b>\$ 26,103</b>	<b>\$ 26,103</b>	<b>\$ 26,103</b>
Buildings											
Main shed	\$ 370,000	1.0%		\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700
Revolve	\$ 20,000	1.0%		\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
chemical storage area	\$ 20,000	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New plant and equipment storage shed	\$ 100,000	1.0%		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Wastewater	\$ 150,000	5.0%		\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Septic tanks	\$ 20,000	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VCU	\$ 512,002	1.5%		\$ 7,680	\$ 7,680	\$ 7,680	\$ 7,680	\$ 7,680	\$ 7,680	\$ 7,680	\$ 7,680
Storage Bays	\$ 60,000	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Compost Bays	\$ 170,000	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plant											
Glass grusher	\$ 80,016	1.5%		\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Baler	\$ 55,000	2.5%		\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,375
Conveyors	\$ 85,000	1.5%		\$ 1,275	\$ 1,275	\$ 1,275	\$ 1,275	\$ 1,275	\$ 1,275	\$ 1,275	\$ 1,275
Paper shredder	\$ 70,000	1.5%		\$ 1,050	\$ 1,050	\$ 1,050	\$ 1,050	\$ 1,050	\$ 1,050	\$ 1,050	\$ 1,050
Paper press	\$ 42,595	0.5%		\$ 213	\$ 213	\$ 213	\$ 213	\$ 213	\$ 213	\$ 213	\$ 213
skip bins	\$ 42,000	0.5%		\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210
trommel	\$ 70,000	1.0%		\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700
<b>TOTAL</b>	<b>\$ 347,103</b>			<b>\$ 182,103</b>	<b>\$ 36,103</b>	<b>\$ 71,103</b>	<b>\$ 141,103</b>	<b>\$ 26,103</b>	<b>\$ 53,103</b>	<b>\$ 77,103</b>	
% maintenance				1.34%	1.40%	1.40%	1.40%	1.40%	1.40%	1.40%	
				2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Total Capex	\$			322,000	156,000	10,000	45,000	115,000	-	27,000	51,000
Total Maintenance	\$			25,103	26,103	26,103	26,103	26,103	26,103	26,103	26,103
Total	\$			347,103	182,103	36,103	71,103	141,103	26,103	53,103	77,103

**Provisional 10 Year Projection**

Public Open Space

(\$ not escalated)

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Cemetery	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
CAPEX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Playground	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 126,000	\$ 1,000	\$ 1,000
CAPEX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ -
Maintenance	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Picnic (BBQs, tables)	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
CAPEX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Grounds Maintenance	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000
CAPEX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000
Sports field	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPEX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Toilets (Ned's. Old Settlement, Playground - not Hall or North Bay)	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPEX	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total CAPEX	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ -
Total Maintenance	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000
Total CAPEX & Maintenance	\$ 79,000	\$ 129,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 204,000	\$ 79,000	\$ 79,000

**Provisional 10 Year Projection**

(\$ not escalated)

Capital	ICT		2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
COMP5100/13	Sonicwall		\$ 3,000				\$ 3,000			
COMP5100/14	Server upgrades					\$ 50,000				\$ 50,000
Expensed	UPS					\$ 5,000				\$ 5,000
COMP5100/15	Windows Server Licences					\$ 2,000				\$ 2,000
COMP5100/16	Cisco 24 Port Switch		\$ 3,000				\$ 3,000			
COMP5100/17	Wireless Access Point		\$ 1,000				\$ 1,000			
Expensed	HP Ultrium 920 Tapedrive		\$ 5,000				\$ 5,000			
COMP5100/3	Cables and Faceplates						\$ 10,000			
COMP5100/9	Practical FMIS System									
Expensed	Desktop Replacement - 4 yrs (as per IT schedule)		\$ 30,000	\$ 6,000	\$ 10,000	\$ 30,000		\$ 6,000	\$ 10,000	
Expensed	Laptop Replacement - 4 yrs (as per IT schedule)				\$ 3,000	\$ 1,500			\$ 3,000	
OFF5428	Multi Function Printer						\$ 25,000			
COMP5359	HP Laserjet3005X - Admin Printer		\$ 2,000				\$ 2,000			
COMP5374	HP Laserjet P3015 - IES Printer		\$ 2,000				\$ 2,000			
Expensed	Printer Enviro	E	\$ 2,000				\$ 2,000			
OFF5423	Hybrex Digital Telephone System									
Expensed	GIS Licences		\$ -							
Expensed	Authority FMIS (includes RM8 ALF's)			\$ 50,000	\$ 65,000	\$ 50,000	\$ 50,000	\$ 65,000	\$ 50,000	\$ 50,000
Expensed	Microsoft Office					\$ 15,000				\$ 15,000
	UHF Radio Handsets			\$ 5,000	\$ 5,000			\$ 5,000	\$ 5,000	
	UHF Base station									
	UHF vehicle mount radio									

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Total CAPEX	\$ 48,000	\$ 61,000	\$ 83,000	\$ 153,500	\$ 103,000	\$ 76,000	\$ 68,000	\$ 122,000
Total Maintenance	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Total	\$ 108,000	\$ 121,000	\$ 143,000	\$ 213,500	\$ 163,000	\$ 136,000	\$ 128,000	\$ 182,000



**Provisional 10 Year Projection** (\$ not escalated)  
Power supply

		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
CAPEX	Replacement Value									
Anderson Road Public Lighting	\$ 6,500									
Substation No.10 Anderson Road	\$ 13,510									
BGE 6600V Transformer	\$ 50,000									
BGE 6600V Transformer	\$ 23,000									
Electrical Switch Gear Cabinet	\$ 6,000									
Reticulation System (HI)	\$ 814,000									
Transformer Upgrade	\$ 23,000									
Substation No. 2 Ned's Beach	\$ 48,000									
Substation No. 3 Beachcomber	\$ 53,000		\$ -	\$ 105,000	\$ 30,000					
Substation No. 4 Lhib	\$ 81,000									
Substation No.5 Waimarie	\$ 50,000									
Substation No. 6 Middle Beach Rd	\$ 53,000				\$ 110,000					
Substation No. 7 Mulley Drive	\$ 53,000									
Substation No. 8 Airport	\$ 48,000	\$ -								
Substation No. 9 Oceanview	\$ 81,000									
Substation No. 10 Anderson Road	\$ 53,000									
Substation No. 11 Mountain View Road	\$ 48,000									
Switching Point - Blue Lagoon	\$ 38,000									
Substation Reticulation	\$ 301,000	\$ 30,000								
Reticulation System Low Voltage System	\$ 1,629,000	\$ 7,500			\$ 25,000					
Poly Tank	\$ 5,600									
Poly Tank	\$ 16,900									
Emergency Generator 424KW	\$ 150,000									
Battery Chargers	\$ 6,300									
RSJ Gantry Crane	\$ 7,500									
McColl Electric Cabinet	\$ 6,300									
Emetcon Control Unit	\$ 106,000									
Emetcon Control Unit	\$ 106,000									
19000 Litre in Ground Tank	\$ 23,000									
16000 Litre in Ground Tank	\$ 23,000									
Old Powerhouse	\$ 400,000									
New PowerHouse	\$ 1,600,000									
Above-Ground Fuel Tank (1)	\$ 50,000									
New Above-Ground Fuel Tank (2)	\$ 50,000									
Acoustic Tailpipes	\$ 20,000									
Power Factor Correction Equipment	\$ 31,300									
Mariner 24V 20 Amp Battery Charger	\$ 7,500									
Mariner 24V 20 Amp Battery Charger	\$ 7,500									
Maintenance Workshop	\$ 182,900									
Hercus Centre Lathe	\$ 10,600									
Portable Air Compressor	\$ 15,000									
Makita Power Tools & Equipment	\$ 7,500									
Generator Control System	\$ 200,000									
Sub Station No.6 Middle Beach Road	\$ 81,000									
Hioki Power Analyser 8202	\$ 6,000									
Fuel Efficient Gensets	\$ 715,856									
CBM Acoustic Radiator	\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000						
Fuel Efficient Base Engine Spare	\$ 47,432									
Substation - Spare	\$ 13,564									
Plant room No 1 ventilator fan unit	\$ 12,000	\$ 15,000								
Plant room No 2 ventilator fan unit	\$ 12,000		\$ 15,000							
Generator 1 Replacement									\$ 100,000	
Generator 2 Replacement										
Generator 3 Replacement										
Permanent Fuel cleaning System	\$ 35,000									
HV Communications & Load Control System		\$ 200,000	\$ 100,000							
Miscellaneous \ Unspecified			\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	
<b>Hybrid Renewable Energy Project</b>										
Lhib Capital		\$ -	\$ -	\$ -						
ARENA Grant	\$ 4,000,000	\$ -	\$ 2,900,000	\$ 500,000	\$ 100,000					
NSW Treasury Grant	\$ 5,900,000	\$ -	\$ 2,825,000	\$ 3,075,000						
<b>Total</b>	<b>\$ 17,357,762</b>	\$ 37,500	\$ 225,000	\$ 155,000	\$ 145,000	\$ 195,000	\$ 30,000	\$ 30,000	\$ 130,000	\$ 30,000
With HREP		\$ 37,500	\$ 5,950,000	\$ 3,730,000	\$ 245,000					

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
<b>MAINTENANCE</b>	<b>\$ 188,048</b>	<b>\$ 238,048</b>	<b>\$ 258,048</b>	<b>\$ 228,048</b>	<b>\$ 258,048</b>	<b>\$ 243,048</b>	<b>\$ 243,048</b>	<b>\$ 243,048</b>	<b>\$ 243,048</b>
ELECT Materials	\$ 11,600	\$ 11,600	\$ 11,600	\$ 11,600	\$ 11,600	\$ 11,600	\$ 11,600	\$ 11,600	\$ 11,600
ELECT Oils & Lubricants	\$ 7,300	\$ 7,300	\$ 7,300	\$ 7,300	\$ 7,300	\$ 7,300	\$ 7,300	\$ 7,300	\$ 7,300
ELECT Gases	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800
ELECT Minor Plant & Equip	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250
ELECT Repairs - Generation	\$ 60,000	\$ 80,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
ELECT Repairs - Distribution	\$ 40,005	\$ 40,005	\$ 40,005	\$ 40,005	\$ 40,005	\$ 40,005	\$ 40,005	\$ 40,005	\$ 40,005
ELECT Generator Rebuilds/upgrades	\$ 25,000	\$ 55,000	\$ 55,000	\$ 25,000	\$ 55,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
ELECT Engine Consumables	\$ 13,600	\$ 13,600	\$ 13,600	\$ 13,600	\$ 13,600	\$ 13,600	\$ 13,600	\$ 13,600	\$ 13,600
ELECT Public Lighting	\$ 9,752	\$ 9,752	\$ 9,752	\$ 9,752	\$ 9,752	\$ 9,752	\$ 9,752	\$ 9,752	\$ 9,752
ELECT HV Switchgear Repairs	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
ELECT Buildings Maintenance	\$ 10,261	\$ 10,261	\$ 10,261	\$ 10,261	\$ 10,261	\$ 10,261	\$ 10,261	\$ 10,261	\$ 10,261
ELECT Safety Equipment	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
ELECT Safety Audit	\$ 1,180	\$ 1,180	\$ 1,180	\$ 1,180	\$ 1,180	\$ 1,180	\$ 1,180	\$ 1,180	\$ 1,180

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Total Capex	\$ 37,500	\$ 225,000	\$ 155,000	\$ 145,000	\$ 195,000	\$ 30,000	\$ 30,000	\$ 130,000	\$ 30,000
Total Maintenance	\$ 188,048	\$ 238,048	\$ 258,048	\$ 228,048	\$ 258,048	\$ 243,048	\$ 243,048	\$ 243,048	\$ 243,048
<b>Total</b>	<b>\$ 225,548</b>	<b>\$ 463,048</b>	<b>\$ 413,048</b>	<b>\$ 373,048</b>	<b>\$ 453,048</b>	<b>\$ 273,048</b>	<b>\$ 273,048</b>	<b>\$ 373,048</b>	<b>\$ 273,048</b>

**Provisional 10 Year Projection** (\$ not escalated)

Airport

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
<b>Civil Infrastructure</b>	\$ 452,500	\$ 7,500	\$ 12,500	\$ 34,500	\$ 19,500	\$ 20,500	\$ 35,500	\$ 20,500
Buildings								
Terminal Building	\$ 450,000	\$ -	\$ 5,000	\$ 20,000	\$ 10,000	\$ 10,000	\$ 20,000	\$ 10,000
Capex	\$ 450,000	\$ -	\$ -	\$ 10,000	\$ 5,000	\$ 5,000	\$ 10,000	\$ 5,000
Maintenance	\$ -	\$ -	\$ 5,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 10,000	\$ 5,000
Routine Maintenance	\$ -	\$ -	\$ 5,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 10,000	\$ 5,000
<b>Runway</b>	\$ 2,000	\$ 7,000	\$ 7,000	\$ 14,000	\$ 9,000	\$ 10,000	\$ 15,000	\$ 10,000
Capex	\$ -	\$ 5,000	\$ 5,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 10,000	\$ 5,000
Pavement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surface	\$ -	\$ 5,000	\$ 5,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 10,000	\$ 5,000
subsoil Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ 2,000	\$ 2,000	\$ 2,000	\$ 4,000	\$ 4,000	\$ 5,000	\$ 5,000	\$ 5,000
Pavement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surface	\$ 2,000	\$ 2,000	\$ 2,000	\$ 4,000	\$ 4,000	\$ 5,000	\$ 5,000	\$ 5,000
<b>Runway Apron</b>	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Capex	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pavement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surface	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Pavement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surface	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
<b>Drainage</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPEX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pipe Culvert Extraction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Concrete Culvert Headwalls	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Armoured Revetments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pipe Culvert Extraction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Concrete Culvert Headwalls	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Armoured Revetments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>MISCELLANEOUS</b>	\$ 22,500	\$ 62,500	\$ 49,500	\$ 19,000	\$ 12,500	\$ 13,500	\$ 13,500	\$ 20,000
<b>Tie Down Anchor Blocks</b>	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
CAPEX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
<b>Boundary Fencing</b>	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -
CAPEX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -
<b>Painted Lines to Airstrip</b>	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
CAPEX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
<b>Airstrip Markers - gables &amp; cones</b>	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500
CAPEX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500
<b>Windsocks</b>	\$ 500	\$ 500	\$ 500	\$ 5,500	\$ 500	\$ 500	\$ 500	\$ 5,500
CAPEX	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Maintenance	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
<b>Signage</b>	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
CAPEX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
<b>Solar Airport Runway Lighting</b>	\$ 500	\$ -	\$ 36,500	\$ -	\$ 500	\$ -	\$ -	\$ -
CAPEX	\$ -	\$ -	\$ 36,000	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -
<b>Grassed areas</b>	\$ 10,000	\$ 50,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
CAPEX	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
<b>Tree Maintenance</b>	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPEX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Blinky Dune management</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPEX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Documentation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Total CAPEX	\$450,000	\$45,000	\$41,000	\$25,000	\$10,000	\$10,000	\$20,000	\$15,000
Total Maintenance	\$ 25,000	\$25,000	\$21,000	\$28,500	\$22,000	\$24,000	\$29,000	\$25,500
Totals	\$475,000	\$70,000	\$62,000	\$53,500	\$32,000	\$34,000	\$49,000	\$40,500







# **LORD HOWE ISLAND BOARD**

## **Business Paper**

### **OPEN SESSION**

#### **ITEM**

LHIB Strategic Asset Management Plan Update

#### **RECOMMENDATION**

It is recommended that the Board:

1. Note this paper.
2. Approve Version 1, Revision 5 of the LHIB Strategic Asset Management Plan.

#### **BACKGROUND**

In 2002 the Board's Internal Auditors observed that the process for monitoring and authorising preventative maintenance and repairs on Board owned plant and equipment was informal and that the majority of work is carried out on a judgement basis.

The Board manages assets across a broad range of categories, including roads, electricity generation and distribution network, aerodrome, jetty and marine facilities, commercial, residential and public buildings, visitor and recreational facilities, Permanent Park Preserve infrastructure, waste management facility and plant and equipment.

To improve Board management of its assets a Strategic Asset Management Plan (SAMP) was prepared and adopted in 2013. The last update to the SAMP was in August 2016.

#### **CURRENT POSITION**

Version 1, Revision 5 of the SAMP, dated 09 May 2017, has undergone minor changes, taking into account works and planning undertaken, and funding arrangements achieved during the last 9 months.

The revised SAMP is included as Attachment 1 to this paper. Attachment 2 is a spreadsheet showing a summary and detail of the 10 year Asset Expenditure Forecast.

The major changes to the SAMP, details of which are included in Attachment A, or items of note, include:

1. As of 30 June 2016, Board assets were valued at approximately \$52M, up from \$47M for the previous year.
2. Over the next 10 years the Board should spend:
  - a. \$19.6M on Capital, up from \$19.1 in the previous version. A little under half of this expenditure is related to the Hybrid Renewable Energy.

- b. \$17M on Maintenance of Assets, unchanged since the previous version.
3. \$450,000 has been allocated in 2017/18 to complete the Airport Terminal building refurbishment, building on the \$1.98M of grant (NSW Government's *Regional Tourism Infrastructure Fund: Airports*) and Board funding allocated in 2016/17.
4. A 280% increase in capital expenditure on buildings, due to an identified need to undertake renovations of a number of residences and public buildings to maintain their condition.
5. A 7% increase in capital expenditure on the electricity supply system.
6. A doubling in spending on ICT equipment from \$419,000 to \$929,000 over the 10 year period.

### **RECOMMENDATION**

It is recommended that the Board:

1. Note this paper.
2. Approve Version 1, Revision 5 of the LHIB Strategic Asset Management Plan.

**Prepared:** Andrew Logan, Manager Infrastructure & Engineering Services

**Endorsed:** Penny Holloway, Chief Executive Officer

Board Meeting: May 2017

Agenda Number: 13 (i)

Record: ED17/97

# LORD HOWE ISLAND BOARD

## Business Paper

### OPEN SESSION

#### ITEM

Public Risk and Work Health and Safety (WH&S) Management Update.

#### RECOMMENDATION

It is recommended that the Board note the information provided on Public Risk and WH&S matters.

#### BACKGROUND

The Board has requested information on Public Risk and WH&S matters be presented on a quarterly basis.

#### CURRENT POSITION

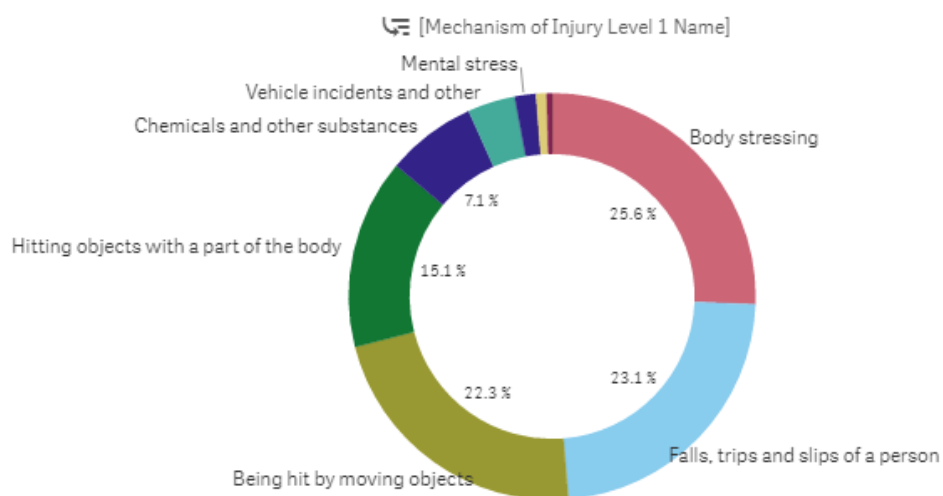
##### **Workplace Health and Safety**

As at end April 2017 thirteen claims had been lodged for financial year 2016/17.

2016/17				
No	Date of Injury	Type of Injury	Cause of Injury	Hours lost
1	07/07/2016	Bruising R arm and R shoulder	Stuck by reversing vehicle	Medical expenses only
2	23/07/2016	Foreign body R eye	Hosing logs	Medical expenses only
3	23/07/2016	Head laceration	Stuck by windborne piece of timber	Medical expenses only
4	27/07/2016	Muscle sprain L shoulder	Lifting	Medical expenses only
5	08/08/2016	Severe sprain L knee	Twisted knee weeding	192 Hrs
6	11/08/2016	Trauma to R ear canal/foreign body in R ear canal	Stick entered ear while weeding	Medical expenses only
7	16/09/2016	Partial tear medial collateral ligament R knee	Slip	689.3 Hrs to date
8	29/9/2016	Injured R foot	Inversion of R ankle	56.8 Hrs

9	16/08/2016	Corneal ulcer and conjunctivitis	Contact with bushes and branches	22.8 Hrs
10	29/11/2016	Foreign body (stick) in L leg	Moving through thick undergrowth	Medical expenses only
11	18/01/2017	Bruised/sprained	Bicycle collision	Medical expenses only
12	24/01/2017	Sprain of R ankle	Rolled ankle on walking track	45.6 Hrs
13	26/02/2017	L knee injury	Twisted knee landing during helicopter winch work	201.6 Hrs to date

**Mechanism of Injury**  
(Reportable and non-Reportable Claims)



**Claims Table Summary**  
(Reportable and non-Reportable Claims)

Last 5 FY Reported	Q	Number of Claims #	Avg Net Incurred Cost	Net Incurred Cost \$	Total Amount Paid \$	Latest Estimate \$	Amount Recovered \$
<b>Totals</b>		<b>238</b>	<b>\$6,053.01</b>	<b>\$1,440,616.98</b>	<b>\$1,395,099.96</b>	<b>\$45,517.02</b>	<b>\$0.00</b>
Before		185	\$6,804.93	\$1,258,912.89	\$1,234,679.95	\$24,232.94	\$0.00
FY 12-13		9	\$465.32	\$4,187.89	\$4,187.89	\$0.00	\$0.00
FY 13-14		14	\$3,863.44	\$54,088.19	\$53,033.38	\$1,054.81	\$0.00
FY 14-15		8	\$969.57	\$7,756.58	\$7,756.58	\$0.00	\$0.00
FY 15-16		9	\$4,356.44	\$39,208.00	\$39,208.00	\$0.00	\$0.00
FY 16-17		13	\$5,881.80	\$76,463.43	\$56,234.16	\$20,229.27	\$0.00

Actions taken to address the incidence of injury include Workplace WH&S matters being discussed and addressed at monthly staff meetings, including reviews of Job Safety Analysis and Hazard Identification.

**Public Risk Management**

- A boom gate has been installed at the Board depot to restrict access to authorised vehicles and deter pedestrians from the area.

- Removal of dangerous trees.
- Maintenance has been undertaken at the jetty and boat ramp to reduce slip hazards.
- Pothole repairs continue.
- A liability claim in relation to an ankle injury sustained by a visitor to the Island on the Muttonbird Point walking track while it was closed has been settled.

### **RECOMMENDATION**

It is recommended that the Board note the information provided on WH&S and Public Risk matters.

**Prepared:** Jemima Spivey, Manager Administration

**Endorsed:** Penny Holloway, Chief Executive Officer

<b>CEO Report:</b> May 2017	<b>Date of Issue:</b> 8 May 2017	<b>File Reference:</b> DA 2017-21
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# LORD HOWE ISLAND BOARD

## Briefing Note

**Item:** DA 2017-21 – Installation of navigation leads to replace existing temporary white poles, Lot 122, DP 757515 Lagoon Road, Lord Howe Island

### 1.0 Summary Assessment Report

<b>Assessment Officer</b>	Claire Muir – Consultant Planner
<b>Address/Property Description</b>	Lot 122, DP 757515 Lagoon Road, Lord Howe Island (LHI)
<b>Proposal</b>	Installation of navigation leads to replace existing temporary white poles
<b>Development Application No</b>	DA2017-21
<b>Applicant</b>	Roads and Maritime Services (RMS)
<b>Owner Consent Granted</b>	Owner consent application number OC 2016-12 was granted at the LHI Board Meeting on 22 November 2016.
<b>Estimated Cost of Development</b>	\$30,000
<b>Site Inspections</b>	A site inspection has been carried out by the Manger Environment and Community Services. A site inspection has not been carried out by the Consultant Planner.
<b>Zone</b>	Zone 7 Environment Protection. Proposed development is permissible with the consent of the LHI Board within the zone.
<b>Significant Native Vegetation Map</b>	No Significant Native Vegetation (SNV) will be damaged or removed as part of this application.
<b>Recommendation</b>	That the Board note the proposal from the RMS

### 2.0 Crown Application and Consent Authority

The development application is for Installation of navigation leads to replace existing temporary white poles on Lot 122, DP 757515 Lagoon Road, Lord Howe Island.

This application is a Crown Application under Division 4, Part 4 of the Environmental Planning and Assessment Act 1979 (EP&A Act), as the applicant is Roads and Maritime Services. Clause 89 of the EP&A Act which states that a consent authority (other than the Minister) must not refuse a Crown DA except with the approval of the Minister, or impose a condition on consent except with the approval of the Minister or the applicant. Therefore if the Board wishes to determine this application as a refusal or issue conditional approval, consent of the relevant Crown authority must be gained prior to that occurring. Clause 89 of the EP&A Act is as follows;

89 (1) *A consent authority (other than the Minister) must not:*

(a) *refuse its consent to a Crown development application, except with the approval of the Minister, or*

*(b) impose a condition on its consent to a Crown development application, except with the approval of the applicant or the Minister.*

The RMS also have the right to refer the application to the minister under section 89(2) of the EP&A Act after 70 days as outlined by section 113B Environmental Planning and Assessment Act 2000.

Following preliminary assessment of the development application the applicant was requested to supply a site plan showing where the navigational leads were to be placed and additional material to ensure a proper visual amenity assessment could be undertaken. Additional photomontages and site plan were submitted to the Board on the 17 May 2017.

The LHIB CEO and Chairperson has delegation to grant consent to development applications subject to the following conditions:

- The value of the development must not total \$150,000 or more (as calculated by the LHIB).
- The development application must not relate to the subdivision of land or the erection of new dwellings.
- No more than 3 written submissions received within 14 days of the public exhibition period.

The subject DA proposal complies with the above delegations to the CEO.

### 3.0 Site Description

The proposed site is located on Lot 122, DP 757515 on the western side of Lagoon Road, in the Lover's Bay area. The site forms part of Reserve 12 notified in March 1955 for Public Recreation, Access, Shelter and Foreshore Improvements.

The site is located within Zone 7 Environment Protection (yellow area) and is also within the foreshore building line (seaward side of red line) (Figure 2). It is surrounded by the Zone 7 Environment Protection to the north and south, and Lagoon Road to the west.

The subject site does not contain any structures except for two temporary leads (white PVC poles). There are some small areas of Significant Native Vegetation (SNV) adjacent west of the proposal (Figure 3 and 4) otherwise the land is modified and comprised of exotic grass. The proposal does not include the removal of any SNV.

The site is within a highly visual location with unimpeded views from the Lagoon and Lagoon Road.



Figure 1 Location Map (red star is approximate location of proposed navigation leads).



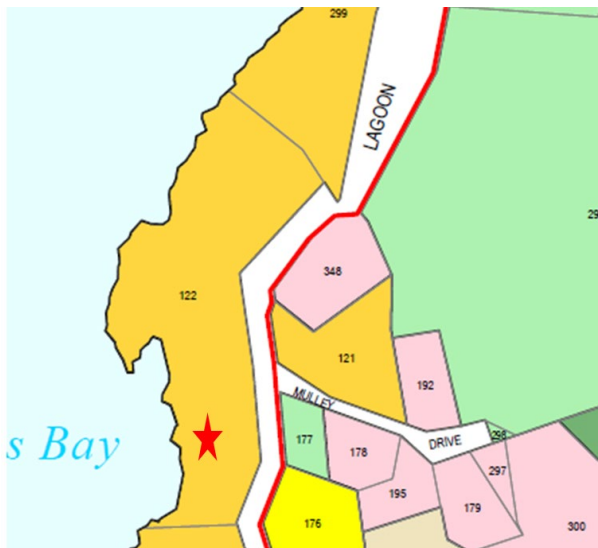


Figure 2 Extract from the LEP 2010 Zoning Map.

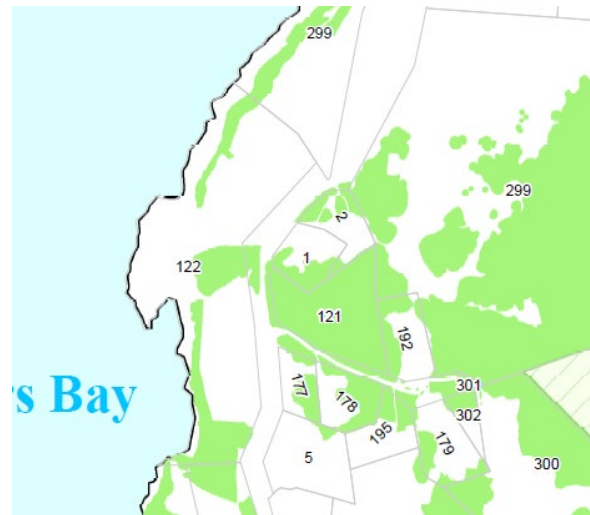


Figure 3 Extract from the LEP 2010 SNV Map.

## 4.0 Proposed Development

This a Crown Development Application under Part 4 of the EP&A Act 1979 seeks approval to install navigation leads to improve the navigation of Erscotts Passage in order to bring the navigation aids in line with modern standards on Lot 122 DP 757515 Lord Howe Island.

This application seeks consent for the following development:

- Removal of existing temporary navigation leads.
- Installation of two navigation leads with associated construction foundations:
  - Front lead (lead closest to the shore line).
  - Rear lead (furthest from the shoreline).
- Landscaping including vegetated screen plantings around the navigation leads.

The two new navigation leads will be constructed on the western portion of Lot 122 DP 757515 prior to the major slope above Lovers Bay. The navigation leads have been designed to meet IALA standards.

The leads will be comprised of a 2.1m x 1m rectangular daymark attached to a pole. The front lead would be placed approximately 300mm above the existing ground level. The rear lead would be located approximately 30metres east of the lead line at a height that would meet the vertical height separation required. This would be approximately 3metres above existing ground level.

The lead lines are proposed to be screened by 'V' shaped plantings of indigenous trees and shrubs. Palm trees would also be planted in strategic locations such as around the rear lead area to ensure the appropriate screen height was achieved. (Figure 4)

The applicant notes that the navigation leads are constructed of aluminium and the back and sides of the board will be painted charcoal or black to be visually recessive. There will be no lighting required as part of the navigation leads, although optional lights are noted on the plans. (Figure 5)

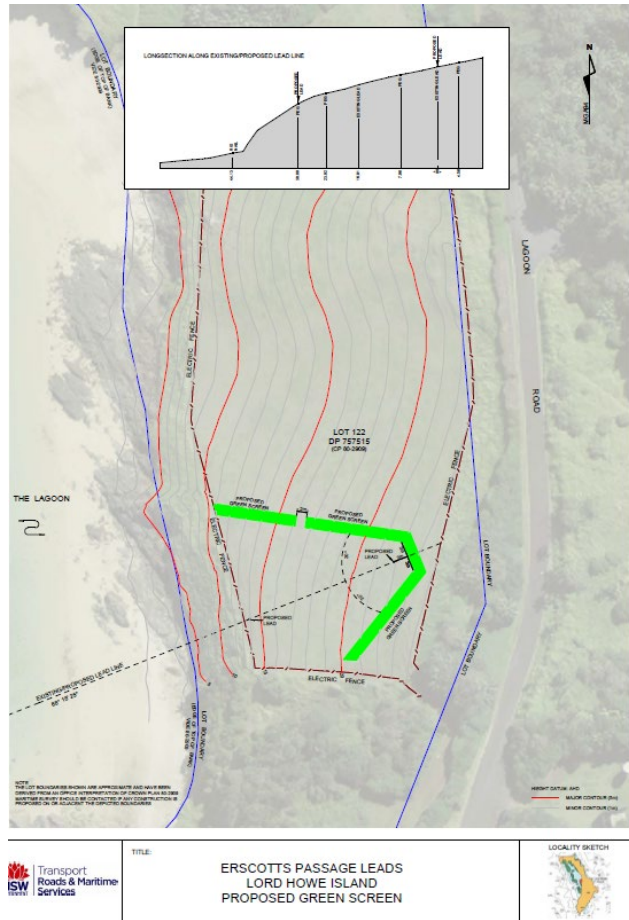


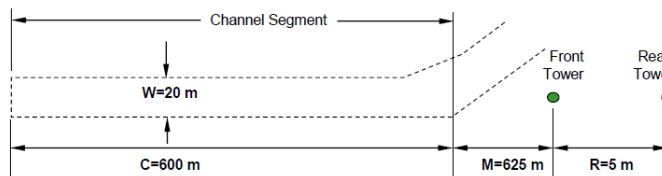
Figure 4 Site Plan (RMS Supplied)

Leading Line Design  
IALA ver 2.02

### Final Leading Line Configuration

Leading Line Name: LHI - ERSCOTTS PASSAGE

Channel Length (C):	600	Meters
Channel Width (W):	20	Meters
Distance Near End/Front Twr (M):	625	Meters
Distance between Towers (R):	5	Meters
Range Front Light Intensity (Night):	1	Candela
Front Dayboard Height:	2.1	Meters
Range Front Light Height (Night):	3.0	Meters
Range Rear Light Intensity (Night):	1	Candela
Rear Dayboard Height:	2.1	Meters
Range Rear Light Height (Night):	8.0	Meters



Final Channel Layout

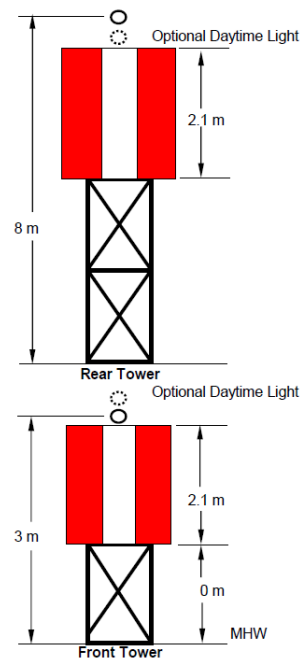
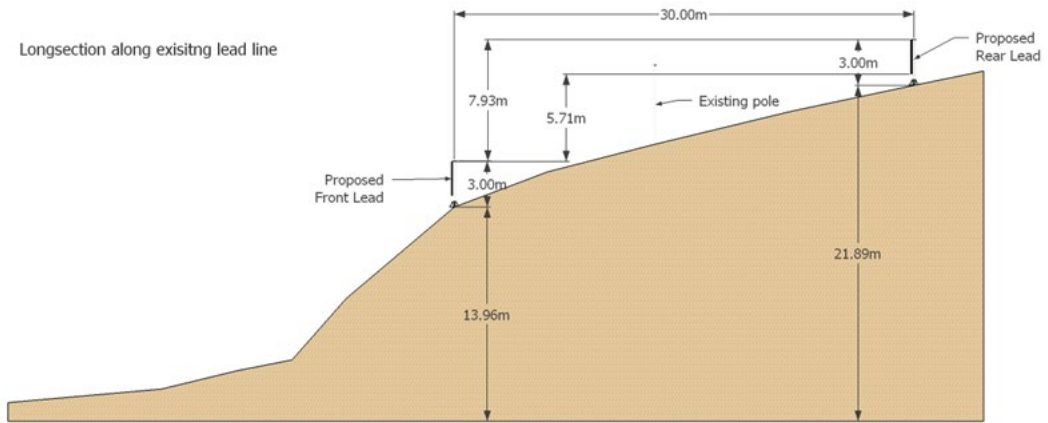


Figure 5 - Proposed Navigation Lead Configuration. (RMS Supplied)



**Figure 6 – Proposed Notification Lead Section. (RMS Supplied)**



**Figure 7 – Photomontage from Lovers Bay Point (RMS supplied)**



**Figure 8 Photomontage (RMS supplied)**

#### **4.1 Background**

The Applicant provided the following background information:

- *In 2015 the Lord Howe Island Board upgraded the island airport runway which required a number of shipping movements through Erscotts Passage using tugs and barges to carry resurfacing material and paving machinery that was to land adjacent to the runway.*
- *Prior to the shipping movement being undertaken through Erscotts Passage, a detailed hydrograph survey was undertaken by Ports NSW on behalf of the Lord Howe Island Board and Roads and Maritime Services. The survey included Erscotts Passage and surrounding lagoon area. The survey revealed that the channel had changed over many years and that the two pine trees planted on the foreshore were no longer indicating the safest navigational channel into the lagoon. The pine tree leads on the foreshore used to enter Erscotts Passage presently directs vessels into shallow water on the northern side of the channel.*
- *In light of the above, Roads and Maritime Services (RMS) moved quickly and installed a temporary set of leads consisting of two UPVC poles 300mm in diameter that displayed the correct navigation line into the lagoon. The temporary leads are shown in Figure 9.*

- *Roads and Maritime Services (RMS) has undertaken to upgrade the Erscotts Passage leads as this will provide a safer entry and egress to the island lagoon for vessels using IALA standards and provide a much better visual aspect than the existing two pole arrangement.*
- *In response to the request for additional information the RMS have stated that they have considered four options for the leads, as follows;*
  1. *Do nothing. This was considered and rejected due to the fact that the current leads provide a poor visual impact to the island and especially to the pine tree area that is used for wedding photos. The leads also do not meet the requirements of IALA.*
  2. *Leads on the foreshore of the lagoon and hill incline. Leads must have horizontal separation to provide accurate when transiting to give effective coverage of the lead line. The closer the leads are the less accuracy there is for margin of error. In considering the leads on the foreshore and the hill incline there is a measurement of around 15 metres. This is too close for the leads to be effective over the distance required. To increase the horizontal distance a structure would need to be built in the water some 20 to 30 metres off shore. This structure would be large to hold the weight of the lead board and resist the sea forces during time of bad weather on the island. The lead structure would be very visible from many parts of the island and could not be camouflaged with trees or other materials.*

*The hill incline also appeared to have geotechnical issues with stones making up the outer face and would have required major structural work to hold the proposed lead board in place.*
  3. *Using the current lead line. RMS investigated the full lead line using the hill to meet the full IALA standards. The requirement would see the front lead board would sit on the western edge of the lot and the rear board would be located on the eastern site of the road way. The rear lead would on a larger, higher structure and be difficult to screen from view. The vertical separation of the lead boards would require them to be higher off the ground making it very difficult to screen.*
  4. *Placing the lead boards as set out in the Development Application. The leads as set out in the development application will not quite meet IALA standards however as near as can be made so the lead boards will be as low as possible to the ground, the structures holding the boards are as small as possible and the leads can be camouflaged as much as possible.*
  5. *Roads and Maritime Services (RMS) has undertaken to upgrade the Erscotts Passage leads as this will provide a safer entry and egress to the island lagoon for vessels using IALA standards and provide a much better visual aspect than the existing two pole arrangement.*



Figure 9 – temporary lead markers, view to south east.



Figure 10 Current passage and navigation leads (wrong pine trees appear to be identified)

## 5.0 Referrals

No referrals have been received at the time of drafting this briefing note.

## 6.0 Planning Assessment

The following planning assessment has been undertaken for the proposed development taking into account the relevant statutory controls, and other relevant matters as detailed below in this report.

### 6.1 Commonwealth legislation

#### 6.1.1 Environmental Protection and Biodiversity Conservation Act 1999

The *Environment Protection and Biodiversity Conservation Act 1999* (Cth) (EPBC Act) provides for the protection of certain matters of national environmental significance (NES) listed under the Act, which include:

- World Heritage Areas
- National Heritage Places
- Ramsar wetlands of international importance
- Commonwealth listed threatened species and ecological communities
- listed migratory species
- Commonwealth marine areas
- Great Barrier Reef Marine Park
- nuclear actions.

Under the EPBC Act, Commonwealth approval is required from the Minister of Sustainability, Environment, Water, Population and Communities (Minister) for any action that will have or is likely to have a significant impact on a NES, or on the environment of Commonwealth land or on the environment if the action is proposed to be taken by a Commonwealth agency (known as a 'controlled action').

A person proposing to take a controlled action must refer the proposal to the Minister for determination. A person proposing to take an action that the person thinks is not a controlled action may refer the proposal to the Minister for the Minister's decision whether or not the action is a controlled action.

Lord Howe Island is a declared World Heritage Property. Section 12 of the EPBC Act 1999 requires approval of actions that involve a significant impact on a declared World Heritage Property.

An Advisory Note will be provided, recommending that the applicant make independent enquiries with the Australian Government's Department of Sustainability, Water, Environment, Population and Communities to confirm whether this Department considers the proposed actions as detailed in this report are likely to have any impact on the heritage values of the:

- World Heritage and National Heritage listed Lord Howe Island Group - ID 105085 and 105694, and
- Register of the National Estate listed Lord Howe Island Group and Marine Environs - ID 201.

### 6.2 NSW legislation

#### 6.2.1 Threatened Species Conservation Act 1995

The *Threatened Species Conservation Act 1995* (NSW) (TSC Act) sets the framework for the listing of threatened species, populations and ecological communities, and key threatening processes in NSW, and the preparation and implementation of recovery plans and threat abatement plans.

The TSC Act also provides the mechanism for applying for and obtaining licences to take actions, which could result in harm to a threatened species, population or ecological community, or their habitat, or damage to critical habitat.

The site contains mapped SNV; however the proposed works are outside of these areas. The proposal will not result in the removal of any SNV or result in a significant effect for any threatened species, populations or ecological communities, or their habitats. Conditions can be included to reduce impacts of the development.

### 6.2.2 NSW Heritage Act 1977

The main objective of the *Heritage Act 1977* (Heritage Act) is to encourage the conservation of the heritage of NSW. Pursuant to Section 91 of the EP&A Act 1979, Section 58 and Section 57(1) of the Heritage Act are triggered by this application.

The Lord Howe Island Group is listed on the State Heritage Register. Section 57 (1) of the Heritage Act requires that all applications to carry out development on Lord Howe Island, be referred to and granted concurrence by the NSW Heritage Office. This provision is overridden however by the operation of Section 57 (2), in the circumstance of the Minister issuing a Heritage Exemption Order.

On 9 January 2015, the NSW Minister for Heritage published an order under section 57(2) of the Heritage Act, providing for an exemption to refer specific activities to the Heritage Division, instead requiring referral of only those applications requiring consent under clause 39 of the LHI LEP 2010. The site does not require consent under clause 39 as it is not a listed heritage item within the LEP 2010. Therefore referral to the NSW Heritage Division of this application is not required.

## 6.3 Local Statutory Plans and Policies

### 6.3.1 Lord Howe Island Local Environmental Plan 2010

The LEP 2010 is the principal environmental planning instrument applying to the proposal.

The following summary table details the various LEP provisions relevant to the subject proposal with assessment and/or comment included as required.

**Table 1 LEP 2010 compliance summary table**

LEP 2010 Clause		Compliance Y/N	Comment
Part 1 Preliminary			
2.	Commencement and Aims of Plan	Y	Each of the aims of the LEP 2010 has been considered in the assessment of this application. The proposed works can be undertaken with no negative environmental impact and disturbance to protected flora and fauna native to the Island. Refer to section 6.3.3 for a detailed visual impact analysis.
3.	Land to which plan applies	Y	The LEP 2010 applies to the subject site which is part of Lord Howe Island, as defined in Section 3 of the Lord Howe Island Act 1953.
6.	Who is the consent authority for this Plan?	Y	The Lord Howe Island Board (LHIB) is the relevant consent authority. As noted in section 2 the applicant is the Crown (RMS). The RMS may refer the application to the Minister for Planning for determination after 70



LEP 2010 Clause		Compliance Y/N	Comment
			days.
7.	Maps	Y	Noted.
11.	Matters that must be satisfied before development consent granted	Y	All relevant matters are satisfied. Refer to section 6.3.1.2 below.
Part 2 General Provisions applying in particular zones			
12.	Land Use Zones	Y	The land is zoned Zone 7 Environmental Protection.
17.	Zone 7 Environmental Protection	Y	The proposed leads are permitted with consent in this zone. The proposal is considered to be 'public utility undertakings' which means those undertakings, carried on by, or on behalf of, the Board or any government agency acting under any Commonwealth or State Act including for (a) water transport, air transport or wharf undertakings. The proposal is consistent with the objectives of the zone, noting that shipping is an essential service for the Island and this route is required.
Part 3 Special Provisions			
Division 2 Provisions that apply to particular land			
35.	Foreshore Development	Y	Complies see below.
Division 4 Miscellaneous			
41.	What DA's are required to be advertised?	Y	The application has been formally advertised. No submissions have been received.
42.	Requirement for environmental report	NA	An environmental report accompanied the application.

### Clause 35 – Foreshore development

Clause 35(1) of LHI LEP 2010 prohibits development in the foreshore area unless, in the consent authority's opinion, it meets the requirements listed in Clause 35(2). However, given the proposal is for 'navigational leads' lodged by the RMS and is considered a 'public utility undertaking,' the proposal is permitted with consent.

Because each of the Clause 35(2) requirements are followed by an 'and', each of these must be satisfied unless irrelevant to the proposal. These requirements are considered below.

*(a) the proposed development is in the public interest and does not significantly reduce public access to the foreshore, and*

The proposed development involves the replacement of existing white poles with navigation leads to improve the safety of passing vessels and make the shoreline more visible. The installation of navigation leads would assist the public, specifically boat users, to see the shoreline and guide passing vessels.

There is no change proposed to the existing public access to this area of the foreshore.

*(b) the bulk and scale of the proposed development will not detract from the visual amenity of the foreshore area, and*

The proposal will impact on the scenic quality of the area, however on balance the impacts on the visual amenity can be ameliorated to a satisfactory degree with the proposed measures including vegetative screening and painting the backs of the leads.

(c) *the proposed development addresses any need to restore lost or disturbed plants that are native to the Island, particularly if restoring those plants may enhance visual amenity, and*

Landscaping is proposed in conjunction with the navigational leads. A condition of consent will be required requiring native indigenous species.

(d) *there is a demonstrated Island community-based, or marine-based, business need for it, and*

The navigation leads will provide the boating community with a safer passage through this section of the waterway. This is considered warranted as this channel is required to access to this northern section of the Lagoon, therefore there is a need for the proposed navigation leads.

(e) *the proposed development will not be adversely affected by, or adversely affect, coastal processes, and*

There would be no change in this regard.

(f) *in the case of proposed development involving the erection of a structure—the purpose of that structure could not practicably be fulfilled by an existing structure, and*

Not applicable.

(g) *in the case of development proposed to be carried out on land that is also within Zone 9 Marine Park—the proposed development is not inconsistent with any advice about the development that is provided to the consent authority by the Marine Parks Authority.*

The proposal does not involve Zone 9 Marine Park land and therefore this is not relevant to the proposal.

It is considered that the proposal satisfies each of the relevant matters above.

### 6.3.1.2 Clause 11 Matters that must be satisfied before development consent granted

Clause 11 provides that the consent authority must not consent to the carrying out of development unless it is satisfied of the following matters (to the extent that they are of relevance to the proposed development):'

**Table 2 Clause 11 Compliance summary table**

CLAUSE 11 REQUIREMENT	COMPLIANCE Y/N	DISCUSSION
a) <i>The proposed development is consistent with the aims of this plan and the objectives of any zone, as set out in the plan, within which the development is proposed to be carried out,</i>	Y	The subject site falls within Zone 7 – Environment Protection under the LEP 2010. One of the key objectives of the zone is protect the scenic amenity. This is discussed in detail at Section 6.3.3.
b) <i>There is an adequate area available for the disposal or treatment of any effluent treatment of any effluent treatment or disposal system and any such system will not have any adverse impact on groundwater quality,</i>	N/A	N/A
c) <i>No part of the proposed development:</i> i. <i>will result in any damage to, or removal of, significant native vegetation, or</i> ii. <i>will have a significantly adverse impact on the habitat of any plants, or animals, that are native to the Island,</i>	Y	The proposal does not include removal of SNV.
d) <i>Access is, or will be, available to the site of the proposed development and the provision of any such access will not:</i> i. <i>result in any damage to, or the removal of, significant native vegetation, or</i> ii. <i>have a significantly adverse impact on the</i>	Y	There is no change to access to the site. The leads could be installed and managed without damage or harm to SNV.

CLAUSE 11 REQUIREMENT	COMPLIANCE Y/N	DISCUSSION
<i>habitat of any plants, or animals, that are native to the Island,</i>		
e) <i>Any proposed landscaping will provide various species of plants that are native to the Island and common in the locality to enhance any significant native vegetation,</i>	Y	Landscaping is proposed to screen the proposal. A condition of consent will be recommended requiring appropriate species of plants.
f) <i>The proposed development will not be adversely affected by any landform limitations, including flooding, landslip, unstable soils and steep slopes,</i>	N/A	The subject site is not considered to be affected by any known hazard.
g) <i>Adequate services in respect of the proposed development can be provided without significant additional cost to the Board or the community of the Island,</i>	N/A	No services are proposed as part of this application.
h) <i>The appearance of the proposed development (when considered by itself or in conjunction with existing buildings and works) will not have any significantly adverse impact on the locality,</i>	Y	The proposed navigation leads will be highly visible, as viewed from the waterway. The screening behind the leads as proposed will provide some visual buffer once mature. In this regard semi mature planting can be conditioned with the agreement of the applicant. On balance with the safety benefits, the proposed measures to ameliorate the visual impact the proposal is not considered to have a significant adverse impact on the locality. See below for a visual impact assessment.
i) <i>The proposed development will not cause any significant overshadowing of adjoining land,</i>	Y	The resultant overshadowing which will fall onto the foreshore area is not considered significant as to warrant refusal.
j) <i>The proposed development will not cause any significant reduction in the privacy of occupiers of adjoining land</i>	Y	The proposal will not impact the privacy of any adjoining land.

### 6.3.2 Lord Howe Island Development Control Plan 2005

The Lord Howe Island Development Control Plan 2005 (DCP 2005) applies to the subject site and an assessment of the provisions of the DCP relevant to the subject proposal is included in the following table. In particular DCP 2005 relates to the desired characteristics of dwellings and is not highly prescriptive in regards to navigational leads.

The impact on the visual amenity of Lord Howe Island is outlined in detail below.

### 6.3.3 Visual Impact Analysis

The visual impact of the structures is a key aim and objectives in the applicable planning controls. The proposal has the potential to have a visual impact in terms of:

- Scenic foreshore impacts viewed from the water; and
- Potential view impacts from adjoining public accessible foreshore areas.

The application includes a visual impact assessment. This assessment concludes, “Based on the visual assessment above the proposed installation of Leads on Lord Howe Island to assist shipping into Erscotts Passage will have a low visual impact. Any residual minor visual impact can be ameliorated with additional vegetation plantings and the painting of the back of the leads and the post to blend in with its surrounds.”

Due to the local topography the proposed leads were not considered to be highly visible from the properties nearby along Mulley Drive and Lagoon Road.

The RMS has stated that it is the rear marker will not be highly visible from the Lagoon Road, when viewed directly behind; all other views will be restricted due to the angle and both existing and proposed vegetation.

The following table is from the RMS’s visual impact assessment which formed part of the development application.

<b>Visual impact</b>	<b>Mitigation</b>
<i>The proposed leads may be seen from Lagoon Road by passing traffic</i>	<p><i>The leads to be placed as far forward towards the foreshore as possible.</i></p> <p><i>Increase the density of native trees directly behind the leads – native palms are preferable as the trunks are narrow and the fronds will break up the hard lines of the board</i></p> <p><i>Powder coat the back of the lead boards and the whole of the poles with a colour that blends in with the surroundings – black or charcoal is best as it has least light reflection.</i></p> <p><i>The sight boards to be slotted to allow for wind flow and to decrease the visual impact.</i></p>
<i>The proposed leads will be able to be seen from the northern end of the island</i>	<p><i>The sides of the lead boards and the whole of the poles to be powder coated with a colour that blends in with the surroundings.</i></p> <p><i>Increase the density of the trees on the northern side of the site.</i></p>
<i>The leads will be seen from the lagoon.</i>	<p><i>The poles supporting the lead boards to be powder coated with a colour that blend in with the surroundings.</i></p> <p><i>Plant a screen of trees at an angle to the leads to reduce the visual impact from the northern end of the lagoon.</i></p> <p><i>Cattle will still be able to graze around</i></p>

	<i>the screen of trees and the leads.</i>
<i>The leads will be seen from the southern end of the island</i>	<i>Increase the density of trees at the southern end of the site.</i>

(Source RMS Visual Amenity Assessment)

The visual assessment concludes that the proposed navigational leads will have minor impact, which can be ameliorated through landscaping and painting the backs of the leads to blend in with their surrounds.

Options investigated to further ameliorate the visual impact from the proposal included the laying the leads down when not in use however after consideration the RMS were of the view that the *“only times that the leads were not in use is during the hours of darkness and during inclement weather conditions”*.

The resultant visual amenity can be ameliorated to a satisfactory degree with the mitigation measures as proposed.

## 7.0 Environmental Effects

### 7.1 Environmental Planning and Assessment Act 1979

Under the provisions of section 79C(1) of the EP&A Act, in determining a development application, a consent authority is to take into consideration the following matters as are of relevance to the development the subject of the development application.

- (a) *the provisions of:*
- i. any environmental planning instrument*
  - ii. any draft environmental planning instrument that is or had been placed on public exhibition and details of which have been notified to the consent authority, and*
  - iii. any development control plan*
    - iiia any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F, and*
  - iv. any matters prescribed by the regulations that applied to the land to which the development relates*
  - v. any coastal zone management plan (with the meaning of the Coastal Protection Act 1979)*

(a)(i) The key relevant planning instrument is the LEP 2010. The proposal has been assessed against all the relevant planning instruments (see Section 7.0) and is found to comply.

(a)(ii) No draft environmental planning instruments apply.

(a)(iii) The proposal has been assessed against the LHI DCP in Section 6.3.2 and is found to comply.

(a)(iiia) There are no planning agreements relevant to the application.

(a)(iv) There are no relevant matters prescribed by the regulations.

(a)(v) There are no coastal zone management plans relevant to the application.

- (b) *The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts on the locality*

The environmental impacts of the proposal have been considered in Section 7.0. The table below provides further assessment of any likely impacts.

**Table 3 Likely environmental impacts**

Potential Impacts	Proposal
<i>Access, Transport and Traffic</i>	There will be no impact to existing access, transport and traffic from the proposed development.
<i>Public Domain, Visual and Streetscape</i>	As noted above the proposal will have a visual impact, however it can be ameliorate to a satisfactory degree.
<i>Ecological</i>	The Board referrals had not been received at the time of preparing this briefing note. This will be assessed in the finalisation of the report and recommended conditions of consent.
<i>Flood</i>	The proposed works will not impact flooding. They are away from the flood prone area.
<i>Heritage</i>	The subject site is not listed as a heritage item.
<i>Views</i>	As noted above the proposal will have a visual impact, however it can be ameliorate to a satisfactory degree. No private views have been identified as being affected.
<i>Privacy</i>	Privacy will not be impacted by the works.
<i>Open Space</i>	Open space will not be impacted by the proposal.
<i>Social and economic Impact in Locality</i>	There will be no adverse social or economic impact. The proposal will provide safe assistance into Erscotts Passage.
<i>Construction</i>	Potential impacts from construction activities will be minimised through the recommended conditions of the consent.

- (c) *the suitability of the site for the development*

The site is suitable for the proposed development for all the reasons explored throughout the above table and Section 7.0 of this report.

- (d) any submissions made in accordance with this Act or the regulations

No submissions have been received.

- (e) *the public interest*

It is considered that the proposal will have no detrimental effect on the public interest, subject to appropriate conditions being proposed.

## 8.0 Conclusion

This application has been assessed with regard to the provisions of Section 79C of the EP&A Act, the LEP 2010 and DCP 2005 and the relevant codes and policies of the Lord Howe Island Board.

The application for navigational leads will be finalised under delegations subject to the application of a number of standard conditions.

## 9.0 Recommendation

**That the Board NOTE the above Development Application DA2017-21 and preliminary report. A final report will be finalised under delegated authority.**

Report prepared by

Approved / Not approved

**Claire Muir**

Date: 19 May 2017

LHI Consultant Town Planner

Penny Holloway

Date:

Chief Executive Officer

Lord Howe Island Board