

LORD HOWE ISLAND BOARD

BOARD MEETING AGENDA

MEETING DATE:	MEETING LOCATION:	MEETING TIME:
7 September 2020	Public Hall, Lord Howe Island	Planning and Closed Session 9:00 am to 12:30 pm
8 September 2020	Public Hall, Lord Howe Island	Open Session: 9:00 am to 12:30 pm

Preparer	Presenter	ITEM		OPEN (O)	CLOSED (C)	ACTION Note/Decide
na	AL	1	CONFLICT OF INTEREST DECLARATIONS			
JSp	PA	2	MINUTES OF PREVIOUS MEETING – NOTICE OF ADOPTION	O		Note
JSp	PA	3	OUT OF SESSION MATTERS – STATUS REPORT	O	C	Note
JvG	PA	4	ACTIONS FROM PREVIOUS MEETINGS – STATUS REPORT	O		Note
PA/JS	PA	5	CHIEF EXECUTIVE OFFICER’S REPORT	O		Note
GS	PA	6	MOTOR VEHICLE IMPORTATION OR TRANSFER – STATUS REPORT	O		Note
		7	FINANCE AND BUSINESS MANAGEMENT			
JvG	JvG	(i)	Finance Report	O		Decide
JvG	JvG	(ii)	Business Support Package – COVID-19	O		Decide
		8	DEVELOPMENT APPLICATIONS			
JSp	JS	(i)	Owner Consent approved under Delegated Authority	O		Note
JSp	JS	(ii)	DAs Determined Under Delegated Authority	O		Note
JS	JS	(iii)	Planning Assessment Report – DA2020.6 Gary Payten - Bathroom Addition	O		Note
AAP	AAP	(iv)	Planning Assessment Report – DA2020.9 Pinetrees Lodge – On-site Wastewater Treatment Systems	O		Decide
		9	POLICY AND STRATEGY			
JS	JS	(i)	COVID-19 – Lord Howe Island Recovery Plan	O	C	Decide
SB	HB	(ii)	Weed Management under the NSW Biosecurity Act 2015	O		Note

Preparer	Presenter	ITEM		OPEN (O)	CLOSED (C)	ACTION Note/Decide
		10	LEASING AND LAND ADMINISTRATION			
JS	JS	(i)	Surrender of Perpetual Lease PL1972.01 and creation of two new Perpetual Lease - Lossy Thompson	O		Decide
		11	GOVERNANCE			
JvG	JvG	(i)	Audit and Risk Committee Report	O		Note
PA	PA	(ii)	Operations Plan 2020/2021 First Quarter Review	O		Note
		12	OPERATIONS AND SERVICES			
DM	HB	(i)	Biosecurity Update	O		Note
SP	HB	(ii)	Livestock Importation update	O		Note
JS	JS	(iii)	Closed Session		C	Decide
DW	DW	(iv)	Boating Now grant – next steps	O		Decide
		13	WH&S AND PUBLIC RISK MANAGEMENT			
JSp	JvG	(i)	WH&S and Public Risk Management Update	O	C	Note
		14	INTERVIEWS			
			Lord Howe Island Tourism Association – Trina Shepherd	O		Note
		15	GENERAL BUSINESS AND QUESTIONS ON NOTICE			

Board Meeting: May 2020	Agenda Number: 2	Record: ED20/4287
--------------------------------	-------------------------	--------------------------

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

Due to the close scheduling of the April and May Board meeting, the minutes from the April Board meeting have not yet been adopted at the time of writing this paper.

The minutes of the April meeting are currently being finalised, with a view that this should be completed by the May board meeting.

RECOMMENDATION

Submitted for the Board's information.

Prepared: Belinda Panckhurst, Administration Officer

Endorsed: Peter Adams, Chief Executive Officer

Attachments:

Nil

Board Meeting: May 2020	Agenda Number: 3	Record: ED20/4290
--------------------------------	-------------------------	--------------------------

LORD HOWE ISLAND BOARD

Business Paper

OPEN SESSION

ITEM

Out of Session Matters Status Report

RECOMMENDATION

Submitted for the Board's information.

CURRENT POSITION

Since the April 2020 Board Meeting, no matters have been considered at an out of session meeting.

RECOMMENDATION

Submitted for the Board's information.

Prepared: Belinda Panckhurst, Administration Officer

Endorsed: Peter Adams, Chief Executive Officer

Board Meeting: May 2020	Agenda Item: 4	Record Number: ED20/4431
--------------------------------	-----------------------	---------------------------------

LORD HOWE ISLAND BOARD

Business Paper

OPEN SESSION

ITEM

Actions from Previous Meeting – 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. Those actions reported as complete are deleted from the Action List at the subsequent Board meeting.

CURRENT POSITION

A list of actions from decisions of the April 2020 Board meeting, and previous meetings, is attached for the Board's information.

RECOMMENDATION

Submitted for the Board's information.

Prepared: John van Gaalen, Manager Business and Corporate Services

Endorsed: Peter Adams, Chief Executive Officer

Attachments:

Attachment A (included): Action Sheet from the April 2020 Board Meeting and Previous Meetings

LORD HOWE ISLAND BOARD

Action Sheet from April 2020 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#
12(vii) November 2016	Commercial Tour Operator Licensing System	Investigate opportunities to align with Ecotourism Australia accreditation program.	October 2018	MECS	Bridging permits issued. Draft Eco-pass information pack being prepared. However, due to other major projects, has been deferred.	
7 (iii) March 2017	OC2017-07 Shearwater Cottage (Owens)	Complete a market demand study on staff and residential accommodation on behalf of the Board.	December 2020	MECS	Proposed to form part of greater LEP Phase 2	
10 (iv) March 2017	Review of Boatshed Foreshore Encroachments	<ol style="list-style-type: none"> 1. Review and adjust rentals where there has been, or will be, an approved increase in the footprint area of fixed improvements. 2. Follow up anomalies identified in the assessment. 	<p>Ongoing</p> <p>October 2018</p>	<p>MECS/MBCS</p> <p>MECS</p>	Project on hold until resources become available.	
8 (i) May 2018	Development of a 10-Year Community Strategic Plan	Plan to be completed in April 2019 in order to inform the FY 2019/20 budget.	April 2019	MECS	Consultation undertaken that informed the 2019/20 budget adopted by the LHIB in May 2019. Survey undertaken. School consultation held. Two workshops held with additional planned. Officer undertaking CSP required on REP and will return to CSP in Dec 2019. Now diverted to COVID-19 response.	

Agenda Item No.	Item	Actions (refer to full minutes for detail)	Estimated Completion Date	By Whom	Progress	Actual Completion Date#
3 September 2018	Actions from Previous Meetings	Prepare an out of session paper on funding options and reprioritisation options after PA has met with the planning consultants.	October 2018	CEO	Funding not available from LEP planning review fund. Stage 1 Gateway approval achieved. Exhibition and referral process to begin following Gateway determination. Stage 2 LEP review is a major exercise requiring significant funds. Funding requirement included in Estimates briefing note in Sept 2019. Stage 2 not yet funded.	
12 (iii) September 2018	Airport Runway Feasibility Study	Form a high level working group, comprised of all relevant stakeholders.	April 2020	CEO	Meetings with Transport for NSW held. Review of Feasibility Study with TfNSW and multi-agency Working Group being reinstated. Urgent focus on recent ground agent issue successfully achieved. New contract to secure weekly flights during COVID-19 negotiated and agreed with NSW Gov funding. Qantas have stood down most staff and NSW Gov staff diverted to COVID and bushfire response.	
12 (iv) September 2018	Location of Public Fuel Sales	<ol style="list-style-type: none"> 1. Rezone the land so that it can be operated by a private entity. 2. Submit a DA. 	<p>February 2019</p> <p>September 2020</p>	<p>MECS</p> <p>MIES</p>	<p>DA plans to be prepared. Gateway approval achieved for re-zoning.</p>	

Agenda Item No.	Item	Actions (refer to full minutes for detail)	Estimated Completion Date	By Whom	Progress	Actual Completion Date#
					Design and work towards DA will resume in coming months.	
7 (ii) March 2019	Application for Liquor Licence	1. Approve the investigation of an Alcohol Management Strategy for LHI with an aim for implementation from 1 July 2020 following a Public Consultation process across the commercial and domestic sectors of the island.	April 2019	MBCS	Letter, & survey sent to Board Members 12 May. To review and discuss at June extraordinary meeting.	June 2020
24 September 2019	Motor Vehicle	Review Motor Vehicle Policy – Preferred vehicles	March 2020	CEO	Underway.	
24 September 2019	Policy & Strategy	Timber from Camphor Laurel trees be auctioned to Islanders	January 2020	MECS/ MWH	After camphors removed. Delay due to Uesi & COVID travel restrictions.	
24 September 2019	Land Administration	Review of Suspension of Residency Policy	November 2019	MECS	In progress, delayed due to higher priority commitments.	
9 (i) 10 December 2019	Policy & Strategy Biosecurity	The ECS team to prioritise the seeking of external funding to cover biosecurity costs to LHI.	June 2020	MEWH	Biosecurity funding proposal submitted to Treasury. Outcome not known. Bushfire and COVID impacts affecting the matter. Further economic stimulus funding proposals submitted to Treasury. Outcomes not yet known.	
9 (ii) 10 December 2019	Policy & Strategy Cities Power Partnership	Report be prepared nominating the 5 pledges selected and identifying how delivery of these pledges would be resourced.	March 2020	MECS	Not yet commenced.	

Agenda Item No.	Item	Actions (refer to full minutes for detail)	Estimated Completion Date	By Whom	Progress	Actual Completion Date#
9 (iii) 10 December 2019	Policy & Strategy Captive Management Facility (CMF)	<ul style="list-style-type: none"> ➤ Leave the CMF temporarily in place and implement an annual maintenance program ➤ Release an Expression of Interest to the LHI community to garner interest in the use of the CMF / site in its current or modified form. ➤ Further investigate other reuses described in Options 1 and 2 ➤ Have A Status Report at the March 2020 Board meeting 	Dec 2020	MECS	Not yet commenced. Not optimal time to seek EOIs due to COVID disruptions to travel/economy.	
23 Sept 2019 & 9 (v) 10 Dec 2019	Aged Care	<ul style="list-style-type: none"> ➤ An Issues Paper be prepared by January 2020 to enable the taskforce to meet before the next Board meeting in March 2020 ➤ An on-island aged-care working group be established to inform the mainland taskforce. 	May 2020	CEO	Working group not progressed because opportunities have emerged and Chair role in gov has changed. Liaison with Adventist Care underway as proposed home care services provider. Progress being made on aged care needs and provision of services.	
10 (i) 10 December 2019	Leasing & Land Administration Land Allocation Review	The Chair write to the Minister asking that the required legislative changes be expedited.	April 2020	Chair	Not yet undertaken. Changes in staff and crisis across NSW has put legislative changes on hold.	
10 December 2019	Rodent Eradication Project – Budget Shortfall Update	<ul style="list-style-type: none"> ➤ Put Project Management protocols into place ➤ Consider options on how to fund shortfall ➤ Support funding applications to various outside funding bodies 	June 2020	CEO	Report to March meeting. Funding proposals completed. Some proposals progressing to Treasury.	
7 (ii) 29 April 2020		<ul style="list-style-type: none"> ➤ A paper be brought forward to the Board outlining options for structural and operational cost reductions of the Board Administration. 	May 2020	CEO	Action completed. Report 11 (i) submitted to meeting.	
8 (viii) 29 April 2020	Issue of OC	<ul style="list-style-type: none"> ➤ Undertake the necessary steps to support the issue of a final Occupation Certificate (OC) or Interim 	May 2020	MECS	Completed	May 2020. Golf Club have appointed a private certifier.

Agenda Item No.	Item	Actions (refer to full minutes for detail)	Estimated Completion Date	By Whom	Progress	Actual Completion Date#
		OC for DA2015.05 on Lot 812 DP1213759.				
12 (ii) 29 April 2020	Revegetation of Blackburn Island	➤ Provide an acknowledgement that there has been work done and that mistakes were made regarding the timing, so that people have some confidence, in that lessons have been learned and things will improve from here on.	May 2020	MECS/ MEWH	In progress.	
15 (ii)	Question on Notice Viv Crombie	➤ Prepare a public response to the question and the reply as minuted, for further clarification to the community.	June 2020	CEO/ MBCS	Being sent out as Householder following adoption of Minutes	

Note: Action Items submitted to a Board meeting showing an 'Actual Completion Date' entered, are removed from the following Board Meeting Action List to be concise and ensure clarity for ease of review.

CEO Board Report

Business and Corporate Services

ISSUE	STATUS	ACTION REQUIRED BY THE BOARD AT THIS MEETING
Actions from Previous Meetings – Status Report	In progress	For the information of the Board. Agenda item 4
CEO Report - BCS	Complete	For the information of the Board. Agenda item 5 (i)
Financial Report	Complete	For the information of the Board. Agenda Item 7 (i)
Draft Budget 2020/21	Complete	For the consideration of the Board. Agenda Item 7 (ii)
WH&S and Public Risk Management Update	Complete	For the information of the Board Agenda item 13 (i)

The Liquor Store operations and the Arrival data are closely aligned. They have both been significantly affected by the Travel Order put in place as at 22nd March but clearly effecting numbers before then. In addition, the cancellation of Rockfest and other activities has had a marked effect.

Liquor Store

Liquor Store revenue for the financial year to April 2020 was \$1.52m which is slightly below last year's income of \$1.61m (-5.4%). Expenses were \$1.26m, being above last year's expenses of \$1.21m (+3.8%). The net result is down from last financial year by **\$134k**. This deficit in surplus compared to last year has increased by \$100k in the 2 months, March and April.

The Liquor Store aims to achieve a more productive resource for the Board. New monthly reports are to be submitted to the Senior Management Team, such as slow-moving stock, stock reconciliations and audits of sale price to landed unit cost (LUC). It is planned to have a sale of the older stock in order to restructure the stores with a view to tighter management, dependent on timing of return to normal operations.

Liquor Store: Year-to-Year Comparison - April 2020

	Apr'19	Apr'20	Change \$	Change %
Income				
Sales	1,595,664	1,499,760	-95,904	-6.0%
Other	11,218	18,088	6,870	61.2%
Internal	N/A	1,496	N/A	N/A
	1,606,882	1,519,344	-87,538	-5.4%
Expenses				
Wages	113,885	140,144	26,259	23.1%
Cost of Goods sold	1,088,143	1,112,721	24,578	2.3%
Other	12,187	6,196	-5,991	-49.2%
Depreciation	N/A	1,577	N/A	N/A
	1,214,215	1,260,638	46,423	3.8%
Surplus	392,667	258,706	-133,961	-34.1%

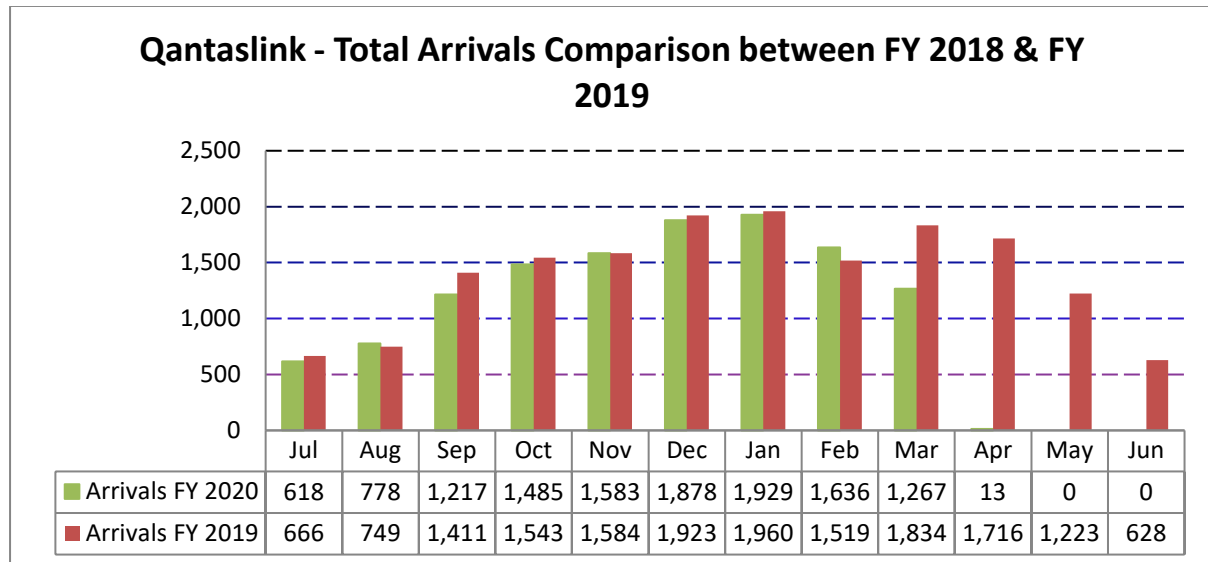
Liquor Store: Year-to-Year Comparison - April only

	Apr'19	Apr'20	Change \$	Change %
Income				
Sales	168,250	53,273	-114,977	-68.3%
Other	0	7,555	7,555	N/A
Internal	0	0	N/A	N/A
	168,250	60,828	-107,422	-63.8%
Expenses				
Wages	13,654	9,178	-4,476	-32.8%
Cost of Goods sold	100,227	16,462	-83,765	-83.6%
Other	1,652	314	-1,338	-81.0%
Depreciation	0	152	N/A	N/A
	115,533	26,106	-89,427	-77.4%
Surplus	52,717	34,722	-17,995	-34.1%

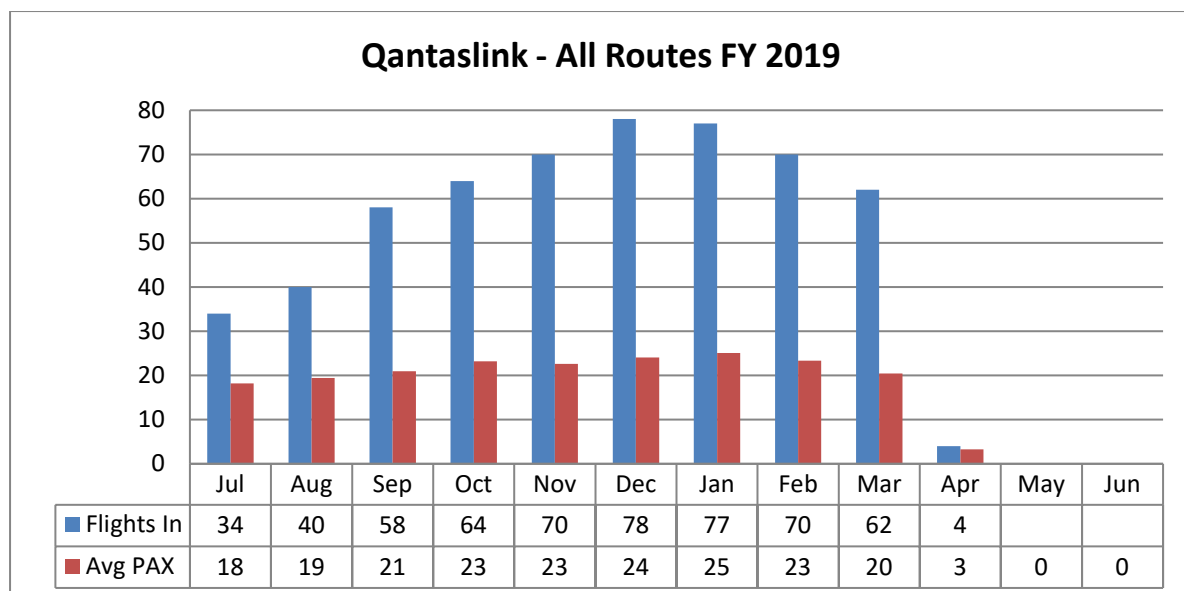
Tourism Management

The number of passengers arriving by air between 1 July 2019 and 30 April 2020 was 12,402 down from 14,903 arrivals for the corresponding period last year (April 2019) and 14,655 to April 2018. Only 13 arrivals were recorded in April compared to 1,716 in April last year.

The chart below compares total year-to-date arrivals for Qantaslink only, to the end of April 2020 with the corresponding period last year.



The following chart provides information regarding the number of QantasLink flights per month and average passenger loadings per flight, per month from 1 July 2019 to 30 April 2020. Compared to last year, the number of flights has decreased in the period – from 640 to 557, whilst the average number of passengers per flight has also dropped 23.3 down to 22.3. April had only 4 flights and 13 arrivals, well down on 71 flights in 2019.



Prepared: John van Gaalen, Manager Business and Corporate Services

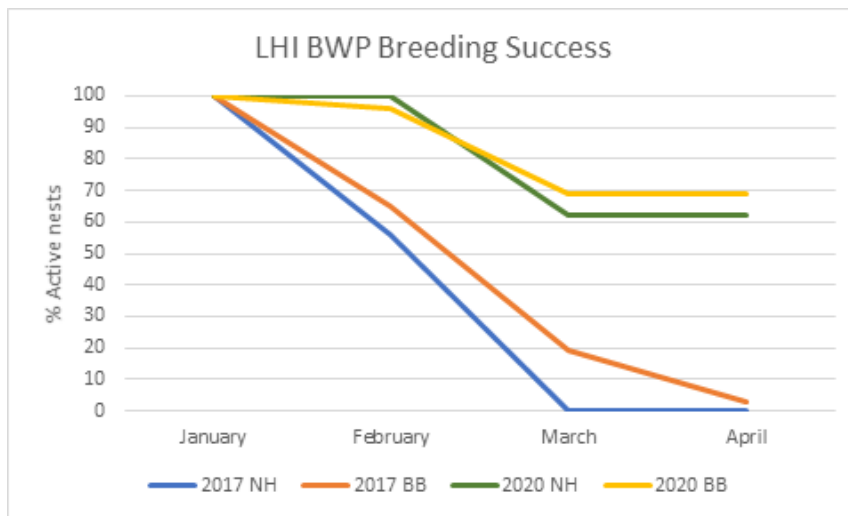
Endorsed: Peter Adams, Chief Executive Officer

CEO Board Report

Environment and Community Services

Biodiversity Management

- MEWH monitored chick survivorship of Black winged Petrel monitoring sites for Nicholas Carlile & Terry O'Dwyer OEH at Blinky Beach (BB) and North Head (NH). The graph below compares results from 2017 to 2020.



- A recent trip up Mt Gower with Saving Our Species coordinator Craig Stehn found large numbers of the endemic semi slug *Howearion hilli* and their egg clusters in Little Mountain Palms. This species was rarely observed prior to the REP.



Threatened plants

- Staff have been translocating propagated plants of LHI Morning Glory *Calystgia affinis*, Sand Spurge *Chamaesyce psammogeton* and Phillip Island Wheat Grass *Elymus multiflorus* subsp. *kingianus* whilst locally collected seed of Knicker Nut *Caesalpinia bonduc* has been scarified and direct seeded at sites identified in the Saving Our Species translocation plan.

Research

- The Research Station has not been used since the May Board meeting.

Rodent Eradication

- Fish sampling continues to take place post-REP as per the associated permit conditions. The most recent round of sampling, conducted in April 2020, returned the following results:
 - Five fish species were sampled: Kingfish (5), Bluefish (5), Trevally (5) Mullet (5), Garfish (5), making a total of 25 individual samples. Both fish flesh and liver were tested for each individual of all five species.
 - Garfish flesh and liver samples showed no detectable brodifacoum residue.
 - No detectable levels of brodifacoum was found in the flesh of any individuals of any species during the most recent round of sampling.
 - For the sampled fish species other than garfish very low levels of brodifacoum in the livers of 16 out of the 20 remaining fish was observed. The highest detected level in the livers of these species remains below the safe threshold for human consumption.
- Board staff convened a Technical Advisory group (TAG) meeting to discuss appropriate monitoring frequency for future tests. The TAG have advised that in a testing frequency of every 12 months is sufficient to ensure that risks to human health are managed.
- Further sampling continue to be conducted and there will be further advice when, on the basis of residue monitoring, there are no detectable residues of brodifacoum present in fish. The frequency of sampling will be at least every 12 months until brodifacoum is no longer present in any fish samples.
- Board Staff are working with the Environmental Trust (ET) to finalise the ET grant that was used to support the REP.

Biosecurity

- LHI based biosecurity practises, procedures, and routine field work continue to improve in regards to both efficacy and efficiency.
- Many resourcing shortfalls have been addressed in the current draft budget.
- A significant proportion of this shortfall has thus far been filled by:
 - The currently on-island biosecurity consultant, especially in the strategic planning and response planning capacities; and,
 - The secondment of other non-biosecurity LHIB staff to fill on-ground operational roles (e.g. deployment of monitoring equipment).
- One Long-eared bat (*Nictophilus* sp.) was intercepted on the LHI wharf – the bat was deceased however it is likely that this bat was alive when cargo was loaded.
- On the most recent Island Trader Voyage BO47 Rodent sign was detected once the vessel was mostly unloaded. The sign included four bait stations within the hold of the Island Trader with sign of bait take, and one fresh rodent faeces in one of the bait stations. Unloading of the vessel was immediately halted. Following consultation with the CEO, MECS MEWH and Simon Pahor (on island Biosecurity consultant), a decision was made to unload the remainder of the hold with an amended procedure which saw each pallet unpacked and inspected within the hold prior to being lifted out of the hold for further inspection.
 - This was a high biosecurity risk operation, with the only alternative being returning the ship to Port without unloading the remaining freight.

- On Saturday 9th May, 123 monitoring devices were installed across 51 delivery points around the island that received cargo deliveries from this voyage. As of 18th May no evidence of rodent activity on the island had been observed.
- The LHIB biosecurity contractor based at Port Macquarie was engaged to inspect the ship when it returned to Port Macquarie. One dead mouse was found. Cause of death has not yet been conclusively determined.
- Toxicology testing will be required to obtain conclusive cause of death.
- Ship crew and LHI based Birdon staff were all cooperative and understanding of changes to cargo unloading practises and procedures.
- This brings the total number of MV Island Trader voyages with known biosecurity risks to three for 2020.
- Biosecurity staff have been engaging with Birdon management regarding upgrades to the Port Macquarie facilities to better prevent rodent (and other pest) access to cargo. These efforts are ongoing.
- Efficacy of efforts have so far been limited by budgetary limitations and limited engagement from Birdon management.
- Concurrent to this incident, but not related, Board staff received a report mouse droppings on a residential property. The observation of the mouse droppings predated the arrival of the last Island Trader ship.
- Intensive monitoring (“evidence collection”) activities have been conducted as a result – no evidence of rodent presence has yet been found.
- Engagement with wider LHI community during these responses has been widely positive.
- Further engagement with the community regarding biosecurity activities, responsibilities, and response actions is required to further build on this progress.
- The contracted Port Macquarie dog handler has been consistently engaged and is providing valuable feedback and operational input to assist in the implementation of achievable PMQ biosecurity upgrades.
- External funding sources are being actively pursued to assist with biosecurity budgetary requirements – these efforts are yet to result in any committed funding for 2020/21.

Weed Management

- The Weed Team are focussing search effort in the Southern Mountains continuing below the extent of helicopter winch access search north-west of Eddies Cave and south of Middle Cave. The team camped a few nights in the Erskine Valley to help accelerate the extent of search effort on ground and reduce the extent of hiking to the site.
- Repeat search and control of the Ground Asparagus infestation from Red Point is near complete.
- Up to 75 Camphor Laurel seedlings were sprayed at the site of the felled trees in Stevens Reserve. A resident was observed digging up some seedlings.
- Six people have locally volunteered on the weed program and Ian Hutton has been coordinating effort on the Sea Spurge on the Lagoon Foreshore.
- The weed team report increased emergence of seedling of Sweet Pittosporum from Transit Hill which may be a recent dispersal event or that weed seed banks (seed and seedlings) are now less predated by rodents.

Revegetation

- The Environmental Trust have funded a revegetation project titled Pinetrees Sallywood Swamp Forest revegetation. The first phase site has been fenced and over 5000 trees ordered to be planted this winter.

- Staff have been removing old tree guards throughout the revegetation sites and commenced weed maintenance (mainly exotic grasses).

Incident Management

- Nil

Compliance and Enforcement

- Ongoing investigations into compliance with the Board's policy relating to the use of public moorings.

Community Programs & Education

- Nil. All resources have been allocated to biosecurity and COVID response.

Visitor Infrastructure

- Repair work of southern end Middle beach steps have been completed.

Marine Management / Moorings

- Nil

Human Resource Management

- Nil

Work Health & Safety

- Only one minor.

Environmental Assessment

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

Land Administration

- Nil

Development Assessment and Land Use planning

- Board has received notice of Gateway Determination for the Stage 1 Planning Proposal. A report has been prepared for the Board for Consideration.

Prepared: Justin Sauvage, Manger Environment and Community Services

Endorsed: Peter Adams, Chief Executive Officer

CEO Board Report

Infrastructure and Engineering Services Report

March to May 2020

Airport

- Assisted with COVID-19 measures, managing interaction between mainland aircrews and island ground crews.
- Maintained full airport operations and readiness during COVID -19 response.
- The LHI Aerodrome Emergency Committee (AEC) met 23 April 2020. The committee discussed the 2020 Annual Aerodrome Exercise and agreed to hold the planned exercise in May 2020 if the participating Response Agencies were able to participate. At the time of writing some response agencies had indicated they would not be able to participate due to risk of infection by the SARS-CoV-2 virus.

In light of the recent formation of the LHI Marine Rescue NSW Unit the AEC requested representation on the committee.

The Aerodrome Emergency Plan is currently under review to conform to federal aviation safety legislation changes which come into force in August 2020.

- The Lord Howe Island Airport Transport Security Plan (TSP) has recently been reissued by the Department of Home Affairs. The Australian Government is updating the aviation security framework including modifying the airport security categorisation system and introducing new requirements for security screening. A new TSP will be required once the new framework is in place. The new framework is not expected to introduce requirements for additional security infrastructure at Lord Howe Island Airport
- The Lord Howe Island Aerodrome Manual is currently under review to conform to federal aviation safety legislation changes which come into force in August 2020.
- Blinky dune reduction continues adjacent to SE end of runway. Sand stockpiled at Cobbys Corner stockpile. The new Hydrema dump truck significantly improved efficiency of this task.

Island Trader

- Monitoring business continuity with Birdon during COVID-19 response.
- Assisted with managing COVID-19 risk of interactions between ship and island work crews.

Emergency management

- The Local Emergency Management Committee has been involved in the planning and response for COVID-19. Details provided in the CEO report.

Waste management facility (WMF)

- In response to reduced waste generation from customers, the regular service days were reduced from four to two per week on Wednesday and Saturday mornings.
- Social distancing has been implemented to comply with NSW public health orders. Community response has been excellent at maintaining social distanced rules during waste service days.

- With the move to reduced service days and with lower volumes of waste being delivered, the WMF team has been able to make good progress on clearing the backlog of mixed waste left from the Island Clean-up.
- A Sampling Analysis and Quality Plan has been developed for the Resource Recovery Exemption (RRE) process for the compost produced at the Waste Management Facility. The RRE process is required by the NSW Environment Protection Authority (EPA) to declassify the compost as waste and reclassify it as a resource.
- LHIB staff continue to monitor wastewater discharge at the WMF with reporting for EPA licence compliance. The recent issues around the transport of the required wastewater samples to the laboratory on the mainland have been mitigated due to space being available on the one Sydney aircraft per week.
- On 23 April an unauthorised fire ignited after hours at the WMF burn pile. Fire appliance and RFS attended and the fire was extinguished. No property damage occurred. It appears that new material had been added to the pile during unauthorised after hours access. This material then ignited smouldering ash remaining from a previously authorised controlled burn. A review of controlled burn procedures is underway to reduce the likelihood of this happening in the future.

Roads, parks and visitor facilities

- Repairs to outdoor furniture and signs.
- Playground and foreshore fitness equipment closed and BBQ firewood removed according to COVID-19 public health orders. All equipment now open again and BBQ wood restocked.
- Restoration works at Cenotaph including new paint, drainage works and concrete path repairs completed prior to Anzac Day.
- Sports oval goal post scheduled for replacement/repair week commencing 25/5. Difficulties were encountered sourcing replacement discontinued spares.
- Road surface repairs continued throughout April.
- Maintenance and weed management to oval, grassed areas and road verges.
- Garden bed maintenance and mulching; new planting with native plants.

Marine and coastal

- Training and operational testing of new Hydrema truck completed.
- Beach nourishment for erosion protection carried out at Pinetrees boatshed area and Windy Point.
- Drone survey of Lagoon Beach completed by Southern Cross University. This information will help inform the detailed plan for the Pinetrees boatshed dune remediation.
- Gravel placed and compacted to repair the hardstand adjacent to boat ramp.
- Jetty stairs and boat ramp pressure cleaned.
- Repairs to jetty landing not yet underway due to unavailability of specialist contractor as a result of COVID-19 travel restrictions.

General maintenance, operations and mechanical

- Building maintenance as required.
- Mechanical programmed and breakdown maintenance and workshop services continue as usual.
- The Lord Howe Island Board Drinking Water Management Plan and Quality Assurance Programme have recently been updated and lodged with NSW Health.

- LHIB staff continue to monitor quality and treat the Board's drinking water for NSW Health compliance and undertake maintenance as required.
- LHIB staff continue to monitor mosquito larvae species as per the Lord Howe Island Mosquito Surveillance and Vector Monitoring Programme. This programme is part of a National scheme run by the Federal Department of Agriculture, Water and the Environment.
- At the time of writing LHIB staff were undertaking groundwater quality monitoring by the sampling and testing of all wells on the Island.

Electrical

- All routine maintenance and inspection activities completed.
- Energy demand for the reporting period (10/3/20 to 13/5/20) was 333 000 kWh.
- Fuel consumption for the reporting period was 86900 litres.
- Fuel energy efficiency for the reporting period was 3.83 kWh/L
- During the month of April there has been a reduction in kWh generation of 32% and a subsequent fuel consumption reduction of 31% when compared to the previous 4 year average for the same period. There was also a reduction in second engine daily run hours from an average of 12 hours to 4 hours daily over the same period. These changes are the result of reduced activity levels due to the COVID-19 restrictions.
- There were two planned supply interruptions during the period. This affected customers connected to Substations No.3 Beachcomber and No.11 Mountainview in order to complete routine maintenance on the HV and LV equipment associated with this substation. This interruptions were for approximately 3.5 hrs duration.
- There were no unplanned supply interruptions to the distribution system during the period.
- There were no unplanned supply interruptions at the powerhouse during the period.
- There are currently 292 customers connected to the electrical supply system.

Projects

- Budget adjustments and covid-19 restrictions for island access have delayed implementation of several projects. Further details provided in project summary.

Prepared: David Waterhouse, Manger Infrastructure and Engineering Services

Endorsed: Peter Adams, Chief Executive Officer

IES UNIT - MAJOR PROJECTS - BOARD SUMMARY REPORT - 15 May 2020

PROJECT		EST. COMPLETE DATE	PRIORITY	BUDGET	EXPEND TO DATE	ACTUAL % COMPLETE
PROJECTS IN PROGRESS						
HREP (Grant Funded) Construction of a solar panels array, battery storage and control systems to supply 67% plus of the island's electricity demands.	See attached report for details.	Oct-20	1			
Stevens Reserve Track Upgrade (SCCF R2 Grant Funded) Provide an all ability track from Lagoon Rd to Middle Beach Rd through Stevens Reserve to Nursery Rd, using a combination of raised boardwalk and onground path.	Lower section of the existing trail has been surveyed to allow development of detailed concept design options. Land boundary issues investigated. Further discussions with landowners required. Project planned for implementation in 2020. Delayed due to resourcing.	Nov-20	2	\$594,705		5%
Skatepark (SCCF R2 Grant Funded) Provision of a transitional skatepark on the lagoon foreshore	DA completed. Site survey completed. Geotechnical investigation delayed due to travel restrictions.	Aug-20	2	\$231,000		20%
Bowling Club Amenities Upgrade (SCCF R2 Grant Funded) Upgrade of kitchen and toilet facilities at the Bowling Club	DA approved. Architect has been engaged and detailed design and specification complete. Planned construction commencement in winter 2020, once covid-19 restrictions ease.	Aug-20	2	\$345,253	\$4,000	20%
Roads to Recovery (R2R) 2020-24 Program. (Grant Funded) - Lagoon Rd - Smoking Tree Ridge Rd to Kings Beach - Cemetery Rd - Neds Beach Rd to Anderson Rd - Anderson Rd - Multiple Locations - Bowling Club Rd - Magees Rd - Anderson to Skyline Dr - Middle Beach Rd - Multiple Locations - Smoking Tree Ridge Rd - Lagoon Rd to Gile's Gate - Lagoon Rd - Neds Beach Rd to OV Drive	The eight uncompleted projects from the 2014-19 program have been transferred to the current 2020-24 round of funding. It is intended to aggregate the projects into one major contract tender with works to be undertaken later in 2020. Scale of work will be considered in 20/21 budget.	Dec-20	1	\$257,144		
Roads Program - TC Douglass Dr - Neds Beach Rd Lagoon to Anderson - Jetty hardstand	To be done in conjunction with Roads to Recovery projects in 2020.	Dec-20	1			

PROJECT		EST. COMPLETE DATE	PRIORITY	BUDGET	EXPEND TO DATE	ACTUAL % COMPLETE
Private Fuel Supply Construction of a public fuel supply point containing two 20,000 litre containerised fuel tanks for diesel and unleaded housed in a shed on a bunded concrete slab with bowsers providing 24hr self-serve and payment by credit card	Intending to seek Expressions of Interest to better inform a Concept Design and a Development Application. Look at using private funding from the operator to construct.	Dec-20	2			
Foreshore Beach Nourishment at Windy Point (Grant Funded) Erosion mitigation works at Pinetrees boathouse Purchase of off road dump truck Beach scraping and nourishment Seabee wall investigation	Hydrema off road dump truck has been delivered and tested. Preliminary beach nourishment works carried out at Pinetrees boatshed and Windy Point. Pinetrees boatshed removal delayed. Major beach nourishment and dune rehabilitation to take place once boatshed removed. Condition report on Seabee wall has been received. The report notes that the Seabee wall is generally in reasonable condition and that there is no urgent need for maintenance or repairs. The report recommends a monitoring strategy and discusses a number of options for future maintenance. Indicative costings are provided in the report. The next stage is to assess and incorporate these findings and recommendations into the Board's asset management plans.	Dec-20	1	\$715,000	\$274,459	
Multipurpose Boatramp (Grant Funded) Design and construction of a multipurpose concrete ramp to the south of the existing wharf. Ability to slip larger commercial boats and allow emergency repairs to visiting boats.	Current remaining grant funding from the Boating Now program is \$560,000. Cost of multi-purpose boat ramp estimated at \$2.5 million plus. Review underway of funding options.		3	\$560,000		5%
Research Facility Wastewater System Replace the existing damaged system with a new treatment and irrigation system	System is installed and functional however irrigation system is still be re replaced. Design work and DA required. Project on hold - will be considered for 20/21 budget.	Dec-20	3	\$20,000		0%
Marine Parks / Post Office Site Wastewater System Install new wastewater treatment system. In the interim the waste is being pumped to the Hall treatment unit.	Design investigations have indicated that the available effluent disposal area is inadequate. Working on solutions. Highly likely a DA will be required. Project on hold - will be considered for 20/21 budget.	Dec-20	3	\$35,000		3%
Admin Centre Wastewater System Completion and commissioning of new treatment facility servicing the Admin building, school, Bowling Club and future preschool. Treated effluent to be pumped to a disposal area on the foreshore.	Treatment system in place, facilities need to be connected to it. Treated effluent line to be constructed across Lagoon Dr and a new irrigation system installed in a timbered section of the foreshore area opposite the Oval. Project on hold - will be considered for 20/21 budget.	Dec-20	3	\$20,000		3%
Gower Wilson Hospital Garage Construct a garage addition to the existing hospital building to house the patient transport vehicle	DA lodged and being evaluated. Project priority being reviewed in light of budget adjustments and resource availability. Project on hold.		3	\$80,000		15%

PROJECT		EST. COMPLETE DATE	PRIORITY	BUDGET	EXPEND TO DATE	ACTUAL % COMPLETE
Admin Office Upgrade Roofing, walkway, lunch room, skylights	Re-evaluating scope and priority. Skylight replacement urgent. Consider improved airflow to meeting room. Investigate rusted roof sections. Project on hold - will be considered for 20/21 budget.		3	\$100,000		0%
Playground Equipment Replace worn out playground equipment	Funding to be combined with SCCF Round 3 potential funding to provide a new facility.	Dec-20	2	\$50,000		0%
Plant Storage Shed (at WMF) Construct a new shed near the WMF to house and protect the Boards construction equipment currently stored on the foreshore area	Project on hold - will be considered for 20/21 budget.		3	\$200,000		0%
Middle Beach Access Stairs IES commissioned by ECS Section. Stairs at south end of Middle Beach to be repaired/replaced. (Brief ED19/7434)	Proposed that works be tendered as a separable portion of the tender for Stevens Reserve Track Upgrade. Interim repairs have been carried out.	Dec-20	2			0%
Airport Fuel Shed Replacement Demolition of the existing shed and the construction of a new compliant building on the existing slab.	DA approved and budget confirmed. Arrangements being made for construction later 2020 once covid-19 restrictions ease.	Aug-20	1	\$130,000	\$36,120	10%
Airport Terminal Shade Structure Scope?	Project scope and priority being reviewed. Project on hold - will be considered for 20/21 budget.		3	\$8,000		0%
Design Multipurpose Shed at Waste Management Facility Construct a new shed at the WMF to cover the Recycle centre, waste oils storage and sludge processor	Reassessing concept design with input from EPA. Project on hold - will be considered for 20/21 budget.	Sep-20	1	\$50,000		0%
WMF - Compost Exemption Order Produce compost to a quality level approved by the EPA where it can be beneficially used on the Island	Composter now working reasonably well. Trommel feeder being investigated to overcome issues. Consultant engaged to develop sampling plan necessary for EPA resource recovery approval.	Dec-20	1			10%
WMF - Glass Exemption Order Gain EPA approval for the crushed glass product so that it can be beneficially used on the Island	Off-island disposal being investigated for large backlog of glass. Work underway to identify reuse opportunities following clearing of backlog and carry out costing taking into account storage, testing and processing.	Jul-20	2			20%
WMF - Asbestos Removal Treatment and disposal of legacy friable asbestos from WMF	Scope of work for specialist asbestos removal contractor to be reviewed and new quotes sought.	Aug-20	1	\$70,000		0%

PROJECT		EST. COMPLETE DATE	PRIORITY	BUDGET	EXPEND TO DATE	ACTUAL % COMPLETE
Jetty Upgrade Repair and/or replacement of deteriorating piles, buffers, deck and kerb, steps and landing	Major reconstruction works during peak tourist season likely to cause unacceptable disruption to boat operators. Timeline for major works to be finalised. Emergency works to jetty landing delayed due to covid-19 travel restrictions.	Aug-20	1			0%
Jetty Building Roof Scope?	Project on hold - will be considered for 20/21 budget.		3	\$5,000		0%
Upgrade Underground Drainage Airport Install Tideflex valves and replace steel grate	Tideflex units and installation requirements being investigated. Project on hold - will be considered for 20/21 budget.		3	\$80,000		5%
Flood Study (Grant Funded) Review and Update of the Lord Howe Island Flood Study	Flood Study consultants information requirements have been provided. Program revised and agreed with grant body. Draft report received; working with consultants to complete report.	Oct-20	1			60%
HV Communications and Load Control System Provision for monitoring and possibly control of high voltage electrical system at remote locations	Project to be scoped in detail when solar array system installed. On-hold at this stage.			\$100,000		
Replace Plant Room 2 Ventilator Fan	Not required this FY. Budget used towards Gen 3 rebuild. Will be considered for 20/21 budget.			\$15,000		
Refurbishment Substation 8 (Airport)	Not required this FY. Budget used towards Gen 3 rebuild. Will be considered for 20/21 budget.			\$20,000		
Purchase of Mini Bitumen Spray Tanker	Reviewing need for this item in the short term. On-hold at this stage.			\$50,000	\$0	20%
PFAS Investigation Investigate PFAS contamination on the Island	Report is currently with the Federal Department of Environment and Energy for review and requirements.					
COMPLETED PROJECTS						
Community Hall Renewal (SCCF R1 Grant Funded) Revitalisation of the community hall.	Final grant acquittal is underway.	Jan-20	1	\$460,000	\$473,668	100%

PROJECT		EST. COMPLETE DATE	PRIORITY	BUDGET	EXPEND TO DATE	ACTUAL % COMPLETE
Old Powerhouse Site Renewal (SCCF R1 Grant Funded) Construction of a public amphitheatre style entertainment and function space.	Construction programme completed with modifications to the parking bay, retaining wall and handrail. Final electrical connections to the stage power supplies are still outstanding. In the coming weeks the area above the retaining wall (near the Marine Parks office) will be landscaped and planted. Acquittal of the remaining SCCF milestones is underway. The project has been completed within budget.	Feb-20	1	\$535,000	\$478,421	100%
Lagoon Foreshore Fitness Equipment (SCCF R2 Grant Funded) Provision of public exercise equipment on the lagoon foreshore adjacent to the playground.	Project largely completed and opened to the public in late December 2019. Minor landscaping works to be completed by end March 2020. Final grant acquittal is underway.	Jan-20	1	\$93,660	\$66,030	100%
Concrete Minimix Truck Purchase 2nd hand concrete truck to batch and deliver concrete	Completed	Sep-19		\$10,000	\$10,000	100%
CBM Acoustic Radiator Replacement	Completed.	Aug-19		\$10,000		100%
Vermeer Vacuum Excavator Purchase of a machine to excavate without damaging tree roots and underground services	Unit purchased and training completed.	Aug-19		\$45,000	\$45,000	100%
WMF - Skip Bins Replacement Purchase replacement skip bins for shipping of waste	Completed.	Sep-19		\$10,000		100%
Water Tanks Admin Provide additional water collection and storage tanks	Completed	Dec-19		\$10,000		0%
Water Tank - Old Post Office Provide additional water collection and storage tank	Completed	Oct-19		\$30,000		100%
Generator 3 Engine Rebuild	Completed. Cost overrun, additional funds to be sourced from electrical projects not required this FY.	Sep-19	1	\$55,000	\$71,000	100%
Plant Replacement	Plant reviewed and replacement priorities established. Purchased new mower to improve grass cutting efficiency. No further 19/20 purchases planned.	Jun-20		\$60,000	\$45,000	80%

Solar PV HREP

Status Report to
30 April 2020

Overall Project Status



Watch Point

Project Details			
Project Name	Solar PV Hybrid Renewable Energy Project	Portfolio	Lord Howe Island Board - Engineering & Infrastructure Services
Project ID	ARENA reference: 2013/RAR0004	RM8 Doc reference	ED20/4486
Project Manager	Amy Foxe	Geographical Location	Lot 230 DP47747 Lord Howe Island -31.528491, 159.07475
Project Sponsor	Manager, Infrastructure and Engineering Services	Current Phase	Design & construction

Project Thresholds & Status

Area	Measure	Lower Threshold	Upper Threshold	Current Status	Action on variation beyond thresholds
Time	Project program – variance from schedule	-30 days on Photon milestones	+30days on Photon milestones	Off track	Report to Project Control Group
Cost	Budget Line Items – variance from estimate	-10% on lines <\$100,000 -5% on lines >\$100,000	+10% on lines <\$100,000 +5% on lines >\$100,000	Watch	Report to Project Control Group, CFO and CEO
	Overall budget – variance from estimate	-5% on overall budget	+5% on overall budget	Watch	
Quality	Specification – non-conformances	Deviation from specification to the detriment of quality	Deviation from specification to the benefit of quality	On track	Report to Project Control Group
Scope	Inclusions – variance from priority requirements	“Must” and “Should” items 100% delivered	Decision on “Could”/“Not Essential” delivered	On track	Report to Project Control Group
Benefit	Fuel – reduction in diesel use for electricity generation	67% below 2011 (calendar) baseline year	>75% below 2011 (calendar) baseline year	On track	Report to Project Control Group

Thresholds Comments: No change to project thresholds directed during the period. Status changes have arisen during the period from issues and decisions. See tables below for detail.

Project Budget –YTD rates of expenditure

Current Financial Year Expenditure (Source: Cost Plan) – as at 30 April 2020

ID	Budget FY2019/20	YTD Committed	YTD Actuals	YTD Actuals & Commitments	YTD %-Actuals & Commitments
Construction / Contracting	\$7,271,943	\$3,369,090	\$2,543,256	\$5,912,346	81%
Administration / Planning	\$778,496	\$552,880	\$238,210	\$791,090	102%
Contingencies	\$0	\$0	\$0	\$0	-
Total	\$8,050,439	\$5,274,069	\$1,385,486	\$6,659,555	83%

YTD Expenditure Comments: Cost impact of layout change and COVID-19 not yet quantified (WATCH STATUS). This remains a priority focus in the coming month. Several requests have been made of Photon to submit the cost estimates. Discussions with ARENA are ongoing. Claim submitted to ARENA for the use of contingency funds for Certification Services (component of administration/planning line item above). Discussions regarding reworking the budget estimates included within the Deed will commence in May so that the Deed reflects the multi-year delivery timeframe and the phasing of expenditure and income over those financial years.

Milestone Tracking – As at 11 May 2020

Contractor Milestones	Forecast Due Date	Revised Due Date	Variance / Comment
1. Contract Signing	20/06/2019	-	<i>Complete</i>
2. Site mobilisation	02/03/2020	29/05/2020	<i>+88 days</i>
3. Design Documentation	07/02/2019		<i>Complete. Claim lodged & approved.</i>
4. Battery shipped from manufacturer	08/11/2019	-	<i>Complete. Claim lodged & approved.</i>
5. PV modules, racking, inverters shipped from manufacturer	06/12/2019	-	<i>Complete. Claim lodged & approved.</i>
6. (not used in final contract)			
7. Powerhouse modifications	29/04/2020	21/09/2020	<i>+146 days</i>
8. Battery installation	13/05/2020	14/09/2020	<i>+125 days</i>
9. PV modules, racking, inverters, cabling installed	01/06/2020	31/08/2020	<i>+92 days</i>
10. Works integrated	01/06/2020	28/09/2020	<i>+120 days</i>
11. Provisional acceptance (Practical Completion)	09/06/2020	21/10/2020	<i>+135 days</i>
12. Intermediate acceptance	02/07/2021	21/10/2021	<i>+112 days</i>
13. Final acceptance	14/07/2022	21/10/2022	<i>+100 days</i>
Composting toilet installed	24/04/2020	30/07/2020	<i>+98 days</i>
Unsealed access track constructed	30/06/2020	01/09/2020	<i>+64 days</i>
Additional Battery Storage shipped from manufacturer	02/04/2020	28/04/2020	<i>+27 days</i>

Photon Milestone Comments: Updated schedule reflects COVID-19 impacts on materials supply to the Island (cable, main switchboard, 2x batteries, pile driver attachment for higher gradient hillside work). The April issued schedule included inaccuracies and was reissued by Photon. Formal renegotiation of schedule to be commenced with Photon and ARENA in May.

ARENA Milestones	Forecast Due Date	Income claim	Variance / Comment
1. Provide updated Project Plan, Conceptual Design and Business Case		\$1,263,172	Completed prior to Variation of Deed dated 04/19
2. Commencement of Avifauna & Meteorological Data Collection			Completed prior to Variation of Deed dated 04/19
3. Technical Feasibility Study and Design Review			Completed prior to Variation of Deed dated 04/19
4. Treasury Funding Approved			Completed prior to Variation of Deed dated 04/19
5. Alternative scenarios report complete			Completed prior to Variation of Deed dated 04/19
6. Tender completion and final investment decision a. Revised Tender Outcome b. Updated project documentation	05/05/2019 19/06/2019	\$5,000 \$816,048	Completed prior to Variation of Deed dated 04/19 Complete. Claim received. Complete Claim received.
7. Solar PV permitting and procurement	31/07/2019	\$547,366	Complete. Claim received.
8. Major equipment shipped from manufacturer	31/01/2019	\$821,048	Complete. Claim received.
9. Practical Completion and Commissioning	30/06/2020	\$519,997	Milestones will need to be renegotiated to reflect Project Schedule (above)
10. Delivery of Financial Report	31/07/2020	\$13,684	Milestones will need to be renegotiated to reflect Project Schedule (above)
11. 12-Months Operation and Final Report	31/07/2021	\$13,684	Milestones will need to be renegotiated to reflect Project Schedule (above)
ARENA Milestone Comments: Milestone 8 claim finalised and monies received. Extensions granted to Knowledge Sharing Plan deliverables given COVID-19 impacts to be formalised during Deed discussions in May when Milestone will be renegotiated to align with revised project delivery schedule.			

Issues, Changes & Decisions

Open Issues					
ID	Status	Description of issue	Current and potential Impact on project	Current and potential Impact on organisation	Management strategy / Resolution
Cables	Close	COVID-19 has closed factories in China where cables are being manufactured	Schedule - delay in shipping from China could result in delayed arrival on LHI.	Cost - Delay in completion of solar project to result in the need for diesel fuel to be purchased to maintain grid supply.	Photon working with cable supplier regarding timing and alternate manufacturing locations.

COVID-19: Resources	Monitor	Compliance of living and working conditions with COVID-19 restrictions	Mental health and wellbeing of individuals if isolated in lodge accommodation and unable to socialise with the work team. Insufficient internet provision in times when isolation is required.	Reputation - There is an expectation that paid accommodation is used as a priority. WHS – Further isolating people may not be in the interests of individuals Schedule – Further isolating people may impact upon resources staying on Island.	Monitor restrictions. Consult with relevant professionals.
Layout: Additional cable	Monitor	Array layout change requires additional cables beyond those delayed. More required to be ordered.	Schedule - delay in shipping from China could result in delayed arrival on LHI	Cost - Delay in completion of solar project to result in the need for diesel fuel to be purchased to maintain grid supply	Shipping ETA 20.06.20
COVID-19: Materials supply	Monitor	Impact of COVID-19 on supply of materials.	Schedule - Delay in shipping from China, UK and Germany	Cost - Delay in completion of solar project to result in the need for diesel fuel to be purchased to maintain grid supply	Auger attachment ETA 09.05.2020. GAYK (pile driver) attachment ETA 21.05.20.
Contract Issue: Resourcing	Monitor	Workload of key individual posing risk to project.	Risk - Safety, planning and delivery compromised as individual spread too thin	Reputation - project management and communication delays Finance - Project cash flow planning information poor quality	Raised as Contractual Issue to escalate to Senior Executives for resolution

Changes / variations for period			
ID	Description of variation	Approved by	Date Implemented
EPCM 01	Value Management – Nil cost variation arising from savings generated via array relocation and reinvested in to panels and batteries.	LHIB – MC2020.01	Approved 10.12.2019 Contract docs issued 23.04.2020
EPCM 02	Array Layout – Cost impact TBC	Project Board	27.02.2020
EPCM 03	COVID-19 – Schedule and Cost impact TBA arising from supply chain and travel ban	To be presented to Project Board once received	
ARENA 01	ARENA Deed Contingency Claim – Certification Services – Deed will be varied to reflect draw down of ARENA contingency	Project Board	31.03.2020
Comment: All Variations implemented to date are reported for transparency within this report. Future reports will focus on the reporting period only.			

Decisions for period				
ID	Decision Status	Date Decision Made	Decision Made By	Decision Details
Resources	Final (Approved)	08.04.2020	Photon	Apply for solar-qualified electricians to relocate to LHI ASAP so that 14-day quarantine period does not impact upon schedule
Resources	Proposed		Photon	Apply for return of civil operator and site manager so that 14-day quarantine period does not impact upon schedule
Comments:				

Success Stories
<ul style="list-style-type: none"> Project Infection Control Plan developed and implemented Access application for electricians / Tesla technicians to gain access to LHI approved Productive and constructive discussions with ARENA regarding project delivery and their support for the project to continue despite COVID-19 challenges

Senior Management Team & Board Feedback

SMT: Recommended "Overall Status" For Program: Watch Point

Recommended focus area/s:

Focus on formal schedule renegotiation, and cost impact of layout change. Continue to monitor COVID-19 implications.

Questions and clarifications:

None.

LORD HOWE ISLAND BOARD

Business Paper

OPEN SESSION

Chief Executive Officer's Report to the May 2020 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: 0

VICE REGAL VISIT

Her Excellency the Honourable Margaret Beazley AC QC, Governor of NSW undertook a "virtual" visit to Lord Howe Island on Friday 15 May 2020. A full day agenda of on-line meetings were held with:

- The Lord Howe Island Board members & CEO.
- The LHI COVID-19 Taskforce
- The LHI Central School
- LHI and NSW SES – Ex-tropical cyclone UESI response.
- LHIB staff - "Protecting Paradise", Biodiversity Management Plan, REP, Captive Management Programme and Renewable Energy Project.
- LHI Tourism Association Committee – COVID impacts.

COVID-19

Since the April Board meeting, the subject pandemic has continued to impact the community, resources, revenues and the economy.

Close management of access applications to/from the island as well as quarantine arrangements, has continued and improved in terms of issues and process.

The COVID-19 taskforce operating through the Local Emergency Management Committee frame has continued to meet regularly. Meetings have reduced from daily, to three per week and now two per week. The Elected Board Members have also been meeting weekly to ensure close liaison and responsiveness to issues as well as consider applications for access to LHI.

Importantly, no known cases of COVID-19 have occurred on LHI to date. The Public Health Order, travel restrictions applying across NSW and close management by the Gower Wilson Memorial Hospital, Police officer, school, Lord Howe Island Tourism Association, community welfare teams and the Board administration and importantly the actions of individuals have worked well in concert.

The LHI Public Health Order enacted from 22 March 2020 has an expiry date of 18 June 2020. Negotiations are underway and it is anticipated that by the time of the Board meeting a new

Public Health Order will be in draft form that will replace the current Order and extend the period of access restriction and quarantine requirements. Details will be provided at the Board meeting.

Plans for the island's return to allowing visitors are underway. However, it is noted that these will be subject to the pandemic's status elsewhere, epidemiological advice and ultimately determination by the Minister for Health. Safety will be critically important in consideration of any moves in re-establishing the local economy.

Regular teleconferences LHI with the South East Sydney Local Health District Emergency Management Group (NSW Health are the "combat agency" for a pandemic emergency) continue fortnightly or as required.

Some relaxation of NSW restrictions on activity and movement were implemented and subject to health data and other factors such as compliance by the public across NSW, are expected to continue.

Close liaison and agreements continue with Qantas, Eastern Air Services and Birdon and each organisation have been actively adhering to LHI COVID health protocols.

LHI within a state and national context are as yet unclear. Action remains focussed on the situation and liaison with other isolated islands (Torres Strait, Norfolk) is occurring to assist in location specific strategy rather than simply mainland appropriate strategy.

MATTER	STATUS	ACTION REQUIRED BY BOARD AT THIS MEETING
Community Strategic Plan	Due to COVID-19 project officer diverted onto that priority response. No progress since last meeting.	Note
Runway Feasibility Study	Full reports being reviewed by TfNSW and working group scheduled to meet following review. New membership following changes to Machinery of Government. Bushfire and COVID-19. Close liaison with TfNSW and Qantas to address urgent issue completed. Weekly flights underwritten..	Note
Rodent Eradication Program	Update provided in Attachment B to this report.	See Attachment B to this report
Renewable Energy Project	Project continues in implementation despite a range of major challenges including COVID-19 travel restrictions.	See Attachments E to this report.
Marine Rescue	Marine Rescue Unit at LHI and marine radio installation continues to progress. DA assessment report being considered at this meeting. Telecommunications upgrade at Intermediate Hill design and approval process well advanced. Vessel at Port Macquarie for major refit to prepare for commissioning to LHI.	See agenda item 8(vi) & 9(i)

Prepared: Peter Adams, Chief Executive Officer

Attachments:

- Attachment A: Business and Corporate Services Report – Open
- Attachment B: Environment and Community Services Report – Open
- Attachment C: Infrastructure and Engineering Services Report – Open
- Attachment D: Infrastructure and Engineering Services – Project Summary Report – Open
- Attachment E: Hybrid Renewable Energy Project Status Report – April – Open

Board Meeting: May 2020

Agenda Number: 6

Record: ED20/4295

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.

CURRENT POSITION

Since the April 2020 Board meeting, there have been no vehicle applications received to import or under the 'Vehicle Importation, Transfer and Use' policy.

As at May 2020

Registered Road Vehicles						
Essential	Commercial	Private	Hire	Plant and Equipment	Imported prior to approval policy	Total
32	106	157	8	30	66	399

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 or Utility	Bus	Motorcycle or Scooter	Truck	Plant and Equipment	Trailer	Total
189	24	48	11	38	89	399

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 remains a total of 66 vehicles imported without approval prior to the current policy:

- 62 vehicles were imported without approval prior to and in 2014. The majority of these vehicles were trailers.
- 1 vehicle, a boat trailer, was imported without approval in 2015.
- 3 vehicles, all boat trailers, were imported without approval in 2016.

Of these 66 vehicles, nine vehicles have been replaced and are awaiting removal.

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
6	0	11	1	3	45	66

RECOMMENDATION

The report is submitted to the Board for information.

Prepared: Belinda Panckhurst, Administration Officer

Endorsed: Peter Adams, Chief Executive Officer

LORD HOWE ISLAND BOARD

Income Statement

Recurrent position only

for the year ended 30 June 2020 - as at 30/04/2020

		ACT	ACT	BUD	
		Apr'19	Apr'20	FY 2020	
		\$'000	\$'000	\$'000	
	Note				83%
Expenses					
Employee-related expenses	2 a	N/A	3,358.4	4,319.5	
Operating Expenses	2 b	N/A	3,289.1	4,610.5	
Depreciation and amortisation	2 c	N/A	1,790.6	2,157.4	
Grants and subsidies	2 d	N/A	70.9	142.0	
Finance costs	2 e	N/A	46.0	100.0	
Other expenses	2 f	N/A	(25.0)	0.0	
Total expenses		8,401.7	8,530.0	11,329.4	75%
Revenue					
Government Contribution	3 a	N/A	2,838.0	2,941.5	
Sale of goods and services	3 b	N/A	2,578.2	2,931.0	
Investment revenue	3 c	N/A	301.0	500.0	
Retained taxes, fees and fines	3 d	N/A	2,536.0	3,657.5	
Grants and other contributions - operating #*	3 e	N/A	0.0	0.0	
Grants and other contributions - capital #	3 f	N/A	0.0	0.0	
Other income	3 g	N/A	30.1	0.0	
Total revenue		8,416.9	8,283.3	10,030.0	83%
Write-off of assets		0	0	0.0	
Net Increase/ decrease in Asset Revaluations		0	0	0.0	
NET RESULT		15.2	(246.7)	(1,299.4)	

LORD HOWE ISLAND BOARD

Budgeted Statement of Cash Flows

for the year ended 30 June 2020

	ACTUAL YTD to Apr'20	BUDGET 19/20
	Recurrent	Recurrent
Cash flows from operating activities		
Payments:		
Employee-related expenses	5,172	7,232
Operating Expenses	6,041	7,542
Grants and subsidies	71	142
Finance costs	46	100
Other expenses (+ error correction)	415	0
Total Payments	11,745	15,016
Receipts:		
Government Contributions	2,838	2,942
Sale of goods and services	2,578	2,931
Interest received	301	500
Retained taxes, fees and fines	2,536	3,658
Grants and other contributions - operating *	517	802
Other	0	0
Total Receipts	8,771	10,832
Net cash flows from operating activities	(2,974)	(4,184)
Cash flows from investing activities		
Grants and other contributions - capital	2,359	2,492
Proceeds from sale of land and buildings, plant and equipment and infrastructure	0	-
Proceeds from sale of financial assets	0	-
Purchase of land and buildings, plant and equipment and infrastructure (per revised TAM Plan & \$50k)	(5,432)	(11,280)
Purchase of intangible assets	-	-
Purchase of financial assets	-	-
Other	-	-
Net cash flows from investing activities	(3,073)	(8,788)
Cash flows from financing activities		
Capital appropriation - equity appropriation	-	-
Proceeds from borrowing and advances	2,301	5,501
Repayment of borrowings and advances	0	0
Other	-	-
Net cash flows from financing activities	2,301	5,501
Net increase / (decrease) in cash and cash equivalents	(3,747)	(7,472)
Cash at Bank - Opening Balance: 1-JULY-2019	7067	7067
Cash at Bank - Closing Balance - 30-JUNE-2020	3,320	(405)
	@Apr'20	

LORD HOWE ISLAND BOARD FINANCIAL REPORT - BY REPORTING CENTRE - TO 30 APRIL 2020

Recurrent position only

Reporting Centre	Financial Year 2018-2019			Financial Year 2019-20						Compare 10 mths to FY Budget (83%)	
	Year-to-Date Actual: Apr'19			Year-to-Date Actual: Apr'20			Full Year Budget			Inc	Exp
	Income	Expense	Result	Income	Expense	Result	Income	Expense	Result		
CEO	\$0	\$191,980	-\$191,980	\$0	\$231,765	-\$231,765	\$0	\$267,700	-\$267,700	0%	87%
REP - LHIB funded	\$0	\$0	\$0	\$0	\$445,844	-\$445,844	\$0	\$0	\$0	0%	0%
Governance Management	\$0	\$24,149	-\$24,149	\$0	\$38,089	-\$38,089	\$0	\$124,000	-\$124,000	0%	31%
Liquor Store	\$1,606,882	\$1,214,215	\$392,667	\$1,517,847	\$1,295,495	\$222,352	\$1,915,000	\$1,514,000	\$401,000	79%	86%
Corporate Administration	\$3,163,187	\$1,198,492	\$1,964,695	\$2,418,710	\$1,096,538	\$1,322,172	\$2,644,500	\$1,643,800	\$1,000,700	91%	67%
Tourism	\$485	\$82,500	-\$82,015	\$0	\$55,000	-\$55,000	\$0	\$112,000	-\$112,000	0%	49%
Electricity	\$966,694	\$1,265,176	-\$298,482	\$1,836,685	\$1,083,397	\$753,288	\$1,877,500	\$1,468,800	\$408,700	98%	74%
General Services	\$951,553	\$2,907,512	-\$1,955,959	\$815,730	\$2,495,012	-\$1,679,282	\$1,263,600	\$3,511,100	-\$2,247,500	65%	71%
Airport	\$1,424,876	\$449,468	\$975,408	\$830,493	\$596,684	\$233,809	\$1,190,400	\$706,900	\$483,500	70%	84%
Community Services & Development	\$150	\$36,350	-\$36,200	\$280	\$86,220	-\$85,940	\$7,000	\$195,200	-\$188,200	4%	44%
Land Administration	\$270,947	\$222,023	\$48,924	\$279,450	\$220,298	\$59,152	\$291,000	\$399,800	-\$108,800	96%	55%
Environment	\$32,099	\$ 809,789	-\$777,690	\$584,206	\$885,959	-\$301,753	\$841,000	\$1,386,100	-\$545,100	69%	64%
LHIB - General Funded only	\$8,416,873	\$8,401,654	\$15,219	\$8,283,401	\$8,530,301	-\$246,900	\$10,030,000	\$11,329,400	-\$1,299,400	83%	75%

Reporting Centres - details of services included:

CEO	Includes contract change - 9 mths charges
REP - LHIB funded	In-kind support incurred outside of Grant - fleet, accom, ord hrs of perm Enviro staff
Governance	Board members & Internal Audit
Liquor Store	higher wages - one-off, procedural improvements
Corporate Administration	Licences, interest income, admin salaries, IT, communications, insurance, external audit, training, travel, relocation
Tourism	Board support of LHITA
Electricity	Gov't subsidy, includes some loan interest
General Services	Infrastructure and amenities, fleet, waste facility, water & wastewater, roads, wharf, emergency services, private works
Airport	Delays in charging & higher in realy part of year - Enviro levy moved to Environment
Community Services	Community liaison, health facilities and advocacy
Land Administration	Leases (PL, SL,PO), small grants, planning, & other contractors,
Environment	Enviro levy, weeding, trails, biosecurity, environmental management

2020 Capital Projects Transactions and Budgets April 2020

WO	Description	WIP	2020 Revenue		2020 Expense		
			Actual	Budget	Actual	Budget	
25	ESRMP Solar PV 2014 - ARENA Grant Funded from 2015	801,402.40			2,543,255.79	7,690,202	
46	Closed - Preparation of Business Case - LHI Renewable Energy Capital Proposal AN431/432/433	57,882.00					
52	Hybrid Renewable Energy Knowledge Sharing Plan AN431/432/433 2015	551.12				250,000	
53	Hybrid Renewable Energy Project Management AN431/432/433 2015	728,661.21	-2,184,462	-2,184,462	1,652,922.32		
32	Closed - Boat Ramp and Launch/Retrieval Project	41,634.59					
92	Slipway 2016	97,318.79					
155	Composting Unit 2017 - Upgrade of LHIB WMF - all costs after 2018 FY to be expensed			-25,050			
179	Stronger Communities Fund Public Hall Improvements 2018	438,973.51			25,364.17		
180	Stronger Communities Fund Old Powerhouse Site Remediation 2018	26,561.06	-143,550		479,086.73	116,989	
200	SCCF 2 - 0165 - Stevens Reserve Boardwalk 2019				625.84	196,253	
201	SCCF 2 - 0536 - Skate Park 2019					76,230	
202	SCCF 2 - 0537 - Lagoon Foreshore Fitness Trail 2019			-30,908	66,111.60	30,908	
219	Erosion Mitigation Works and Seabee Wall Investigation				274,459.82	715,000	
222	Roads to Recovery 2020 to 2024			-257,144			
64	Road Upgrade - Lagoon Road - Neds Beach Rd to OV Drive 2018 WIP					57,522	
126	Road - Smoking Tree Ridge Road - Lagoon Road to Giles's Gate 2018 WIP				2,085.31	12,239	
127	Road - Thompson's Rd - Neds beach Rd to B&T Thompson Corner 2017 WIP				1,815.10		
129	Road - Lagoon Rd Neds Neach Road to to OV Drive 2018				18,519.54	96,457	
130	Road - Lagoon Rd - Kings Beach to Smoking Tree Ridge Road 2017 WIP				22,819.53	22,820	
131	Road - TC Douglass Drive 2018					60,618	
160	Road - Cemetery Rd - Neds Beach Road to Anderson Road 2018					19,294	
166	Road - Ned's Beach Rd - Lagoon to Anderson 2018					54,713	
167	Road - Jetty Hardstand 2020					37,719	
41	OWWS Upgrade Community Hall 2014	46,042.60			500.00	5,000	
61	Jetty Upgrade (replacement of deteriorating piles) 2015	55,866.64				245,000	
103	HV Switch Replacements 2016 (split over assets when complete)	16,482.89					
114	WMF Skip Bins 2018 WIP				8,525.00	10,000	
120	OWWS Research Facility 2018				20,441.31	20,000	
122	OWWS Admin/Depot 2017	65,197.56				20,000	
125	Road - Andersdon Rd to Cow Bale 2019				7,026.39	12,426	
145	Water Tank Admin/Depot 2018					10,000	
149	Aviation Fuel Shed Upgrade 2017	1,820.22			39,384.18	130,000	
150	Hospital Garage/Morgue Shed 2018	7,382.37				30,000	
152	Depot Workshop Extension 2017	105,248.19					
170	HV Communications & Load Control System 2018					100,000	
185	TRAX Shed Mezzanine 2019	350.27					
188	Road - Bowling Club Reseal 2019				5,555.20	12,305	
189	Road - McGee's Parade Reseal 2019				20,665.30	30,765	
190	Road - Middle Beach (Nursery Road to Anderson Rd) Reseal 2019				35,350.30	82,330	
191	Playground Equipment 2019					100,000	
194	Airport Terminal Shade Structure 2019	37,547.67				8,000	
196	Concrete Minimix Truck 2019	4,529.00			9,090.91	10,000	
197	Administration Office Upgrade 2019				3,709.06	50,000	
215	Vermeer Mini Hydro Vac System V100D 2019	3,305.10			33,154.13	45,000	
216	Mini Bitumen Spray Tanker 2019					50,000	
220	NSW Treasury Minor Works Funding Expensed - Corporate				3,720.00	88,000	
223	Plant Storage Shed WMF 2020					200,000	
224	New holland Tractor or other P&E 2020				44,500.00	60,000	
225	Vehicle - Toyota Hilux (replace BF24WK) 2020				42,124.92	40,000	
226	Shed - Revolve/Waste Oils/Sludge WMF (Design) 2020					50,000	
227	Airport Underground Drainage - Install Tideflex valves and replace steel grate 2020					60,000	
228	Generator 3 - Engine Rebuild 2020				69,413.99	55,000	
229	Refurbishment - Substation No.8 Airport 2020					20,000	
230	Neds Beach Road - Lagoon Road/Anderson Road 2020					5,000	
231	Cemetery Road - Neds Beach Road/Anderson Road Reseal				2,136.35	4,136	
232	Hospital Garage 2020					50,000	
233	Water Tank Old Post Office 2020					30,000	
234	Jetty Building Roofing 2020					5,000	
235	Jetty Walkway and Platform - Support Beams Replacement					80,000	
236	Jetty Deck and Kerb Replacement 2020					120,000	
			2,536,757.19	-2,358,920	-2,466,656	5,432,362.79	11,274,926

LORD HOWE ISLAND BOARD

Business Paper

OPEN SESSION

ITEM

Finance Report

RECOMMENDATION

It is recommended that the Board:

1. Note the information provided in this paper.

BACKGROUND

The following reports for the year-to-date 30 April 2020 are attached:

- Finance Statements (3), and
- Capital Expense Report.

CURRENT POSITION

General Funded Operations

The financial position of the Board is unfavourable at \$246,700. Much of the Government appropriation monies were received at the beginning of the year.

A Budgeted Income Statement, Cash Flows and a Statement by Reporting Centre for recurrent budgets (Continuing Operations) are included in Attachment A.

Grant Funded Projects

The grant funded projects are predominantly associated with Weed Management and the Rodent Eradication Projects. These items have been separated from the other general funded operations of the business of the Board.

- **Rodent Eradication Project.** \$3,875,019 spent in the financial year to date across all expenditure areas under the Grants cost centre. The Board has also contributed \$445,844 in wages, accommodation and fleet costs to the project outside of the grant. These costs have traditionally not been identified within grant management and has been absorbed within the normal operations as 'in-kind support'.
- **Environment Management Grants.** Received \$572,379 this year and spent \$801,656 again mainly in salaries and in contractors. Completion of these projects will continue.

Capital Expenditure

Attachment B is a summary of capital expenditure as at 30 April 2020. It includes Work in Progress carried forward from the previous financial year. Forecasts for expenditure for the year to 30 June 2020 are included in the Cash Flow Statement (in Attachment A).

Debtors

A summary of sundry debtors as at 1 May 2020 was as follows:

30 Days	60 Days	90 Days	90+ Days
\$295,819	\$9,100	\$203,002	\$99,586

The 90+ days 90 Days and 30 Days debtors is mostly a single debtor with payment since received. In the 30 Days, the Liquor Store debtors is offset by a credit under 90 days. Details in regards to individual accounts can only be held in closed session.

Rates debtors as at 27 April 2020 totalled \$104,482.

This report was printed on 27 April and so small delays on payments are normal, but as the amount is significant, close attention to these accounts including payment plans is important. The larger commercial businesses are the major contributors. Specific discussion regarding these debts can be held in closed session in accordance with Board policy.

RECOMMENDATION

It is recommended that the Board:

1. Note the information provided in this paper.

Prepared: John van Gaalen Manager Business and Corporate Services

Endorsed: Peter Adams Chief Executive Officer

Attachments:

Attachment A: Income Statement as at 30 April 2020 - Open

Attachment B: Capital Expense Report as at 30 April 2020 - Open

LORD HOWE ISLAND BOARD

Business Paper

OPEN SESSION

ITEM

2020-21 Budget Process

RECOMMENDATION

It is recommended that the Board:

1. Approve the adjustments made to the draft budget as discussed in the Planning Session
2. Approve an Extraordinary Meeting to adopt the final 2020/21 budget to occur at 4pm by teleconference on Wednesday 24th June 2019.

BACKGROUND

The Lord Howe Island Board provided feedback at the Planning Session of the Board Meeting on Tuesday 28th April 2020. It is proposed that further discussions be held at the Planning Session on Monday 25th May 2020, preceding this Open Session today. As a result of the earlier directions, the Administration has compiled a first draft of the Budget working papers for consideration of Board Members with a view to passing the budget in late June 2020.

COMMENTARY

The Board has in the past operated with a large cash reserve in comparison to the size of its operating budget. This cash reserve comprises restricted funds that must be spent on specific purposes (eg specific grant funds) as well as surpluses accumulated from general revenues and expenditures. It is noted that records show that depreciation of assets has not been fully funded and accordingly, cash reserves have built through not completing asset renewal works sufficient each year to maintain assets in a sustainable condition. If for example the capital works program for each financial year was not completed, the under expenditure added to the cash reserve over time.

In the year 2019/20 the Board's cash reserves have been severely depleted by two unusual and unique events – being the Rodent Eradication Project (REP) and the COVID-19 virus. The REP has drawn on our cash reserves by over \$3.6m and the virus impacts are expected to further reduce that reserve by more than \$700k in the final quarter of 2019/20 alone.

As a result, the draft budget for 2020/21 has been set on a cash basis for the coming year with a separation of funding for urgent (critical) capital works only. It is hoped that this will be a one-off occurrence and that the Board will continue to work towards fully funding all services and infrastructure renewal with a view to clawing back cash reserves so that they will be at a level that is comfortable in the longer term. It will be the intention of the Board's Administration that a balanced cash flow position inclusive of funding depreciation is the aim for each and every operating year. Whilst that is a very high mark to reach it is a goal worth aiming for, as

it gives the island greater control over its destiny. Reviews of sustainability, cost efficiencies and income options will be addressed during 2020/21.

Following consideration of the draft budget and then adoption in June, the detailed budget document will guide activity and resource allocation for the financial year.

CURRENT POSITION

The purpose of this report and attachments is for Board Members to consider the budget for the coming year. The documents attached show a balanced cash operating position. That is operating income equals operating expenditure. The Cash Operating Statement (or Cash flow Statement included at Attachment A) does not include depreciation, capital works income (Government contribution) or capital expenditure for the year. That is included in Attachment D for Board Members to discuss criticality and to determine in this unusual environment which capital works are to be undertaken.

Attachments B and C are for information only, they form the basis of legislated reporting requirements where the Board must report in accordance with legislation, using the matching principle where all costs are matched against all relevant income (includes depreciation). This highlights the Board's ongoing inability to fully fund its asset renewal gap.

Attachment E, is the schedule of proposed Fees and Charges. The basis for the charges are determined by a number of factors, being:

- CPI (2.2%),
- wage increase (2.5% normally – to be determined),
- against actual cost, especially in regards to significant business units, or
- in accordance with legislation.

In considering the draft budget for 2020/21 suggested items to be discussed are cash reserves, staffing, capital expenditure and increases to fees and charges. Other factors are the current financial position of the Board and options for the short to medium term.

Generally, objectives in the consideration of any upcoming year's budget can be structured as follows:

- A. *A Balanced Cash Budget*. Matching revenues with expenditure.
- B. *A above plus funding of depreciation*. Funding of depreciation through renewal and maintenance of assets so that they continue to provide services sustainably into the future.
- C. *A+B above including an amount estimated as the future financial impact of COVID-19 in 20/21*. It is unknown what the reduction in revenue and increase in costs might be for the ongoing pandemic situation. Including an amount to foreshadow and therefore budget for this softens future impacts.
- D. *A+B+C plus an amount to begin to "claw back" the recent impacts on the Board's cash reserves*.

The draft budget presented for consideration seeks to deliver a *Balanced Cash Budget* (A above). Achieving the other options or objectives would require cutting of services and not meeting obligations. Much of the Board's budget is "restricted" in that it is required to be expended on specific projects such as grant funded works, or contracted projects. Therefore the amount of discretionary adjustment available is very limited.

SALARIES

The draft salaries and wages budget for 2020/21 is \$4.783m, up by \$464,300 from the 2019/20 budget of \$4.319m. This is highlighted by the following changes:

- Changes to leave accruals & cover, years of experience and contracts \$44,400
- Workers compensation premium and wage increase \$135,000
- Reduction from last year's budget for REP staff – added back \$120,000
- Team Leader Biosecurity \$107,400
- Biosecurity Dog Handlers increase \$57,500

The total establishment for the Board will change from 40.82 to 43.00 FTE. The break-up of these staff changes by type is included in the table below:

Reasons for change	Employment Type	2019/20	2020/21
<i>Admin Officer-IES to permanent & new Team Leader -Biosecurity</i>	Temporary full time	2.00	2.00
<i>2 part time from temp to permanent (PO & LAO) & Dog Handlers</i>	Temporary part time	2.30	1.80
<i>2 part time from temp to perm (PO & LAO)</i>	Permanent part time	1.52	3.20
<i>Admin Officer-IES from temp to perm</i>	Permanent full time	35.00	36.00
		40.82	43.00

The Administration continues to assess the structure of the Board's staffing establishment, operating expenses and the ongoing asset renewal gap and how best they fit goals and responsibilities under the Lord Howe Island Act 1953. Discussions and adjustments within allocated budgets continue throughout the year by the Senior Management Team, who are charged with the analysis and assessment of a staffing balance to achieve an efficient and effective delivery of scarce funds.

Based on the feedback received in the Planning Session, the MBCS will progress documentation in order for a final draft budget to be considered and approved at an Extraordinary Meeting for a time and date that is mutually agreeable to Board Members and staff. It is envisaged that it should occur in late June, if feasible.

RECOMMENDATION

It is recommended that the Board:

1. Approve the adjustments made to the draft budget as discussed in the Planning Session
2. Approve an extraordinary meeting to adopt the final 2020/21 budget to occur at 4pm by teleconference on Wednesday 24th June 2019.

Prepared: John van Gaalen Manager Business and Corporate Services

Endorsed: Peter Adams Chief Executive Officer

Attachment A: Budgeted Statement of Cash Flows 2020/21

Attachment B: Budgeted Income Statement 2020/21

Attachment C: Budget Report by Reporting Centre – Summary 2020/21

Attachment D: Draft Capital Expenditure Review 2020/21

Attachment E: Draft Fees & Charges 2020/21

LORD HOWE ISLAND BOARD

Budgeted Statement of Cash Flows

for the year ended 30 June 2021

	ACTUAL YTD to Apr'20 \$,000s	BUDGET 19/20 \$,000s	BUDGET 20/21 \$,000s
Cash flows from operating activities			
Payments:			
Employee-related expenses	5,172	7,232	4,784
Operating Expenses	6,041	7,542	4,203
Grants and subsidies	71	142	130
Finance costs	46	100	146
Other expenses (+ error correction)	415	0	0
Total Payments	11,745	15,016	9,262
Receipts:			
Government Contributions	2,838	2,942	1,839
Sale of goods and services	2,578	2,931	3,679
Interest received	301	500	450
Retained taxes, fees and fines	2,536	3,658	3,294
Grants and other contributions - operating *	517	802	0
Other	0	0	0
Total Receipts	8,771	10,832	9,262
Net cash flows from operating activities	(2,974)	(4,184)	0
Cash flows from investing activities			
Grants and other contributions - capital	2,359	2,492	1,090
Proceeds from sale of land and buildings, plant and equipment and infrastructure	0	-	-
Proceeds from sale of financial assets	0	-	-
Purchase of land and buildings, plant and equipment and infrastructure (per revised TAM Plan based on critical need)	(5,432)	(11,280)	(1,090)
Purchase of intangible assets	-	-	-
Purchase of financial assets	-	-	-
Other (COVID-19)	-	-	0
Net cash flows from investing activities	(3,073)	(8,788)	0
Cash flows from financing activities			
Capital appropriation - equity appropriation	-	-	-
Proceeds from borrowing and advances	2,301	5,501	0
Repayment of borrowings and advances	0	0	0
Other	-	-	-
Net cash flows from financing activities	2,301	5,501	0
Net increase / (decrease) in cash and cash equivalents	(3,747)	(7,472)	0
Cash at Bank - Opening Balance: 1-JULY-2020	7067	7067	1,500
Cash at Bank - Closing Balance - 30-JUNE-2021	3,320	(405)	1,500
	@Apr'20		

Balances at bottom to be split between unrestricted & restricted with inc & exp being put against these

LORD HOWE ISLAND BOARD

Budgeted Income Statement

Recurrent position only

for the year ended 30 June 2021 - as at 30/04/2020

		ACT Apr'20 \$'000	BUD FY 2020 \$'000	BUD FY 2021 \$'000
	Note			
Expenses				
Employee-related expenses	2 a	3,358.4	4,319.5	4,783.8
Operating Expenses	2 b	3,289.1	4,610.5	4,202.6
Depreciation and amortisation	2 c	1,790.6	2,157.4	2,824.0
Grants and subsidies	2 d	70.9	142.0	130.0
Finance costs	2 e	46.0	100.0	146.0
Other expenses	2 f	(25.0)	0.0	0.0
Total expenses		8,530.0	11,329.4	12,086.4
Revenue				
Government Contributions	3 a	2,838.0	2,941.5	1,839.0
Sale of goods and services	3 b	2,578.2	2,931.0	3,679.0
Investment revenue	3 c	301.0	500.0	450.0
Retained taxes, fees and fines	3 d	2,536.0	3,657.5	3,294.4
Grants and other contributions - operating #*	3 e	0.0	0.0	0.0
Grants and other contributions - capital #	3 f	0.0	0.0	1,090.0
Other income	3 g	30.1	0.0	0.0
Total revenue		8,283.3	10,030.0	10,352.4
Write-off of assets		0	0.0	0.0
Net Increase/ decrease in Asset Revaluations		0	0.0	0.0
NET RESULT		(246.7)	(1,299.4)	(1,734.0)
Less: Grants and other contributions - capital #		0	0.0	(1,090.0)
Less: write-off of assets		0	0.0	0.0
Less: Net Increase/ decrease in Asset Revaluations		0	0.0	0.0
NET OPERATING RESULT		(247)	(1,299.4)	(2,824.0)

LORD HOWE ISLAND BOARD

Budget Report - by Reporting Centre - Summary

Reporting Centre	Financial Year 2019-2020						Financial Year 2020-21			Financial Year 2020-21		
	Year-to-Date Actual: Apr'20			Full Year Budget			Full Year Budget			Full Year Cash Budget		
	Income	Expense	Result	Income	Expense	Result	Income	Expense	Result	Income	Expense	Result
CEO	\$0	\$231,765	-\$231,765	\$0	\$267,700	-\$267,700	\$0	\$334,000	-\$334,000	\$0	\$334,000	-\$334,000
REP - LHIB funded	\$0	\$445,844	-\$445,844	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Governance Management	\$0	\$38,089	-\$38,089	\$0	\$124,000	-\$124,000	\$0	\$122,000	-\$122,000	\$0	\$122,000	-\$122,000
Liquor Store	\$1,517,847	\$1,295,495	\$222,352	\$1,915,000	\$1,514,000	\$401,000	\$2,013,000	\$1,657,000	\$356,000	\$2,013,000	\$1,655,000	\$358,000
Corporate Administration	\$2,418,710	\$1,096,538	\$1,322,172	\$2,644,500	\$1,643,800	\$1,000,700	\$1,485,000	\$1,583,300	-\$98,300	\$1,485,000	\$1,543,300	-\$58,300
Tourism	\$0	\$55,000	-\$55,000	\$0	\$112,000	-\$112,000	\$0	\$100,000	-\$100,000	\$0	\$100,000	-\$100,000
Electricity	\$1,836,685	\$1,083,397	\$753,288	\$1,877,500	\$1,468,800	\$408,700	\$2,000,000	\$1,460,600	\$539,400	\$2,000,000	\$941,600	\$1,058,400
General Services	\$815,730	\$2,495,012	-\$1,679,282	\$1,263,600	\$3,511,100	-\$2,247,500	\$1,287,500	\$3,540,300	-\$2,252,800	\$1,287,500	\$2,253,500	-\$966,000
Airport	\$830,493	\$596,684	\$233,809	\$1,190,400	\$706,900	\$483,500	\$1,214,000	\$1,065,000	\$149,000	\$1,214,000	\$165,000	\$1,049,000
Community Services & Development	\$280	\$86,220	-\$85,940	\$7,000	\$195,200	-\$188,200	\$4,000	\$218,600	-\$214,600	\$4,000	\$143,600	-\$139,600
Land Administration	\$279,450	\$220,298	\$59,152	\$291,000	\$399,800	-\$108,800	\$398,400	\$356,100	\$42,300	\$398,400	\$356,100	\$42,300
Environment	\$584,206	\$885,959	-\$301,753	\$841,000	\$1,386,100	-\$545,100	\$860,500	\$1,649,500	-\$789,000	\$860,500	\$1,648,300	-\$787,800
LHIB - General Funded only	\$8,283,401	\$8,530,301	-\$246,900	\$10,030,000	\$11,329,400	-\$1,299,400	\$9,262,400	\$12,086,400	-\$2,824,000	\$9,262,400	\$9,262,400	\$0

Asset Class	Location/project	Works/item	Cash budget	Grant budget	Comment	Criticality
Electricity Network	Renewable energy project	Communication/Contingency	\$ 250,000		Project budget for details	1
Marine	Jetty	Deck and kerb replacement	\$ 120,000		Programmed repairs TAM Plan	1
Marine	Jetty	Support beams replacement	\$ 80,000		Programmed repairs TAM Plan	1
Waste Management	Revolve/Waste Oils/Sludge Shed	Design	\$ 50,000		Required by EPA for pollution reduction programme.	1
Fuel	Public fuel sales facility	Rezone, design, DA	\$ 30,000			1
Marine	Boat ramp (Boating Now)	Finalise scope, design, deliver	\$ -	\$ 560,000	Scope to be finalised.	1
Roads	R2R	Reseal and maintenance	\$ 244,000	\$ 257,000		1
Airport	Aviation fuel shed	Construct	\$ 35,000		Required urgently.	1
Fleet	Dog handler's ute	Purchase	\$ 40,000			1
Fleet	Bobcat for coastal grant	Purchase	\$ 150,000		Coastal grant	1
Coastal	Pinetrees/Windy Point erosion management	Works	\$ 290,000		Coastal grant	1
Airport	New windsocks	Purchase and install	\$ 30,000		3 x poles + civil works	1
Airport	Airport tie-downs	Purchase and install	\$ 10,000			1
Waste Management	Compost management	Resource recovery	\$ 20,000			1
Waste Management	Glass management	Storage bunkers	\$ 16,000			1
Water	PFAS reporting / study follow up	Sampling/risk assessment	\$ 20,000		Follow up - not certain this will be required	1
Marine	Jetty steps/landing	Urgent repairs	\$ 30,000			1
Fleet	New potable water cart	Purchase	\$ 30,000		Required to have dedicated potable delivery cart.	1
Waste Management	Asbestos removal WMF (and register/management plan)	Engage specialist	\$ 50,000			1
Asset Management	Asset management system / software	Purchase and implement	\$ 20,000		Purchase and implementation	1
Residential/commercial property	Tree management	Engage arborist	\$ 35,000			1
Biosecurity	Jetty biosecurity inspection room	Construct	\$ 75,000		New requirements	1
Biosecurity	Pallet stands	Purchase	\$ 20,000		New requirements	1
Biosecurity	Biosecurity airport	Goods	\$ 15,000		New requirements	1
Biosecurity	PMQ washdown facility	Design and construct	\$ 450,000		New requirements	1
Biosecurity	LHI washdown facility x 2	Design and construct	\$ 110,000		New requirements	1
			\$ 2,220,000	\$ 817,000		
Notes:						
1. The cash budget column refers to items identified for possible expenditure in 2020/21.						
2. The Grant Budget column identifies funds to be received (and expended) in 2020/21 - they have no material effect on this budget except to the extent						
3. Some of the cash budget amounts will be those carried forward from 2019/20.						
		includes Biosecurity of:	\$ 670,000			

BUSINESS UNIT		FEES AND CHARGES						FINANCIAL YEAR
BUSINESS & CORPORATE SERVICES								2020/2021
No.	Description	2.20% Fee / Charge 2020/21 \$	Fee / Charge 2019/20 \$	Pricing Structure	Service Category	GST Applied (Y or N)	Comments	
1	Government Information (Public Access) Applications							
	Formal Applications:							
	i By a person about their personal affairs	\$ 30.00	\$ 30.00	1	A	Exempt	As per GIPA Act 2009	
	ii All other requests - per application	\$ 30.00	\$ 30.00	1	A	Exempt	As per GIPA Act 2009	
	iii Processing Fee (\$30.00 per hour)	\$ 30.00	\$ 30.00	1	A	Exempt	As per GIPA Act 2009	
	b Formal Application - Reviews	\$ 40.00	\$ 40.00	1	A	Exempt	As per GIPA Act 2009	
	c Informal Applications:							
	By a person about their personal affairs							
	i A4 Photocopying - First 10 pages	\$ -	\$ -	3	G	N/A		
	ii A4 Photocopying - 11 pages or more (charged per page from page 1)	\$ 1.00	\$ 1.00	6	H	Taxable		
2	Accommodation Fees							
	a Public Accommodation (per bed)	\$ 811.00	\$ 793.00	5	K	Exempt	CPI Increase Mar'20 Quarter	
	b Public Accommodation Licence Transfer Fee (per application)	\$ 495.00	\$ 484.00	4	H	Taxable		
	c Long Term Private Accommodation (per dwelling)	\$ 559.00	\$ 546.00	5	K	Exempt		
3	Business Licence (Commercial Undertakings) Fees	\$ 291.00	\$ 284.00	5	K	Exempt		
4	Vehicle Importation Application Fees	\$ 205.00	\$ 200.00	4	J	Exempt	As per policy?	
5	Hire Vehicle Permits - per annum	\$ 178.00	\$ 174.00	5	K	Exempt		
6	Liquor Permit Fees - per annum	\$ 484.00	\$ 473.00	5	K	Exempt		
7	Marriage Fees							
	a Lodge Notice of Intended Marriage	\$ 173.00	\$ 169.00	1	A	Exempt	In accordance with Births Deaths & Marriages. NB: Must be lodged at least 30 days prior to the proposed ceremony date.	
	b Ceremony Monday to Friday 8:30am to 4:30pm	\$ 474.00	\$ 463.00	4	J	Taxable		
	c Ceremony outside working hours	\$ 767.00	\$ 750.00	4	J	Taxable		
	d Provision of witness (LHIB fee per witness)	\$ 122.00	\$ 119.00	4	J	Taxable		
8	Returned Cheque Fee (bank charge and handling fee)	\$ 45.00	\$ 45.00	4	H	Input Taxed		
9	Late Payment Fee	\$ 20.00	\$ 20.00	6	M	Taxable	May be applied to unpaid debts that are over 60 days overdue.	

BUSINESS UNIT		FEES AND CHARGES						FINANCIAL YEAR
ENVIRONMENT & COMMUNITY SERVICES								2020/2021
No.	Description	Fee / Charge 2020/21 \$	Fee / Charge 2019/20 \$	Pricing Structure	Service Category	GST Applied (Y or N)	Comments	
1	Lease Fees - as determined effective 1 January 2020 to 31 December 2022.						Minimum of 3 years between rental determinations (LHI Act S22B). Due for review September 2022.	
a	Perpetual Lease Rental (with and without GST)	at 1/1/2021	at 1/1/2020				Maximum charge \$240	
i	Base Charge	\$ 216.00	\$ 180.00	1	A	Varies	Maximum charge 0.345m2 + CPI as per CL(43) of the LHI Regulations.	
ii	Lease fee - per square metre	\$ 0.3260	\$ 0.2780	1	A	Varies		
b	Special Lease Rental						Due for review September 2022.	
i	Base Charge	\$ 87.47	\$ 87.47	1	A	Taxable	Maximum charge \$80	
ii	Lease Fee - per square metre	\$ 0.0300	\$ 0.0300	1	A	Taxable	Maximum charge \$0.027/m2 +CPI as per CL(43) of the LHI Regulations.	
2	Animal Permit Fee	\$ 70.00	\$ 65.00	4	J	Exempt		
3	Owners Consent Applications	\$ 120.00	\$ 110.00	3	D	Taxable	Domestic Solar Systems and Domestic OWWS Free of charge	
4	Development Applications							
a	Development applications - Various	As per statutory scale of fees	As per statutory scale of fees	1	A	Exempt	EP&A Regulation applies Part 15, Division 1 of the Regulations. Table of fee - CL(246B)	
b	Domestic wastewater and solar systems	Free of charge	Free of charge	2	B	N/A		
c	Non-domestic wastewater and solar systems	As per statutory scale of fees	As per statutory scale of fees	1	A	Exempt	EP&A Regulation - CI(246B)	
d	s96 modifications - Section 4.55 and 4.56 modification of Development Consent	As per statutory scale of fees	As per statutory scale of fees	1	A	Exempt	EP&A Regulation applies - CL(258) EP&A Regulations.	
e	Review of Determination of DA	As per statutory scale of fees		1	A	Exempt	EP&A Regulation Division 2 CL(257A) and (258A).	
5	Planning Certificates							
a	Basic planning certificate s10.7 (2)	\$ 53.00	\$ 53.00	1	A	Exempt	Planning Regulations - CI 259 (Was s149 certificate)	
b	Full planning certificate s10.7(2) &(5)	\$ 133.00	\$ 133.00	1	A	Exempt	As above, this fee is made up of \$53 for 10.7(2) and \$80 for 10.(3). Not able to order a (5 separately).	
6	Building Inspection Fees—EP&A Regulation							
a	Class 1 Building—per inspection	\$ 110.00	\$ 110.00	4	B	Exempt		
b	Class 10 Building—per inspection	\$ 110.00	\$ 110.00	4	B	Exempt		
c	Class 2 and 3 Building—per inspection	\$ 150.00	\$ 150.00	4	B	Exempt		
d	Class 4-9 Building—per inspection	\$ 150.00	\$ 150.00	4	B	Exempt		
e	Private Renewable Energy Inspections	Free of charge	Free of charge	2	B	N/A		
f	Major Developments->\$2M	Quote	Quote	4	B	Exempt	Based on estimate of number of inspections and additional fee associated with assessment of OC.	
g	Fee for Building Certificate	As per CI260 EP&A Reg.	As per CI260 EP&A Reg.	6	M	Exempt		
7	Non Friable Asbestos Clearance Certificates							
a	Basic - per inspection	\$ 154.00	\$ 150.00	4	J	Taxable		
b	Complex - per inspection	\$ 205.00	\$ 200.00	4	J	Taxable		
8	Construction Certificate							
a	Residential buildings	0.75% of DA Costs	0.75% of DA Costs	5	K	Exempt		
b	Commercial buildings	1.00% of DA Costs	1.00% of DA Costs	5	K	Exempt		
9	Development not involving the erection of building - CI250 EP&A Regulation 2000	\$ 285.00	\$ 285.00	1	A	Exempt	Max statutory charge is \$285 EP&A Regulation CL(250)	
10	Subdivision Fee							
a	i Base fee for subdivision involving the opening of a public road (not including fees for additional lots)	\$ 665.00	\$ 665.00	1	A	Exempt	Environment and Planning Regulation 2000 - CI 249	
	ii Fee for each additional lot created (involving the opening of a public road)	\$ 65.00	\$ 65.00	1	A	Exempt	Environment and Planning Regulation 2000 - CI 249	
b	i Base fee for subdivision fee not involving the opening of a public road	\$ 330.00	\$ 330.00	1	A	Exempt	Environment and Planning Regulation 2000 - CI 249	
	ii Fee for each additional lot created (not involving the opening of a public road)	\$ 53.00	\$ 53.00	1	A	Exempt	Environment and Planning Regulation 2000 - CI 249	
c	i Base fee for strata subdivision application	\$ 330.00	\$ 330.00	1	A	Exempt	Environment and Planning Regulation 2000 - CI 249	
	ii Strata subdivision fee for each additional lot	\$ 65.00	\$ 65.00	1	A	Exempt	Environment and Planning Regulation 2000 - CI 249	
11	Lease Transfer Applications	Refer Schedule 2 LHI Regulation 2014	Refer Schedule 2 LHI Regulation 2014	1	A	Exempt		
12	Title Search Fee	\$ 48.00	\$ 46.00	4	J	Exempt	CPI Increase Mar'20 quarter	
13	Scientific Research Facility							
a	Accommodation Charge - Full Rate (per person per night)	\$ 70.00	\$ 65.00	4	H	Taxable		
b	Laboratory (per day)	\$ 35.00	\$ 31.00	4	H	Taxable		

BUSINESS UNIT ENVIRONMENT & COMMUNITY SERVICES		FEES AND CHARGES					FINANCIAL YEAR 2020/2021	
No.	Description	Fee / Charge 2020/21 \$	Fee / Charge 2019/20 \$	Pricing Structure	Service Category	GST Applied (Y or N)	Comments	
14	Food Act Inspections							
a	Annual Administration Charge (includes one scheduled inspection)							
i	Food Premises 5 or less equivalent full time food handlers	\$ 285.00	\$ 280.00	4	J	Exempt	Food Regulation 2015 - Maximum charge \$390 CL(15)	
ii	Food Premises 6 - 50 equivalent full time food handlers	\$ 400.00	\$ 390.00	4	J	Exempt	Food Regulation 2015 - Maximum charge \$800 CL(15)	
b	Public Health Incident Inspection	Cost Recovery	Cost Recovery	4	J	Exempt		
c	Notices under the Food Act							
i	Improvement Notice - including one re-inspection	\$ 330.00	\$ 330.00	1	A	Exempt	Food Regulation 2015 - Maximum charge \$330 (clause 11)	
ii	Follow up inspections / for compliance with notices - hourly rate, minimum charge increment 1/2 hour.	\$ 284.00	\$ 80.00	4	J	Exempt	Food Regulation 2015 CL14	
15	Environment Protection Notices under the POEO Act							
a	Issuing of a Notice	As per CL99 POEO Reg	As per CL99 POEO Reg	1	A	Exempt	POEO Reg 2009 Cl 99	
b	Monitoring compliance per hour to notice issued	Cost Recovery	Cost Recovery	4	J	Exempt		
16	Water Testing							
a	Water sample collection & testing - turbidity, pH, E.coli, T.coli sampling	\$ 155.00	\$ 150.00	4	J	Taxable		
b	Microbiological Testing (DAL - Lidcombe)	Cost Recovery	Cost Recovery	4	I	Taxable		
c	Treatment & Re-testing	Cost Recovery	Cost Recovery	4	J	Taxable		
17	Mooring - Public (Temporary)							
a	Administration Booking Fee - Non Refundable	\$ 45.00	\$ 40.00	4	I	Taxable		
b	Per night	\$ 50.00	\$ 47.00	4	I	Taxable		
c	Environmental Levy. Per person per visit (not payable if only staying one night; ie transiting)	\$ 45.00	\$ 44.00	4	I	Exempt		
18	Mooring Fees - Private (per annum)	\$ 130.00	\$ 129.00	4	J	Taxable		
19	Mooring Priority Day Use Fee	\$ 300.00	\$ 298.00	4	J	Taxable		
20	Vessel Short Term Storage Fee	\$ 52.00	\$ 50.00	4	J	Taxable		
21	Waste Water System Fees							
a	Annual Licence to Operate: Domestic / Small commercial / Large commercial (no kitchen) - from 1 May 2017	\$ 164.00	\$ 160.00	2	M	Exempt		
b	Annual Licence to Operate: Large commercial and non-residential - no kitchen - from 1 May 2017	\$ 270.00	\$ 264.00	4	H	Exempt		
c	Annual Licence to Operate: Large commercial and non-residential - with kitchen - from 1 May 2017	\$ 649.00	\$ 635.00	4	H	Exempt		
d	Licence to Operate Inspections - Annual Domestic	\$ 113.00	\$ 110.00	2	A	N/A	Local Government Act 1993	
e	Licence to Operate Inspections - Commercial Domestic	\$ 133.00	\$ 130.00	2	A	N/A	Local Government Act 1993	
f	Approval to operate without a licence	Free of charge	Free of charge	2	B	N/A		
g	Approval to operate inspections - 3 yearly	Free of charge	Free of charge	2	B	N/A		
h	Low risk system inspection	Free of charge	Free of charge	2	B	N/A	Random inspection conducted by Board to ensure ongoing effectiveness	
22	Noxious Weed Re-inspection	\$ 230.00	\$ 227.00	4	H	Taxable	The Board may set this charge	
23	Weed Risk Assessment	\$ 65.00	\$ 63.00	3	E	Taxable		
24	Commercial Filming Application & Assessment Fees						Refer Ministerial Memoranda M2008-10 Making NSW Film Friendly	
a	Small scale productions	\$ 165.00	\$ 160.00	4	H	Taxable		
b	Medium scale productions (under \$10 million)	\$ 590.00	\$ 580.00	4	H	Taxable		
c	Large scale productions (\$10 million +)	On application	On application	4	H	Taxable	Based on estimate of assessment hours required	
d	Short notice Application and Assessment Levy (application submitted less than 7 days prior to filming)	Additional 100% of the Application and assessment Fee	Additional 100% of the Application and assessment Fee	4	H	Taxable		
e	Major revision Fee (where approval requires consideration of significant changes to original approval)	Additional 75% of the Application and assessment Fee	Additional 75% of the Application and assessment Fee	4	H	Taxable		
f	Environmental Management Bond	From \$500.00	From \$500.00	4	H	Exempt	May be retained to cover any unexpected costs to the Board	
g	Supervision Fees (per hour), including biosecurity inspections and treatment	\$ 90.00	From \$88.00	4	H	Taxable	Penalty rates apply as per the Award after normal hours	
25	Geographic Information Systems Maps	\$ 8.00	\$ 5.00	4	J	Taxable	Per Page	

BUSINESS UNIT		FEES AND CHARGES					FINANCIAL YEAR	
INFRASTRUCTURE & ENGINEERING SERVICES							2020/2021	
No.	Description	Fee / Charge 2020/21 \$	Fee / Charge 2019/20 \$	Pricing Structure	Service Category	GST Applied (Y or N)	Comments	
1	Airport Charges (incl landing fees, parking fees & Environment Levy)							
a	Airport Usage Charge							
i	Airport Usage Charge (Annual) - for commercial freight operators (excluding Qantaslink) - unlimited landings and parking	\$ 6,333.00	\$ 6,196.00	4	I	Taxable	CPI increase March to March 2020 was 2.2%	
ii	Airport Usage Charge (Annual) for local aircraft only - unlimited landings and parking	\$ 2,708.00	\$ 2,649.00	4	I	Taxable		
b	Landing Fees							
i	Non-RPT per tonne per occasion - excluding island based aircraft	\$ 27.00	\$ 26.00	4	I	Taxable		
c	Tie down \ parking fees for non-RPT aircraft per night	\$ 24.00	\$ 23.00	4	I	Taxable		
d	Administration charge where payment is made by account	\$ 37.00	\$ 36.00	4	J	Taxable		
2	Qantaslink Passenger Levy							
a	Commercial Regular Passenger Transport (RPT) per sector per PAX	TBD	\$ 32.86	4	I	Exempt	As per Contract - to be determined (TBD) from June'20 quarter CPI.	
3	Environment Levy							
a	Commercial and non-commercial flights per sector per PAX (not payable if only staying one night; ie transiting)	TBD	\$ 21.90	4	I	Exempt	As per Contract - to be determined (TBD) from June'20 quarter CPI.	
4	Electricity Fees and Charges							
a	Domestic							
i	Network Charge per kWh	\$ 0.2313	\$ 0.2263	4	I	Taxable	March to March cpi 2.2%	
ii	First 800 kWh	\$ 0.2479	\$ 0.2426	4	I	Taxable	March to March cpi 2.2%	
iii	Next 400 kWh	\$ 0.2701	\$ 0.2643	4	I	Taxable	March to March cpi 2.2%	
iv	Next 800 kWh	\$ 0.3668	\$ 0.3589	4	I	Taxable	March to March cpi 2.2%	
v	Above 2,000 kWh	\$ 0.4586	\$ 0.4487	4	I	Taxable	March to March cpi 2.2%	
vi	Minimum Network Charge per Quarter	\$ 50.00	\$ 48.00	4	I	Taxable	March to March cpi 2.2%	
b	Commercial							
i	Network Charge per kWh	\$ 0.2313	\$ 0.2263	4	I	Taxable	March to March cpi 2.2%	
ii	First 1,500 kWh	\$ 0.2800	\$ 0.2739	4	I	Taxable	March to March cpi 2.2%	
iii	Next 1,000 kWh	\$ 0.3781	\$ 0.3699	4	I	Taxable	March to March cpi 2.2%	
iv	Next 1,000 kWh	\$ 0.4901	\$ 0.4795	4	I	Taxable	March to March cpi 2.2%	
v	Above 3,500 kWh	\$ 0.6442	\$ 0.6303	4	I	Taxable	March to March cpi 2.2%	
vi	Minimum Network Charge per Quarter	\$ 61.00	\$ 59.00	4	I	Taxable	March to March cpi 2.2%	
c	Electric Vehicle Charging Points							
i	Network Charge per kWh	\$ 0.2132	\$ 0.2085	4	I	Taxable	March to March cpi 2.2%	
ii	First 1,500 kWh	\$ 0.2571	\$ 0.2515	4	I	Taxable	March to March cpi 2.2%	
iii	Next 1,000 kWh	\$ 0.3469	\$ 0.3394	4	I	Taxable	March to March cpi 2.2%	
iv	Next 1,000 kWh	\$ 0.4497	\$ 0.4400	4	I	Taxable	March to March cpi 2.2%	
v	Above 3,500 kWh	\$ 0.5909	\$ 0.5781	4	I	Taxable	March to March cpi 2.2%	
vi	Minimum Network Charge per Quarter	\$ 61.00	\$ 59.00	4	I	Taxable	March to March cpi 2.2%	
d	Service Connection Fee							
i	Domestic \ Residential New Single Phase Service Connection \ Meter	\$ 1,396.00	\$ 1,365.00	4	I	Taxable	March to March cpi 2.2%	
ii	Commercial New Single Phase Service Connection \ Meter	\$ 2,504.00	\$ 2,450.00	4	I	Taxable	March to March cpi 2.2%	
iii	New Three Phase Service Connection \ Meter. Minimum cost of (i) or (ii) plus additional material costs.	(i) or (ii) Plus any additional material costs	(i) or (ii) Plus any additional material costs	4	I	Taxable		
e	Unscheduled Meter Reading	\$ 60.00	\$ 58.00	4	H	Taxable		
f	Meter check (2nd in 12 month period)	\$ 153.00	\$ 149.00	4	H	Taxable	Cost Recovery	
g	Callout Senior Electrical Officer	\$ 357.00	\$ 349.00	4	H	Taxable	Cost recovery for consumer service related callout.	
h	Electrician (per hour, GST incl)	\$ 102.00	\$ 99.00	4	H	Taxable		
i	Electricity network upgrade/modification for new and upgraded customer services	Quote on request	Quote on request	4	H	Taxable	Quote on request for new or upgraded connection	
5	Waste Charges							
a	Domestic Waste Management (per annum)							
i	Private Households - Standard Service (105 litres per week)	\$ 548.00	\$ 460.00	4	H	Taxable	Rates based on review of last 5 years rates.	
ii	Pensioners - Standard Service	\$ 274.00	\$ 230.00	3	G	Taxable		
iii	Business Waste - Standard Service	\$ 110.00	\$ 93.00	4	H	Taxable		
iv	Waste Transfer Levy - Domestic	\$ 111.00	\$ 94.00	4	H	Taxable		
v	Waste Transfer Levy - Business	\$ 15.00	\$ 13.00	4	H	Taxable		
vi	Waste Transfer Levy - Pensioner	\$ 55.50	\$ 47.00	3	G	Taxable		
b	Commercial Waste Management							
i	Large Business, Restaurant & Accommodation establishment (per unit)	\$ 1,006.7	\$ 0.8604	4	H	Taxable		
ii	Minimum Access Charge (per annum)	\$ 110.00	\$ 93.00	4	H	Taxable		
iii	Waste Transfer Levy (per unit)	\$ 0.2960	\$ 0.2530	4	H	Taxable		
c	All other waste as per separate schedule							

BUSINESS UNIT		FEES AND CHARGES					FINANCIAL YEAR	
INFRASTRUCTURE & ENGINEERING SERVICES							2020/2021	
No.	Description	Fee / Charge 2020/21 \$	Fee / Charge 2019/20 \$	Pricing Structure	Service Category	GST Applied (Y or N)	Comments	
6	Wharfage							
a	General Freight							
i	Inbound Per Tonne / m3 (minimum \$2.00 per individual consignment)	\$ 72.00	\$ 70.00	4	I	Taxable		
ii	Outbound Per Tonne / m3 (excluding Waste Removal)	\$ 14.00	\$ 13.00	4	I	Taxable		
b	Motor Vehicles							
i	Small Car (up to 1.154 tonne kerb weight)	\$ 103.00	\$ 100.00	3	F	Taxable		
ii	Medium Car (up to 2 tonnes kerb weight)	\$ 154.00	\$ 150.00	3	F	Taxable		
iii	Large Car / Truck (over 2 tonnes kerb weight)	\$ 245.00	\$ 239.00	3	F	Taxable		
iv	Vehicle returned to mainland for repair	50% of eastbound wharfage	50% of eastbound wharfage	3	F	Various		
c	Motor Cycles	\$ 38.00	\$ 37.00	3	F	Taxable		
d	Concessional Charges							
i	Water / Septic Tank - per 1,000 gallon	\$ 20.00	\$ 19.00	4	H	Taxable		
ii	Road Base, gravel, pallets pavers / bricks - per tonne	\$ 52.00	\$ 50.00	4	H	Taxable		
iii	Insulwool / Insulation - per cubic metre	\$ 41.00	\$ 40.00	4	H	Taxable		
iv	Solar Hot Water Systems - per cubic metre	\$ 52.00	\$ 50.00	4	H	Taxable		
v	PVC Piping - per cubic metre	\$ 52.00	\$ 50.00	4	H	Taxable		
vi	Solar Panels - per cubic metre	\$ 52.00	\$ 50.00	4	H	Taxable		
vii	Boats - with trailer - per metre length	\$ 49.00	\$ 47.00	4	H	Taxable		
viii	Livestock - with float - per metre length	\$ 49.00	\$ 47.00	4	H	Taxable		
ix	Box trailer - per metre length	\$ 26.00	\$ 25.00	4	H	Taxable		
e	Australia Post							
i	Inbound - per kilogram	\$ 0.63	\$ 0.62	3	G	Taxable		
ii	Outbound - per kilogram	\$ 0.10	\$ 0.09	3	G	Taxable		
7	Funeral Expenses							
a	With Coffin	\$ 2,075.00	\$ 1,886.00	4	H	Taxable	Cost Recovery	
b	Without Coffin	\$ 1,452.00	\$ 1,320.00	4	H	Taxable		
8	Jetty Fees - Commercial Vessels							
a	LHI Commercial Vessels	\$ 791.00	\$ 773.00	5	K	Taxable		
b	Overnight Berthing - excluding vessles carrying out stevedoring activities	\$ 117.00	\$ 114.00	6	M	Taxable		
10	Community Hall Hire							
a	Main (includes Annex, Meeting & Kitchen)	\$ 280.00	\$ 263.00	4	H	Taxable	Per Day - Week Rate negotiable	
b	Meeting, Annex & Kitchen only	\$ 170.00	\$ 158.00	4	H	Taxable	Per Day	
c	Community or fundraising event with CEO approval	Free of charge	Free of charge	2	B	N/A		
d	P & C Historical Movies	Free of charge	Free of charge	2	B	N/A		
e	P & C Film Nights	\$ 45.00	\$ 44.00	3	G	Taxable		
f	Other P & C functions	\$ 58.00	\$ 57.00	3	G	Taxable		
g	Cleaning Fee - minimum	\$ 120.00	\$ 113.00	4	H	Taxable	Per Event	
h	Cleaning Fee after major function (a or b)	Cost Recovery	Cost Recovery	4	J	Taxable	Per Event	

LORD HOWE ISLAND BOARD
Aircraft Landing Charges - Non Repeat
Effective 1 July 2020

Minimum charge is \$30.00 per tonne per occasion plus \$40.00 administration charge where payment is made by account. Tie down\parking fees for transient aircraft is \$26.00 per night. A one off Enviromental Levy is charged per person if staying for more than one night.

No.		Description	Aircraft	TOW	Fee/ Charge GST Inc	
					2020/21 \$	2019/20 \$
1	a	BEEHCRAFT 23	Musketeer	1247	\$ 39.00	\$ 35.00
	b	BEEHCRAFT 24		1247	\$ 39.00	\$ 35.00
	c	BEEHCRAFT 33	Bonanza	1542	\$ 47.00	\$ 42.00
	d	BEEHCRAFT 35		1542	\$ 47.00	\$ 42.00
	e	BEEHCRAFT 36		1633	\$ 49.00	\$ 44.00
	f	BEEHCRAFT 55/58	Baron	2449	\$ 74.00	\$ 67.00
	g	BEEHCRAFT 60	Duke	3073	\$ 92.00	\$ 83.00
	h	BEEHCRAFT 65		3719	\$ 109.00	\$ 99.00
	i	BEEHCRAFT 90	King Air	4377	\$ 130.00	\$ 118.00
	j	BEEHCRAFT 95		2404	\$ 73.00	\$ 66.00
	k	BEEHCRAFT 100		5352	\$ 157.00	\$ 142.00
	l	BEEHCRAFT 200	Super King Air	5700	\$ 167.00	\$ 151.00
	2	a	BRITNORM BN2		2850	\$ 85.00
3	a	CASA C212		7700	\$ 225.00	\$ 204.00
4	a	CESSNA 152	Aerobat	757	\$ 31.00	\$ 28.00
	b	CESSNA 172	Skyhawk	1157	\$ 36.00	\$ 32.00
	c	CESSNA 175		1066	\$ 33.00	\$ 30.00
	d	CESSNA 180		1270	\$ 39.00	\$ 35.00
	e	CESSNA 182	Skylane	1338	\$ 44.00	\$ 37.00
	f	CESSNA 185		1519	\$ 46.00	\$ 41.00
	g	CESSNA 188	Agwagon	1814	\$ 54.00	\$ 49.00
	h	CESSNA 190		1516	\$ 46.00	\$ 41.00
	i	CESSNA 206	Super Skylane	1633	\$ 49.00	\$ 44.00
	j	CESSNA 207	Stationair	1633	\$ 49.00	\$ 44.00
	k	CESSNA 208		3629	\$ 107.00	\$ 97.00
	l	CESSNA 210	Centurion	1997	\$ 61.00	\$ 55.00
	m	CESSNA 310	Air Link	2494	\$ 75.00	\$ 68.00
	n	CESSNA 402	Businessliner	2860	\$ 85.00	\$ 77.00
	o	CESSNA 404	Titan	3832	\$ 113.00	\$ 102.00
	p	CESSNA 421	Golden Eagle	3288	\$ 98.00	\$ 89.00
	q	CESSNA 425		3720	\$ 109.00	\$ 99.00
r	CESSNA 441	Conquest	4468	\$ 132.00	\$ 120.00	
s	CESSNA 550	Citation	6037	\$ 178.00	\$ 161.00	

No.		Description	Aircraft	TOW	2020/21 \$	2019/20 \$
5	a	CIRRUS DESIGN SR22		1530	\$ 70.00	\$ 63.00
6	a	DOUGLAS DC3		14100	\$ 412.00	\$ 374.00
7	a	DE HAVILLAND DHC4	Caribou	12900	\$ 377.00	\$ 342.00
	b	DE HAVILLAND DHC8	Dash 8	15650	\$ 457.00	\$ 415.00
8	a	GRUMMAN GI64	Super Ag-Cat	3856	\$ 113.00	\$ 102.00
9	a	MAULE M4		1043	\$ 33.00	\$ 30.00
10	a	MITSUBISHI MU2B		4899	\$ 145.00	\$ 131.00
11	a	MOONEY M20		1315	\$ 40.00	\$ 36.00
12	a	PIEL 100		658	\$ 31.00	\$ 28.00
13	a	PILATUS PORTER		2500	\$ 75.00	\$ 68.00
14	a	PIPER PA18	Super Cub	939	\$ 31.00	\$ 28.00
	b	PIPER PA22		907	\$ 31.00	\$ 28.00
	c	PIPER PA23	Aztec	2359	\$ 71.00	\$ 64.00
	d	PIPER PA24	Comanche	1452	\$ 44.00	\$ 40.00
	e	PIPER PA25	Pawnee	1315	\$ 40.00	\$ 36.00
	f	PIPER PA28	Cherokee	1542	\$ 47.00	\$ 42.00
	g	PIPER PA30	Twin Comanche	1690	\$ 51.00	\$ 46.00
	h	PIPER PA31	Navajo/Chieftain	3538	\$ 105.00	\$ 95.00
	i	PIPER PA32	Cherokee Lance	1542	\$ 47.00	\$ 42.00
	j	PIPER PA34		2072	\$ 63.00	\$ 57.00
	k	PIPER PA36		1769	\$ 53.00	\$ 48.00
	l	PIPER PA38		757	\$ 31.00	\$ 28.00
	m	PIPER PA44		1723	\$ 52.00	\$ 47.00
	n	PIPER PA60	Aerostar	2721	\$ 82.00	\$ 74.00
15	a	ROCKWELL 114		1424	\$ 43.00	\$ 39.00
	b	ROCKWELL 500	Aero Commander	3357	\$ 99.00	\$ 90.00
	c	ROCKWELL 690		4649	\$ 138.00	\$ 125.00

LORD HOWE ISLAND BOARD
Waste Charges - All Other Waste
Effective 1 July 2020

No.	Description		Fee / Charge 2020/21 \$	Fee / Charge 2019/20 \$	Comments
1	Miscellaneous Demolition and Building Waste (Non Recyclable)				
a	Miscellaneous, Building and Demolition Waste	M ³	\$ 371.00	\$ 346.00	Minimum charge \$10.00
b	Clean Bricks / Concrete Rubble	M ³	\$ 294.00	\$ 267.00	Minimum charge \$10.00
2	Non Recyclable Materials				
a	Mattress				
i	Single	Each	\$ 35.00	\$ 32.00	
ii	Double	Each	\$ 54.00	\$ 49.00	
b	Lounge chair				
i	Single	Each	\$ 18.00	\$ 16.00	
ii	Double	Each	\$ 30.00	\$ 27.00	
c	Single chair (eg. Dining, Plastic)	Each	\$ 11.00	\$ 10.00	
ii	Office chair	Each	\$ 17.00	\$ 15.00	
d	E-waste - TV, Computer monitor, Fax, Printer, Stereo, Microwave etc.	Each	\$ 18.00	\$ 16.00	
ii	Vacuum cleaner	Each	\$ 17.00	\$ 15.00	
e	Paint		Free	Free	
f	Chemicals		Free	Free	
g	Toilet bowl, Cistern, Basin, Surf board	Each	\$ 18.00	\$ 16.00	
ii	Windsurfer board	Each	\$ 29.00	\$ 26.00	
3	Recyclable Materials				
a	Scrap metal	M ³	\$ 205.00	\$ 186.00	Minimum charge \$10.00
b	Push bike; exercise bike and equipment	Each	\$ 18.00	\$ 16.00	
c	BBQ, TV Dish, Wheelbarrow, Kitchen sink, water pump	Each	\$ 18.00	\$ 16.00	
d	Fuel drum - 200L	Each	\$ 18.00	\$ 16.00	
e	Gas bottle				
i	Small	Each	\$ 18.00	\$ 16.00	
ii	Large	Each	\$ 30.00	\$ 27.00	
f	Fridge/Freezer				
i	Small (Includes De-gas)	Each	\$ 60.00	\$ 54.00	
ii	Large (Includes De-gas)	Each	\$ 82.00	\$ 74.00	
iii	Commercial (including de-gas)	Each	\$ 117.00	\$ 106.00	
g	Washing machine, Stove, Oven, Dishwasher	Each	\$ 36.00	\$ 32.00	
h	Lawn mower				
i	Push lawn mower	Each	\$ 18.00	\$ 16.00	
ii	Ride-on lawn mower	Each	POA	POA	
i	Alluminium sliding door or window measured as B/waste	M ³	\$ 381.00	\$ 346.00	See Demolition and Building waste fee.
ii	Alluminium sliding door or window - separated for recycling by owner	Each	\$ 17.00	\$ 15.00	
j	Hot water tank	Each	\$ 48.00	\$ 43.00	
k	Solar hot water panel	Each	\$ 18.00	\$ 16.00	
l	Engine oil		Free	Free	
m	Tyres	Each	\$ 20.00	\$ 18.00	
n	Battery - car, truck or boat	Each	\$ 19.00	\$ 17.00	
o	Vehicles and motor cycles		Not accepted	Not accepted	Must be removed from the island by the owner.
p	Boats, Boat trailers and Boat motors		POA	POA	
q	Septic wastewater acceptance	Each 500L load	\$ 68.00	\$ 61.00	
r	Grease trap wastewater acceptance	0 - 100L	\$ 28.00	\$ 61.00	
		101L - 1000L	\$ 48.00		
		1001 - 1800L (per load)	\$ 68.00		
s	Emergency wastewater or greasetrap pumpout acceptance	Each 500L load	\$ 440.00	\$ 400.00	Less than 3 business days notice to WMF of need for pumpout.

Lord Howe Island Board

Plant and Equipment Hire Rates

Effective 1 July 2020

Plant and Equipment hire is subject to the hirer entering into an 'Agreement For Hire of Plant & Equipment' with the Lord Howe Island Board. Terms and conditions of hire are strictly as per the Agreement.

Rates include insurance, a standard excess amount of \$300 will apply if Plant or Equipment is damaged by the hirer.

Rates include fuel.

The operation of vehicles and some plant requires appropriate licencing or WorkCover certification. The hirer must provide evidence that the operator has the relevant licence/certification or experience. If the hirer cannot provide a suitably qualified operator the Board may, if available, provide an operator at the rates identified below.

The sale of water is subject to availability.

Hire of items not included in the schedule will be at the discretion of the Manager Infrastructure and Engineering Services.

WorkCover regulations require an electrical inspection fee of \$20 on any electrical equipment before and after hire.

THE BOARD RESERVES THE RIGHT TO REFUSE HIRE.

No.	Item	Hourly Price incl GST 2020/21	Daily Price incl GST 2020/21	Minimum Hire (Hours)	Minimum Cost 2020/21	Comments
1	Vehicles	2.20%				
	a Tip Truck 4.5 tonne	\$ 79.00	\$ 632.00	1	\$ 79.00	Class LR licence required
	b Utility Vehicle	\$ 36.00	\$ 288.00	2	\$ 72.00	Class C licence required
2	Plant					
	a Backhoe (FEL)	\$ 117.00	\$ 936.00	1	\$ 117.00	Competent operator with minimum Driver Licence
	b Telehandler	\$ 95.00	\$ 760.00	1	\$ 95.00	Competent operator with minimum Driver Licence
	c Roller (Steel)	\$ 66.00	\$ 528.00	1	\$ 66.00	Competent operator with minimum Driver Licence
	d Roller (Multi-tyre)	\$ 78.00	\$ 624.00	1	\$ 78.00	Competent operator with minimum Driver Licence
	e Trencher	\$ 89.00	\$ 712.00	1	\$ 89.00	Competent operator with minimum Driver Licence
	f Tractor	\$ 95.00	\$ 760.00	1	\$ 95.00	Competent operator with minimum Driver Licence
	g Bobcat	\$ 78.00	\$ 624.00	1	\$ 78.00	Competent operator with minimum Driver Licence. Bucket only. Other attachments extra cost.
	h Out-front ride on mower	\$ 48.00	\$ 384.00	1	\$ 48.00	Competent operator with minimum Driver Licence
	i Small front end loader	\$ 48.00	\$ 384.00	1	\$ 48.00	Competent operator with minimum Driver Licence
3	Personnel					
	a Plant Operator (incl GST)	\$ 101.00	\$ 808.00	1	\$ 101.00	
	b Mechanic (incl GST)	\$ 101.00	\$ 808.00	1	\$ 101.00	
	c Labour (incl truck driver) (incl GST)	\$ 65.00	\$ 520.00	1	\$ 65.00	
4	Equipment					
	a Concrete Mixer (Small)	\$ 20.00	\$ 160.00	2	\$ 40.00	Plus electrical inspection fee \$20.00.
	b Concrete Mixer (Large)	\$ 20.00	\$ 160.00	2	\$ 40.00	Price includes delivery. Requires tractor to operate. Add price of tractor to derive total cost.
	c Concrete Vibrator	\$ 20.00	\$ 160.00	2	\$ 40.00	
	d Concrete Saw	\$ 20.00	\$ 160.00	2	\$ 40.00	Blade not included. May be purchased from LHIB.
	e Jackhammer	\$ 20.00	\$ 160.00	2	\$ 40.00	Plus electrical inspection fee \$20.00.
	f Generator: 3.3kVa	\$ 20.00	\$ 160.00	2	\$ 40.00	
	g Generator: 6.5 kVa	\$ 36.00	\$ 288.00	2	\$ 72.00	
	h VP Compactor	\$ 20.00	\$ 160.00	2	\$ 40.00	
	i Welder - Essiti stick		\$ 137.00	N/A	\$ 137.00	Plus electrical inspection fee \$20.00. Sticks not included.
	j Hot water pressure cleaner	\$ 36.00	\$ 288.00	2	\$ 72.00	Plus electrical inspection fee \$20.00.
	k Powered auger	\$ 26.00	\$ 208.00	2	\$ 52.00	
	l Whipper Snipper	\$ 20.00	\$ 160.00	2	\$ 40.00	
	m Pole Saw	\$ 20.00	\$ 160.00	2	\$ 40.00	
n Chainsaws	\$ 20.00	\$ 160.00	2	\$ 40.00		
o Lawnmower (22 inch)	\$ 20.00	\$ 160.00	2	\$ 40.00		
p Hedge Trimmer	\$ 20.00	\$ 160.00	2	\$ 40.00		
5	Miscellaneous Plant					
	a Trestle Table		\$ 17.00	N/A	\$ 17.00	
	b Ladder		\$ 21.00	N/A	\$ 21.00	
	c Trestles (pair)		\$ 21.00	N/A	\$ 21.00	

d	Scaffolding		\$ 36.00	N/A	\$ 36.00	Price includes delivery and pickup but not the waste in the skip.
e	Painters Plank		\$ 12.00	N/A	\$ 12.00	
f	Waste Skip		\$ 114.00	N/A	\$ 114.00	

No.	Item	Hourly Price incl GST 2020/21	Daily Price incl GST 2020/21	Minimum Hire (Hours)	Minimum Cost 2020/21	Comments	
6	Water						
	a	Potable Water (1000 Litres). First purchase.			1000 L	\$ 20.00	Supply only. Excludes delivery.
	(i)	Potable Water (1000 Litres). Second purchase.			1000 L	\$ 38.00	Supply only. Excludes delivery.
	(ii)	Potable Water (1000 Litres). Third purchase.			1000 L	\$ 58.00	Supply only. Excludes delivery.
	(iii)	Potable Water (1000 Litres). Fourth and subsequent purchases.			1000 L	\$ 76.00	Supply only. Excludes delivery.
	(iv)	Delivery (normal working hours).			3000L	\$ 177.00	Up to 3,000L.
	(v)	Delivery (weekends and public holidays).			3000L	\$ 236.00	Up to 3,000L.
	b	Non-Potable Water (1,000 Litres). First purchase.			1000L	\$ 9.00	Supply only. Excludes delivery.
	(i)	Non-Potable Water (1,000 Litres). Second purchase.			1000L	\$ 16.00	Supply only. Excludes delivery.
	(ii)	Non-Potable Water (1,000 Litres). Third purchase.			1000L	\$ 23.00	Supply only. Excludes delivery.
	(iii)	Non-Potable Water (1,000 Litres). Fourth and subsequent purchases.			1000L	\$ 23.00	Supply only. Excludes delivery.
	(iv)	Delivery (normal working hours).			3000L	\$ 177.00	Up to 3,000L.
	(v)	Delivery (weekends and public holidays).			3000L	\$ 236.00	Up to 3,000L.
	7	Other					
	a	Delivery				\$ 37.00	Delivery of plant or equipment when not included in price.
8	Fee for Service Items					The hourly rate is indicative of plant cost only. The quotation will include the cost of LHIB operator/s and other associated costs.	
	a	Vermeer Brush Chipper	\$ 125.00		1	\$ 125.00	Fee for service - request a quote. Two competent and LHIB inducted operators.
	b	Traxcavator	\$ 178.00		1	\$ 178.00	Fee for service - request a quote.
	c	Excavator	\$ 169.00		1	\$ 169.00	Fee for service - request a quote.
	d	Grader	\$ 141.00		1	\$ 141.00	Fee for service - request a quote.
	e	Crane	\$ 276.00		1	\$ 276.00	Fee for service - request a quote.

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

Since the April 2020 Board meeting, no owner's consent applications complied with the above requirements and were determined by the CEO.

RECOMMENDATION

The report is submitted to the Board for information.

Prepared: Belinda Panckhurst, Administration Officer

Endorsed: Peter Adams, Chief Executive Officer

Board Meeting: May 2020	Agenda Number: 8 (ii)	Record Number: ED20/4300
--------------------------------	------------------------------	---------------------------------

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

Since the April 2020 Board meeting, no development applications complied with the above requirements and were determined by the CEO.

RECOMMENDATION

The report is submitted to the Board for information.

Prepared: Belinda Panckhurst, Administration Officer

Endorsed: Peter Adams, Chief Executive Officer

LORD HOWE ISLAND BOARD

Business Paper

OPEN SESSION

Supplementary Planning Assessment Report

ITEM

OC 2020.02 and DA 2020.05 for New Operations Centre - LHI Marine Rescue at Unidentified Crown Land Reserve No.12, Lagoon Road, Lord Howe Island.

RECOMMENDATIONS

1. That application for 'Owner Consent' OC 2020.02 for a New Operations Centre - LHI Marine Rescue at Unidentified Crown Land Reserve No.12, Lagoon Road, Lord Howe Island, is approved.
2. That Development Application DA 2020.05 for a New Operations Centre - LHI Marine Rescue at Unidentified Crown Land Reserve No.12, Lagoon Road, Lord Howe Island, be approved subject to the amended conditions and advisory notes listed at the end of the report.

HISTORY

As LHIB members will recall the subject OC 2020.02 and DA 2020.05 were reported to the April 2020 LHIB meeting as item 8(vi) on that meeting agenda. The adopted minutes for this item are the following:

8(vi) New shed for use as A Marine Rescue NSW Operations Room and Boat Store – DA2020.05

It was moved by GC and seconded by TT that the Board approve the revised recommendation:

1. *Determination of OC and DA 2020.05 is deferred subject to Marine Rescue providing the outcomes of consultation with Birdon regarding the location and impact of the proposed development on Birdon operations and the overall operation of the precinct and that the proposed DA conditions be amended to ensure continued access for users.*
2. *Following the provision of this information that the Board expedite the determination of the DA.*

The Board adopted the motion with a vote 6/1 with CW dissenting.

DISCUSSION

In response to the above, NSW Marine Rescue has consulted with Birdon Marine on the options for the relocation of the IBC and truck storage that will be displaced by the Marine Rescue proposal. Peter Besseling at Birdon has advised satisfaction with 3 of 4 location options discussed, with LHIB admin supporting a location to the north west of the combined LHIB/ RMS and Marine Parks Shed between it and the boat trailer storage area.

In regards to general operation of the wharf precinct, NSW Marine Rescue has provided the following additional comments:

Boat ramp use: The MRNSW LHI unit would at most deploy a small tender inflatable and then remove the trailer back to the shed. This process would take only minutes with a subsequent retrieval taking the same. I cannot envisage any situation which would require MR to 'tie up' the boat ramp or parking areas.

Interaction with Birdon: At most during a ship weekend there would be a reasonable expectation there would be 2-4 members using the proposed building. 2 would be performing radio communications and 2 preparing to train either on or off water. These activities would be contained within the proposed building so I cannot imagine a situation where MR would cause access issues to Birdon during unloading operations. I have spoken to the island stevedore who cannot identify any conflict between the unloading operation and the Marine Rescue unit.

The above is considered to have addressed the potential impacts regarding the relocation of the IBCs and truck storage and the effect of the proposed Marine Rescue proposal on the wharf operations in the area. All three relevant parties - Birdon Marine, NSW Marine Rescue and LHIB administration have indicated they do not hold any remaining concerns on the above.

As a consequence, the original recommendation for approval (to the May LHIB meeting) is made with one amendment to proposed condition No. 9 to read as follows:

9. Access, Transport and Traffic

Marine Rescue NSW shall organise for the relocation of the existing ICB and truck storage (currently occurring within the proposed footprint of the Marine Rescue Operations Centre) to the north west of the combined LHIB/ RMS and Marine Parks Shed (consultation location No. 2) to the satisfaction of Birdon Marine and the LHIB.

RECOMMENDATIONS

Owners Consent and Development Consent Recommendation (Conditional Approval)

1. That application for 'Owner Consent' OC 2020.02 for a New Operations Centre - LHI Marine Rescue at Unidentified Crown Land Reserve No.12, Lagoon Road, Lord Howe Island, is approved.
2. That Development Application DA 2020.05 for a New Operations Centre - LHI Marine Rescue at Unidentified Crown Land Reserve No.12, Lagoon Road, Lord Howe Island, be approved subject to the amended conditions and advisory notes listed at the end of the report.

1. Approved Plans and Supporting Documentation

The development is to be carried out in accordance with the plans and documentation provided with OC 2020-02 and DA 2020-05 as listed below and endorsed with the Lord Howe Island Board's stamp, except where amended by the conditions of this consent. To the extent of any inconsistency between the plans and conditions of consent, the imposed conditions of consent are to prevail.

- a) Completed OC and DA Forms prepared by Mr Stacey Tannos ESM/Commissioner dated 23/10/2019 and 18/12/2019 respectively.
- b) Statement of Environmental Effects prepared by Mr Stacey Tannos, Marine Rescue NSW, dated 17/12/2019.
- c) Site Plan (A001, Rev. 4), Roof Plan (A003, Rev 3), Elevations (A004, Rev 3), Sections (A005, Rev 3), Schedule (A006, Rev. 3), Area Plan (A007, Rev. 3), 3D Interior View 1 (A008, Rev. 3), 3D Interior View 2 (A009, Rev.2). Drawings prepared by McFadyen Architects and Johnston Blair Studio, Job No. 712, Phase DD, dated 17/12/2019.
- d) Floor Plan (A002, Rev. 5). Drawing prepared by Johnston Blair Studio and McFadyen Architects, Job No. 712, Phase DD, dated 24/01/2020.

Reason: To ensure the development is carried out in accordance with the details submitted in the DA.

2. Construction Certificate

- a) The applicant is required to apply for a Construction Certificate for the proposed works. No works can commence until a valid Construction Certificate for the works has been issued.
- b) All construction work is to be carried out and completed in accordance with the National Construction Code (NCC)/ Building Code of Australia (BCA).
- c) If the applicant is proposing a Performance Solution or a Deemed-to-Satisfy Solution for any requirements of the NCC, the relevant Performance Requirements must be determined in accordance with A2.2 and A2.3 of the NCC 2019 BCA Vol 1. A report outlining any proposed Performance Solutions must be compiled by an appropriate person and submitted with the application for a Construction Certificate.
- d) The construction and structural engineering plans submitted with the Construction Certificate are to be amended to reflect the pier and floating slab design required elsewhere in these conditions (ref: Ecological).
- e) Prior to the issuing of a Construction Certificate the applicant is to provide detailed structural engineering plans for the development works. 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.
- f) Prior to issuing of a Construction Certificate the applicant is to provide evidence of payment of a Long Service Levy as per section 34 of the Building and Construction Industry Long Service Payments Act 1986.
- g) Prior to the issuing of a Construction Certificate the applicant is to ensure compliance is achieved with any/all conditions imposed by the Board as part the Development Application approval process and to ensure the Construction Certificate plans align with the approved Development Application plans and these conditions.
- h) The construction and structural engineering plans submitted with the Construction Certificate shall be amended to show a minimum gap of 500mm between the roof overhang (gutters) of each building to allow space for Board staff to perform (safely & unencumbered) current and future maintenance tasks on the existing shed.

The above distance between the buildings at ground level must be of a distance to:

- i. Maintain the drainage channel beside the existing shed and not impede ongoing maintenance of the drainage channel.
- ii. Ensure any excavation for the new shed footings does not interfere with the footings of the existing shed – i.e. zone of influence is not compromised.
- iii. Allow safe ladder use for access to roof and gutter as per Safe Work Australia Codes of Practice and the like.

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

3. Access for People with a Disability

If the development is approved the applicant is to ensure compliance with the Disability (Access to Premises – Buildings) Standards 2010 (DS) and the National Construction Code (NCC). Compliance includes, but not limited to:

- Access to and within all areas of the building
- Doorway widths and facilities for personal hygiene

Reason: To ensure compliance with Disability Standards and the NCC

4. Fire Safety

- a) The applicant is to ensure that fire-fighting equipment is installed as per the requirements of the NCC for a Class 7b building and the intended use.
- b) The applicant is then to ensure that an Annual Fire Safety Statement for the Marine Rescue NSW is supplied to the Board as a record of the functionality and ongoing maintenance of any fire safety measures installed.
- c) All required Portable Fire Extinguishers are to be located in a conspicuous and readily accessible position with their location indicated by placement of a fire extinguisher location sign as per AS2444-2001.

Reason: To ensure the resulting development is fire safe.

5. Water

- a) Connection of the proposed Marine Rescue NSW Operations Centre to the existing LHIB potable water system is not supported. This includes roof run-off into water tanks and connecting to the potable water plumbing to service the use within the centre.
- b) Marine Rescue NSW is to install a dedicated water tank to service the new Operations Centre and which is to be in place and operational prior to issue of an occupation certificate to the satisfaction of the LHIB. There is room for a water tank to left of the shed (as seen from the road). Based upon the advised occupancy (2-3 people 2 days a week) it is not anticipated that a large water tank would be required.
- c) All waterproofing of wet areas, is to be certified by an appropriate person. The certification must be provided to the Board before any Occupancy Certificate for the building can be issued.
- d) All plumbing work, is to be undertaken by a licensed plumber.

Reason: To ensure the resultant development is adequately serviced by the required utilities

6. Wastewater

- a) The proposed occupancy of the proposal has been assessed (see ED20/742.02 – 2 to 3 people on weekends) and the anticipated additional hydraulic load to be treated by the wastewater system has been calculated, to not exceed the existing LHIB system's capacity.
- b) On the basis of a service agreement being entered into with the LHIB, approval is granted for the Marine Rescue NSW Operations Centre to connect to the LHIB wastewater treatment system. The service agreement would outline costs associated with connection, servicing, electricity use, maintenance and the like.

Reason: To ensure the resultant development is adequately serviced by the required utilities

7. Waste Management

- a) Any waste generated from the development is to be contained within the site and then be recycled or disposed of at the authorised waste treatment facility on the Island. This excludes asbestos waste, which is the responsibility of the applicant to remove from the Island.
- b) 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) The applicant is advised that 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.

8. Relocation of Existing Services

- a) Marine Rescue NSW will be required, at their expense, to move the existing underground services from under the footprint of the building (– electricity, potable water & wastewater). The Board must be satisfied that the relocation of the moved services will not in turn impact on other services or impede existing uses of the area. No services are to be moved without the Board's prior approval.
- b) Marine Rescue NSW must ensure the wastewater pipe is moved in a manner that maintains a suitable radius from the treatment system to ensure even flow of the effluent and that does not create choke points.

The above shall be confirmed on the plans and details submitted with the Construction Certificate.

Reason: To ensure the resulting development does not detrimentally impact on existing services

9. Access, Transport and Traffic

Marine Rescue NSW shall organise for the relocation of the existing ICB and truck storage (currently occurring within the proposed footprint of the Marine Rescue Operations Centre) to the north west of the combined LHIB/ RMS and Marine Parks Shed (consultation location No. 2) to the satisfaction of Birdon Marine and the LHIB.

10. Construction and Demolition

- a) 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:
 - i. A programme for the works including indicative time frames for different

- activities including inspection points
 - ii. Strategies for protecting the existing services (water, wastewater and electricity) located within the footprint of the proposed building.
 - iii. A waste management plan detailing how all building waste will be managed. This plan will include waste types and quantities in m³.
 - iv. If the intent is for the waste to be disposed of through the Waste Management Facility the plan shall detail discussion with the Waste Management Facility Coordinator.
 - v. A site plan showing material storage areas, stockpile areas – waste and construction materials - and any erosion protection measures to be implemented.
 - vi. A plan outlining how construction works will avoid conflict and disruption with ship unloading, delivery and back-loading operations. This plan is to include evidence of discussion with Birdon P/L personnel and their satisfaction that the construction will not adversely disrupt the shipping operations or increase risk of injury to workers and other site personnel.
- b) No excavation to be carried out until the site is inspected by the LHIB Senior Electrical Officer, ie. 'dial before you dig'.
 - c) All electrical work required must be carried out by a licensed electrician and an Electrical Compliance Certificate issued by the Board. The certification must be provided to the Board before any Occupation Certificate for the building can be issued.
 - d) All works are to be undertaken in accordance with all conditions of consent.
 - e) Pre-commencement meeting to be arranged with the Builder/Contractor and Board Personnel prior to any work commencing on the site. This meeting will constitute the pre- commencement and site set out inspection detailed below.
 - f) The applicant is to ensure all Inspections are undertaken.

Reason: To ensure that construction activities are carried out in safe and competent manner and in compliance with the relevant standards.

11. Electrical

- a) At present there is no electrical supply to this site. In order for the proposed customer electrical installation to proceed the following works will need to be undertaken:
 - i. New 50 amp single phase underground consumer mains from DP 301 Lagoon Road (Jetty Shed).
 - ii. New meter box.

The customer is responsible for the installation of the new consumer mains.

- b) The works identified in 1 and 2 above are to be completed prior to any customer electrical installation works being undertaken.
- c) Existing underground electrical cables are to be clearly identified prior to any ground works.
- d) All electrical works must be completed by a licensed electrical contractor to AS/NZS 3000:2018
- e) A signed Compliance Certificate – Electrical Works must be issued to both the customer and LHIB within 7 days of completing all electrical works and prior to the new installation being permanently energized.
- f) Works must also comply with the current Lord Howe Island Electrical Service Rules.

Reason: To ensure appropriate electrical provision for the development, and works

undertaken in a safe manner.

12. Inspections

The Principal Certifying Authority shall determine the appropriate mandatory inspections to be completed and will require those inspections to be undertaken.

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

13. Construction Hours

All construction works 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 Sunday 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.

14. Ecological

- a) If any live LHI Gecko are detected during works they 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 Woodhens.
- b) To negate loss of habitat or disturbance to nesting White Terns a 1 metre long stub of the Norfolk Island Pine branch that needs pruning is to be left so that it can still be used as a nest site and to only prune the branch when the White Terns have left the island in winter.
- c) To reduce impacts to the Norfolk Island Pines roots, the NSW Marine Rescue Operations Centre shall be constructed on a floating slab on piers, which will be excavated with a high pressure water trencher to locate structural roots and ensure they are not disturbed or damaged when constructing the piers.

This amendment shall be detailed on the construction certificate building and structural engineering plans.

- d) All building materials and building activity are restricted to being stock piled on cleared open areas.

Reason: To protect the World Heritage ecological values of the Island

ADVICE TO APPLICANT:

Vehicle Registration

The operators of the proposed development shall ensure that all vehicles used in conjunction with the development at all times comply with the relevant NSW RMS registration and licencing requirements for operation on NSW Roads and NSW Waterways.

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 8.7 and 8.10 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 six months from the date of the consent. To determine the extent to which the consent is liable to lapse refer to Section 4.53 of the Act.

Recommended:	Recommended:
	
Peter Chapman Date: 14 May 2020 LHI Consultant Town Planner & Director All About Planning	Peter Adams Date: 15 May 2020 Chief Executive Officer Lord Howe Island Board

LORD HOWE ISLAND BOARD POLICY

TITLE	Mooring Management Policy		
DATE ADOPTED	March 2011	AGENDA ITEM	9 (iv) March 2011
CURRENT VERSION	March 2016	AGENDA ITEM	8 (ii) March 2016
REVIEW	5 years	FILE REFERENCE	PO0004 AM0016
ASSOCIATED LEGISLATION	<i>Lord Howe Island Act 1953</i> <i>Lord Howe Island Regulation 2014</i> <i>Threatened Species Conservation Act 1996</i> <i>Environmental Planning and Assessment Act 1979</i> <i>Marine Estate Management Act 2014</i>		
ASSOCIATED POLICIES	N/A		

1 Policy Overview

The Lord Howe Island Board (LHIB) has developed this policy to guide its management of moorings in the Lord Howe Island (LHI) lagoon, in accordance with the provisions of the Lord Howe Island Act 1953 and the Lord Howe Island Regulation 2014 (LHI Regulation).

The intent of the policy is to ensure that the use and operation of moorings in the lagoon is undertaken safely, effectively and equitably. The LHIB recognises that moorings in the lagoon and their effective management make a significant contribution to the economic, social and environmental values of the island. The LHIB, in adopting this policy, has made every endeavour to ensure that these values are protected and, where possible, enhanced.

In relation to the commercial use of Public Day Use Moorings, the LHIB has made provision for limited priority use by operators of specific moorings. The LHIB has done this to provide some surety and stability to operators, without creating a restricted or closed trading environment. Priority use will in no way confer or imply any exclusive use of any public recreation mooring by a commercial operator.

By agreement with the Marine Parks Authority (MPA), any Public Day Use Mooring location, as identified by the MPA, may be installed with multiple moorings. Only one mooring may be allocated under the policy's priority use provisions. The other moorings may be provided to ensure that, notwithstanding restrictions on allocation of priority use to prevent exclusive use of any public recreation mooring, all locations are able to be utilised freely by the public and all approved commercial operators. Use of this second mooring will be on a first come first served basis, subject to the Commercial Operator Use Protocols established under this policy.

Private Mooring will not be located within a Public Recreation Mooring location, as identified by the MPA.

2 Definitions

Private Mooring

A mooring which is owned and maintained by a private individual or organisation and is used to temporarily or permanently secure a vessel.

Load Line

A mooring which is owned and maintained by a private individual or organisation and is used to periodically secure a vessel while loading passengers or equipment from the shore.

NOTE: A load line must not be used as a Private Mooring.

Public Temporary Mooring

A mooring used to temporarily secure Visiting Vessels for the duration of their stay, or where a Local Vessel needs temporary use of a mooring for a valid reason.

Public Day Use Mooring

A mooring used to temporarily secure vessels at a Public Day Use Mooring location, as identified by the MPA.

Commercial Operator

A Commercial Operator is a person who undertakes a commercial use of a mooring in the LHI lagoon.

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.

Non-Commercial use

Any use which is not a commercial use.

Continuous History of Use

Where an operator can establish continuous and regular use of a location, which has a 50 meter radius of a current or proposed Public Day Use Mooring, for a period of at least 24 months prior to the date of application for priority use.

Priority Use

A commercial operator who has Priority Use of a mooring may access the mooring at the times specified in their approval for the purpose of carrying out their commercial operation. Other operators must not use the mooring if its use is required by the Priority Operator at the times specified in their approval and must depart and give access to the mooring if required to do so by the Priority Operator.

NOTE (A): Priority use does not confer or imply exclusive use by any operator.

Priority use will normally be allocated on the basis of one hour per vessel per business.

Priority Operator

A person who has approved Priority Use for a particular mooring.

Use of a Mooring

Reference to use of a mooring in this policy refers to the attaching of a vessel within the meaning of

Clause 90 of the LHI Regulation.

The LHI Regulation

Means the *Lord Howe Island Regulation 2014*.

3 Mooring Types

3.1 Private Moorings

3.1.1 Use

Private moorings may be used to secure Local Vessels not in use, unless under special circumstances and agreed to by the LHIB. These moorings must not be used for commercial activities, other than where the operator of the vessel has a licence under Clause 49 of the LHI Regulation which specifically covers that commercial activity (for example the operator must have a licence to conduct commercial snorkelling activities from the boat on the mooring).

3.1.2 Location and Condition

All new private moorings will be within designated mooring areas:

- a) For deeper drafted vessels – within the area bounded by an arc drawn 300 metres from the centre of Blackburn Island to the north through the west;
- b) For shallower drafted vessels – between the Far Rocks and the Aquatic Club shed and a line offset from the high water mark by 250 metres.

Existing private moorings outside the designated areas may, subject to the agreement of the LHIB, be permitted where the owner can demonstrate to the satisfaction of the LHIB a continuous and regular history of lawful use exceeding 2 years.

All private moorings must meet the following criteria:

- a) Be of a design certified by a recognised marine engineer, architect or surveyor. NOTE: All Private Moorings constructed and installed after 16 March 2005, the date of adoption of the previous mooring policy, will comply with this condition. Any Private Mooring constructed and installed prior to that date will either be certified as per Condition a), or the owner will indemnify the LHIB and the Minister and all other relevant parties in relation to the mooring. Such an indemnification will be made on the prescribed form, provided by the LHIB;
- b) Have a centre of swing location specified by latitude and longitude (WGS84) to within 3 decimal places of a minute of latitude and the location provided to the LHIB after installation of the mooring;
- c) Have a radius of maximum swing circle (measured from the stern of the vessel when secured by the bow to the centre of swing) not to exceed 25 metres in designated area 2 and 35 metres in designated area 1 or other approved areas;
- d) Be subject to a written inspection and maintenance schedule approved by the LHIB.

Private Moorings will not be located within a Public Recreation Mooring location, as identified by the MPA.

Delegation to give or withdraw approval under clauses 89 and 90 of the LHI Regulation for construction and/or use of a Private Mooring or Load Line will be held by the LHIB Chairperson and the LHIB Chief

Executive Officer.

3.2 Load Lines

3.2.1 Use

Load Line moorings may be used to secure Local Vessels periodically while loading and unloading passengers and equipment from shore, unless under special circumstances and agreed to by the LHIB. These moorings must not be used as a Private Mooring.

3.2.2 Location and Condition

All new Load Line moorings will be within the designated mooring area for shallower drafted vessels between the pontoon mooring and the Aquatic Club shed and a line offset from the high water mark by 50 metres seaward.

Existing Load Line moorings outside the designated area may, subject to the agreement of the LHIB, be permitted where the owner can demonstrate to the satisfaction of the LHIB a continuous and regular history of lawful use exceeding 2 years.

All Load Line moorings must meet the following criteria:

- a) Be of a design certified by a recognised marine engineer, architect or surveyor. NOTE: All Load Line moorings constructed and installed after 16 March 2005, will comply with this condition. Any Load Line mooring constructed and installed prior to that date will either be certified as per Condition a), or the owner will indemnify the LHIB and the Minister and all other relevant parties in relation to the mooring. Such an indemnification will be made on the prescribed form, provided by the LHIB;
- b) Be subject to a written inspection and maintenance schedule approved by the LHIB.

3.2.3 Approval of Construction and Use

Construction and use of Private Moorings and Load Lines will be subject to the Environmental Planning and Assessment Act 1979 where applicable, and the provisions of Clauses 89 and 90 of the LHI Regulation. Approval under the LHI Regulation, if issued, will be issued in accordance with condition c) below.

In accordance with the LHI Regulation, the LHIB will reserve the right not to re-issue an approval for use of a Private Mooring or Load Line and to cancel any approval at any time.

Where the LHIB does not approve the use of a Private Mooring or Load Line, the owner will remove the mooring if directed to do so by the LHIB within the time frame set by the LHIB for its removal. The LHIB may not give approval to construct or use a Private Mooring or Load Line unless it is satisfied that all of the conditions below are met:

- a) The application has been received on the prescribed form;
- b) Any relevant consents, approvals or concurrences required under relevant legislation including the Environment Planning and Assessment Act 1979 have been obtained;
- c) The applicant has provided documentary evidence to the LHIB that the mooring complies with the Private Mooring criteria a) to d) and the Load Line criteria a) & b) set out above under Location and Condition;

- d) The applicant has agreed in writing that they will remove their mooring apparatus from the lagoon if directed to do so by the LHIB;
- e) That where commercial use of a mooring is required, a licence has been obtained under Clause 49 of the LHI Regulation.

Without the Board foregoing of any right under Clause 90 (2) of the LHI Regulation, an approval issued is an ongoing approval. The Board reserves the right to review mooring approvals and allocation at any time;

The LHIB recognises that use of Private Moorings or Load Lines may be crucial to the viability of some commercial operations. The LHIB also recognises that some Private Moorings and Load Lines may have significant inter-generational value.

Where a commercial operation which relies on a particular mooring is transferred through sale or inheritance, 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 taking over the business, provided that, in the opinion of the LHIB, the person purchasing or inheriting the operation is:

- a) Of good character;
- b) Is financially viable and not a bankrupt;
- c) Has all of the relevant approvals, insurances and permits required to undertake such a business.

Where a private vessel is transferred by will or sale, and use of the vessel is dependent on use of a specific Private Mooring or Load Line, 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 inheriting or purchasing the vessel or use thereof.

Delegation to give or withdraw approval under clauses 89 and 90 of the LHI Regulation for construction and/or use of a Private Mooring or Load Line will be held by the LHIB Chairperson and the LHIB Chief Executive Officer.

3.3 Public Temporary Moorings

Public Temporary Moorings will be used to temporarily secure Visiting Vessels for the duration of their stay or where the LHIB is satisfied that a Local Vessel needs temporary use of a mooring for a valid reason. A valid reason may be where a holder of an approved private mooring is:

- a) Undertaking essential maintenance or repairs to a private mooring;
- b) Undertaking installation, construction or relocation of a private mooring;
- c) Restricted by the tide to access a private mooring.

18 public moorings have been installed and maintained by the LHIB to a certified standard. Local recreational vessels may attach to Public Temporary Moorings for up to two hours. This concession does not apply to commercial operators. Visiting Vessels will have priority for the use of Public Temporary Moorings. Fish cleaning is prohibited while attached to a Public Temporary Mooring.

Use of Public Temporary Moorings will be subject to the provisions of Clause 90 of the LHI Regulation and approval under that Regulation will be issued for a period not exceeding 14 days, except under special circumstances as determined by the LHIB.

It is the responsibility of the master of the vessel using a public mooring to ensure they have obtained the relevant approvals for the use of a mooring.

It is the responsibility of the master of the vessel to assure themselves that a mooring allocated to them is suitable for their needs.

Approval to use a mooring under Clause 90 of the LHI Regulation will only be issued through the use of the prescribed form: Approval to Attach a Vessel to a Public Temporary Mooring in the Lagoon.

Delegation to give or withdraw approval for up to 14 days use of a Public Temporary Mooring under Clause 90 of the LHI Regulation will be held by the LHIB Chairperson, LHIB Chief Executive Officer, LHIB Ranger and an Officer of NSW Roads and Maritime Service, as agreed to by the LHIB. The LHIB Chief Executive Officer will have delegation to issue an approval in excess of 14 days.

3.4 Public Day Use Moorings

Public Day Use Moorings may only be used to temporarily secure vessels at popular recreational locations. These locations will be identified by the MPA. These moorings will be placed, managed and maintained by the MPA for public use.

Subject to a Priority Schedule approved by the LHIB, Public Day Use Moorings will be used on a first come first served basis.

All persons using these moorings will require approval under Clause 90 of the LHI Regulation.

3.4.1 Non-Commercial Use

Persons using Public Day Use Moorings for non-commercial use will be deemed to have approval from the LHIB under Clause 90 of the LHI Regulation provided:

- a) That they do not attach a vessel to a particular mooring for a period greater four (4) hours in any twenty-four (24) hour period;
- b) That they cease use of the mooring immediately if use of that mooring is required by a Commercial Operator who is approved by the LHIB to use the mooring.

Use of these moorings for non-commercial use will be exempt from the LHIB's mooring permit fee.

3.4.2 Commercial Use

Commercial Operators will require approval from the LHIB to use a Public Day Use Mooring for commercial use under Clause 90 of the LHI Regulation.

An approval will be issued to a Commercial Operator to use a Public Day Use Mooring for commercial use under Clause 51 (Duration of Licences) of the LHI Regulations which states:

“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 specific term, when that term expires.”

The LHIB may not give approval to a Commercial Operator to use a Public Day Use Mooring for commercial purposes unless satisfied that the following conditions have been met:

- a) The application is on the prescribed form;
- b) Any relevant consents, approvals or concurrences for the commercial activity have been obtained;
- c) That the applicant has current approval to operate the proposed commercial operation under Clause 49 of the LHI Regulation;
- d) That the applicant has a current permit from the NSW Marine Park Authority (MPA) to undertake a commercial activity within the LHI Marine Park (LHIMP);
- e) That Clause 90 approval under this part of the policy applies to all Public Day Use Moorings within the lagoon, subject to any Priority Use which may be applied to a mooring managed by the LHIB;
- f) That Commercial Operators abide by any condition set by the LHI MPA in relation to the use of moorings;
- g) That the LHIB may apply Priority Use to the use of a mooring or moorings in accordance with the Priority Use Provisions set out in this policy and that the Operator agrees to abide by these provisions;
- h) That Commercial Operators using Public Day Use Moorings make every endeavour to abide by the following protocols:
 - All Commercial Operators using Public Day Use Moorings will be aware of each other's schedules and make their best endeavour not to be at the same site at the same time;
 - Commercial Operators will ensure there is adequate day to day inter-operator communication, such as sharing of schedules, to reduce conflict of operation;
 - Commercial Operators will stay in regular radio contact by monitoring and making initial contact on VHF Channel 12, and then, if required, switching to another working channel;
 - Commercial Operators will provide a consistent safety and environmental briefing to all customers to ensure that public risk and impacts on the environment are minimised;
 - Where diving/snorkelling occurs consecutively, for example at Comet's Hole, operators will use the standard operating procedures, but in addition, will make radio contact at 100 meters for a situation report;
 - The LHIB reserves the right to levy a mooring use fee for commercial use of these moorings;
 - All Commercial Operators using Public Day Use Moorings must abide by the conditions stated in their approval.

3.4.3 Priority Use Provisions

The LHIB will, at its discretion, allocate Priority Use (see Definitions) to a Commercial Operator for use of a particular Public Day Use Mooring in accordance with the following provisions:

- a) To be eligible for Priority Use, Operators must have a current permit to operate in the LHIMP from the NSW MPA and a current approval under Clause 49 of the LHI Regulations to undertake the proposed commercial activity;
- b) Approvals, including Priority Use, will only be granted if the applicant has no outstanding fees and charges payable to the LHIB and has complied with all lawful directives and orders of the LHIB;
- c) In considering whether it grants an application for Priority Use of a particular mooring, the LHIB may take into account the following factors:
 - Whether the applicant has a demonstrated historic use of the location;
 - The environmental sustainability of the proposed operation;
 - Equity of access for all commercial operators;
 - Appropriate utilization of the mooring;
 - Safety and environmental record of the applicant;

- Experience in providing tourism services and
 - In accordance with Clause 4 of the LHI Regulation, the LHIB will also take into account relevant the provisions of the Local Government Act 1995.
- d) In allocating priority use to successful applicants the LHIB may not necessarily allocate priority use at times identical to the demonstrated historic use;
 - e) Use of Public Day Use Moorings will be limited to 1 hour per vessel per business, capped at two (2) vessels;
 - f) Allocation of Priority Use will be at the discretion of the LHIB;
 - g) Operators must operate on a regular basis and will lose priority if the allocated mooring is not, in the opinion of the LHIB, used on a regular basis for the purpose for which Priority Use was allocated;
 - h) A licence will be issued to use a Public Day Use Mooring to a commercial operator for Priority Use Under Clause 51 (Duration of Licences) of the LHI Regulation which states:

“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 specific term, when that term expires”;
 - i) The LHIB reserves its rights under Clause 90 (2) of the LHI Regulation to revoke permission at any time for use of a mooring or Priority Use of a mooring;
 - j) Multiple functional moorings may be provided by the MPA at all key locations, as agreed between the MPA and the LHIB, subject to safety and distance-off considerations. Proposed distance off between moorings is a minimum of 50 meters radius around each mooring;
 - k) Only one mooring per location to be allocated on a Priority Use basis;
 - l) Only one mooring per Operator is to be allocated on a Priority Use basis;
 - m) Moorings not allocated under Priority Use, or where use is not required by an Operator to whom priority use has been granted, will be available for use to all approved Operators and operate on a first come, first served basis subject to the use protocols set out in the policy;
 - n) Where Priority Use is allocated to an Operator, the Operator will pay to the LHIB a Priority Use Fee per vessel per annum, in addition to any standard fee for commercial use of a Public Day Use Mooring;
 - o) Allocation of priority use will be issued in accordance with Clause 90 of the LHI Regulation and will be set out in an Operator’s Priority Use, which will be provided to all Commercial Operators approved by the LHIB to use a Public Day Use Mooring and
 - p) All users of Public Day Use Moorings will be required to abide by Priority Use established by the LHIB.

The LHIB may in its discretion allocate exclusive commercial use of a Public Day Use Mooring to a Commercial Operator for a specified period. Where the LHIB allocates exclusive commercial use of a Public Day Use Mooring it will do so in strict accordance with the standard governance procedures and legal requirements for the allocation of an exclusive use of a public resource, e.g. by competitive tender which maximises financial and other benefits to the LHIB.

Delegation to give or withdraw approval for use of a Public Day Use Mooring, under clause 90 of the LHI Regulation, other than allocation of Priority Use, will be held by the LHIB Chief Executive Officer.

Delegation to allocate Priority Use will be given to a selection committee established by the LHIB Chief Executive Officer and comprising of, as a minimum:

- a) The LHIB Chief Executive Officer
- b) The Manager LHI MPA
- c) Two Board members to be nominated by the Chairperson



**A decade of service to
our boating community**

11 May, 2020

Chief Executive Officer,
Lord Howe Island Board.

RE: Transfer of mooring location North Passage 3 (NP3) from Lord Howe Island Board (LHIB) to Marine Rescue NSW (MRNSW).

Dear Sir,

As you are aware the MRNSW is currently in the process of establishing a marine rescue unit on Lord Howe Island. In addition the MRNSW has acquired an off-shore rescue vessel which is currently being refitted and will be available for delivery to the island by commencement of June 2020. Due to the Covid19 restrictions the delivery option will require further discussion.

The rescue vessel 'Fearless' will require a mooring within the confines of the LHI lagoon. Mooring NP3 has been identified as the ideal location for the mooring of 'Fearless'. MRNSW has commissioned Copley Marine Consultants and Royal Haskonings DHV to conduct a load testing study on NP3 which has concluded that the apparatus does not meet load force requirements and will require a completely new mooring apparatus system. Subsequently MRNSW has commissioned the two marine consultants to proceed to mooring apparatus construction phase and will also administer installation upon LHIB and Marine Parks approval.

The NP3 site was evaluated as the most suitable for the following reasons:

- Good under keel clearance at low tide
- Good access to open water 24/7
- Clear of route (channel) taken by MV 'Island Trader' during fortnightly transits (no increase in swing radius from current)
- Sufficient spacing with regard to adjacent temporary public moorings.
- Direct and fast access from jetty or boat ramp re tender dispatch.
- Visual access from proposed MRNSW LHI unit building.

MRNSW agrees to the condition that MRNSW will be responsible for removing the mooring apparatus upon LHIB request or direction.

MRNSW formally requests that the LHIB transfer mooring NP3 to the MRNSW in order to accommodate off-shore rescue vessel 'Fearless'. After extensive investigation MRNSW will construct and install a new apparatus and link the existing apparatus as a redundancy in order not to disturb the seabed by removing the old system.

MRNSW will commence consultation with Lord Howe Island Marine Parks upon approval of the mooring transfer from LHIB.

Please find attached the following documentation:

- **RELEASE AND INDEMNITY**
- **APPLICATION TO ATTACH A VESSEL TO A PRIVATE MOORING APPARATUS**
- **MOORING MAINTANENCE AND INSPECTION REPORT**

MR NSW LHI unit greatly appreciates the continued support of the LHIB in the establishment of the first volunteer off-shore rescue capability in NSW.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. McFadyen', with a horizontal line extending to the right.

Jim McFadyen

Lord Howe Island Marine Rescue

Unit Commander

Marine Rescue NSW | Post Office Lord Howe Island, NSW 2898 | Australia
T: 02 6563 2481 | M: 0400 591 522 (mobile coverage not available on island)
E: uc.LordHoweIsland@mrnsw.com.au

LORD HOWE ISLAND BOARD

APPLICATION TO ATTACH A VESSEL TO A PRIVATE MOORING APPARATUS

The Lord Howe Island (General) Regulation 2014, Clause 90, approval for use of mooring apparatus states that: **(1)** A person must not, except in accordance with the approval of the Board, attach a vessel to a mooring apparatus in the Lagoon. **(2)** An approval referred to in subclause (1) may not be transferred between persons and may be cancelled by the Board at any time.

I, JAMES IAN MCFADYEN of NSW MARINE
RESCUE - LORD HOWE ISLAND

wish to apply to the Board for approval to attach a vessel to a private mooring in Lord Howe Island lagoon. The location of the mooring is:

Map Reference: NP3

Description of Location: SOUTH OF NORTH PASSAGE

The following vessel/s will be attached to the mooring during the currency of this approval:

Name: 'FEARLESS' Size: 16m Depth of Draft: 1.2m

Name: Size: Depth of Draft:

Name: Size: Depth of Draft:

Name: Size: Depth of Draft:

Design and Condition of Mooring:

The applicant states that the mooring:

- a) If proposed or constructed after March 15, 2005, and is used as part of a **commercial operation**, is of a design certified by a recognised marine engineer, architect or surveyor, and is fully insured (please attach certification and policy to this form); **or**
- b) If constructed before March 15, 2005 and is used as part of a **commercial operation**, is fully insured to indemnify the Board, its agents, the NSW Minister for the Environment and the State of NSW from any suit, action, or claim which may result from any use of the mooring, or the mooring itself (please attach policy); **or**
- c) If it is to be used for **non-commercial purposes**, the required indemnity and waiver has been signed and attached to this form;
- d) Has a centre of swing location specified by latitude and longitude (WGS84) to within 3 decimal places of a minute of latitude.
- e) The radius of maximum swing circle (measured from the stern of the vessel when secured by the bow to the centre of swing) does not to exceed 25 metres in Designated Area 2 and 35 metres in Designated Area 1 or other approved areas.
- f) Is subject to a 12 monthly written inspection and associated maintenance schedule approved by the Board (please attach to this form).
- g) Will only be used in accordance with an approval under clause 97 of the Regulation, and the LHIB Mooring Management Policy.

Reasons for use of the Mooring:

ACCOMMODATE OFF-SHORE RESCUE VESSEL

Commercial Operations:

Will the mooring be used as part of a commercial operation?

YES NO (please cross out whichever does not apply)

If Yes:

Name and Description of the Commercial Operation:

Does this Commercial Operation have current approval under clause 49 of the LHI Regulation 2004?

YES NO (please cross out whichever does not apply)

Does the commercial operation require use of the mooring other than holding of the vessel when it is not in use? (For example, will the mooring be used to attach a vessel as part of a tour or other tourist activity such as snorkelling or glass bottom boating?)

YES NO (please cross out whichever does not apply)

Description of the commercial use of the mooring:

Are these uses specified in your clause 49 approval?

YES NO (please cross out whichever does not apply)

Has the mooring and any associated commercial activity been specifically covered under the public liability insurance required for the clause 49 approval?

YES NO (please cross out whichever does not apply)

The information and statements above and those attached to this form are true and correct and I agree to abide by all conditions:

Name of Applicant: MARINE RESCUE NSW - LHI

Signature of Applicant: J. MUIR

Date: 11.5.2020

UNIT COMMANDER

Mooring Maintenance and Inspection Report

Maintenance Schedule For the following Mooring:

Owner of Mooring: ...MARINE RESCUE NSW...

Name of vessel attached to mooring: ...'FEARLESS'...

Size: ...16 m...

Owner of vessel: ...MARINE RESCUE NSW

Design and condition of mooring (including diagram):

.....
.....
.....
.....
.....

SEE ATTACHED ENGINEERS
DRAWINGS .

Maintenance Schedule:

CONTRACTOR TO INSPECT ANNUALLY AT
MRNSW EXPENSE .

.....
.....
.....

Date of last inspection/maintenance: ...N/A...

Signature of applicant: ...J. MITCHELL...

RELEASE AND INDEMNITY

Person giving this release and indemnity ("the approval holder")

(Name of approval holder) VOLUNTEER MARINE RESCUE NSW

(Address) BUILDING ONE, 207 NICHOLSON AVE, CRONULLA 2230


Release and indemnity

The approval holder named in this document hereby releases and indemnifies and will keep indemnified the Board, all members of the Board, all of the Board's staff, the Minister and the State of New South Wales ('those indemnified') from and against all liability including but not limited to actions, suits, claims, demands, proceedings, losses, damages, compensation, costs (including my solicitor and client costs), charges, expenses and penalties whatsoever to which any of those indemnified may incur in respect of:

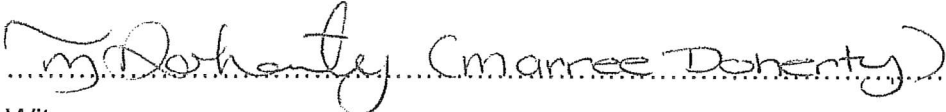
the loss of life, personal injury or damage to property or persons occurring in connection with the approval holder's use of a private mooring(s) specified in their approval(s) and which arise directly or indirectly from:

- a. any negligent or wilful act or omission of the approval holder, its employees, contractors, sub contractors or agents done or omitted to be done in the course of using that private mooring; or
- b. any act or omission, however caused, of the approval holder, its employees, contractors, sub contractors or agents done or omitted to be done in the course of using that private mooring; or
- c. any other event for which the approval holder would be able to make a claim with respect to that mooring.

SIGNED by the Approval holder in the presence of:

 (STACEY TANNOS - COMMISSIONER).....

Approval holder

 (Mairee Doherty).....

Witness

..11 MAY 2020.....

Date

Who must sign this document?

This indemnity is to be signed by the Approval holder and a witness, the first page initialled and the document returned to the Board within 7 days of the Approval being issued. Where the Approval holder is a company or other corporate body, the approval must be signed by its duly authorised officer.

It is recommended you retain a copy of the signed document for your records.

LORD HOWE ISLAND BOARD

Business Paper

OPEN SESSION

ITEM

Amendment to the LHIB Mooring Management Policy to allocate the public mooring NP3 to Marine Rescue NSW

RECCOMENDATION

1. The Board support the request to transfer the LHIB public Temporary Mooring (PTM) situated near the North Passage (NP3) to MRNSW as a private mooring and
2. The Policy be amended to include an additional paragraph under Section 3.1.2 'Location and Condition' to state:

"Note: This does not apply to the Marine Rescue New South Wales – Lord Howe Island Unit's mooring situated in the North Passage".

BACKGROUND

The Lord Howe Island Board (LHIB) has a Policy to guide the management of moorings in the Lord Howe Island (LHI) lagoon, the LHI Mooring Management Policy 2017 (Policy), in accordance with the provisions of the *LHI Act 1953* and the *LHI Regulation 2014 (LHI Regulation)*.

The Policy was originally adopted by the Board in March 2009. The Policy has been amended twice since its adoption, once in March 2011 and again in March 2016 (Attachment A).

Board policies are reviewed regularly to reflect changes in legislation, government policy, changed status or improved knowledge on an issue.

CURRENT POSITION

The LHIB has recently received an application (Attachment B) by the Marine Rescue NSW (MRNSW) – Lord Howe Island Unit for the LHIB to transfer an existing Public Temporary Mooring (PTM) to MRNSW as a dedicated mooring to attach their vessel, an Austral Patrol 16.

The existing mooring is situated near the North Passage in the Lagoon at Lord Howe Island (LHI) known as North Passage 3 mooring (NP3) and is owned and managed by the LHIB.

The Austral Patrol 16 vessel is 17m length overall, 4.6m in the beam and draws 1.2m. It is understood that the vessel displaces 25 tonnes.

POLICY BACKGROUND

Under the adopted policy the allocation of NP3 to Marine Rescue would result in the public mooring effectively becoming a private mooring but dedicated for a public purpose – namely Marine Rescue services. Therefore, it is appropriate to consider the request to transfer the LHIB PTM to Marine Rescue as a new private mooring application.

1. Section 3.1.2 'Location and Condition' of the Policy states:

"All new private moorings will be within designated mooring areas:

- a) For deeper drafted vessels – within the area bounded by an arc drawn 300 metres from the centre of Blackburn Island to the north through the west;*
- b) For shallower drafted vessels – between the Far Rocks and the Aquatic Club shed and a line offset from the high water mark by 250 metres".*

The proposed location of the MRNSW mooring is not consistent with part (a) of Section 3.1.2 of the Policy. North Passage is not a 'designated mooring area' for new private moorings. The Austral Patrol 16 draws 1.2m and is considered a deeper drafted vessel, not suitable for mooring area (b).

2. Section 3.1.2 'Location and Condition' of the Policy states:

"All private moorings must meet the following criteria:

- a) Be of a design certified by a recognised marine engineer, architect or surveyor. NOTE: All Private Moorings constructed and installed after 16 March 2005, the date of adoption of the previous mooring policy, will comply with this condition. Any Private Mooring constructed and installed prior to that date will either be certified as per Condition a), or the owner will indemnify the LHIB and the Minister and all other relevant parties in relation to the mooring. Such an indemnification will be made on the prescribed form, provided by the LHIB;*
- b) Have a centre of swing location specified by latitude and longitude (WGS84) to within 3 decimal places of a minute of latitude and the location provided to the LHIB after installation of the mooring;*
- c) Have a radius of maximum swing circle (measured from the stern of the vessel when secured by the bow to the centre of swing) not to exceed 25 metres in designated area 2 and 35 metres in designated area 1 or other approved areas; "*
- d) Be subject to a written inspection and maintenance schedule approved by the LHIB".*

MRNSW has supplied all documentation to the LHIB to support the criteria listed above.

3. Section 3.2.3 of the Policy 'Approval of Construction and Use' states:

"Construction and use of Private Moorings and Load Lines will be subject to the Environmental Planning and Assessment Act 1979 where applicable, and the provisions of Clauses 89 and 90 of the LHI Regulation. Approval under the LHI Regulation, if issued, will be issued in accordance with condition c) below.

In accordance with the LHI Regulation, the LHIB will reserve the right not to re-issue an approval for use of a Private Mooring or Load Line and to cancel any approval at any time.

Where the LHIB does not approve the use of a Private Mooring or Load Line, the owner will remove the mooring if directed to do so by the LHIB within the time frame set by the LHIB for its removal. The LHIB may not give approval to construct or use a Private Mooring or Load Line unless it is satisfied that all of the conditions below are met:

- a) The application has been received on the prescribed form;*
- b) Any relevant consents, approvals or concurrences required under relevant legislation including the Environment Planning and Assessment Act 1979 have been obtained;*
- c) The applicant has provided documentary evidence to the LHIB that the mooring complies with the Private Mooring criteria a) to d) and the Load Line criteria a) & b) set out above under Location and Condition;*
- d) The applicant has agreed in writing that they will remove their mooring apparatus from the lagoon if directed to do so by the LHIB;*
- e) That where commercial use of a mooring is required, a licence has been obtained under Clause 49 of the LHI Regulation.*

Without the Board foregoing of any right under Clause 90 (2) of the LHI Regulation, an approval issued is an ongoing approval. The Board reserves the right to review mooring approvals and allocation at any time”.

As the request involves the transfer of an existing mooring to Marine Rescue, and the proposed replacement mooring is low impact a DA is not required. However, a Marine Parks Permit will be required for the construction of the replacement mooring.

MRNSW has supplied all documentation to the LHIB to support the criteria listed above.

COSTS OF MOORINGS

Time and resources do not permit a detailed financial analysis of mooring costs, however the discussion below describes a high level evaluation of the value of the allocation of this mooring to MRNSW.

The mooring that is being proposed to be transferred to Marine Rescue is a public use mooring. Based on a report commissioned in 2012 it would have had an installation cost of approximately \$10,000, and annual maintenance costs (including depreciation) of approximately \$2500/per annum. The mooring also generates income during the peak season, however during the off peak season it is infrequently used. Collectively across all public moorings the income received from public mooring fees only pays for about 50% of the maintenance costs.

In allocating the mooring to MRNSW the Board will be effectively writing off the residual value of the mooring, that is, part of the \$10 000 investment in installing the mooring is lost. A calculation of the residual value has not been undertaken, however it would be reasonable to assume the lost capital cost is in the order of \$5 000 assuming the mooring is half way through its useful life. NP3 is a popular public mooring due to its proximity to the jetty and because it is capable of taking relatively large vessels. It is unlikely the Board will be able to replace NP3 with an equivalent mooring elsewhere in the Lagoon as such the transfer will result in a net loss of one PTM mooring. The net cash impact on the Board from this transfer should be cost neutral or realise in a small cash savings as the income received from visiting vessels is less than the maintenance costs.

It is not proposed to charge MRNSW for the use of the mooring, and under the terms of the transfer agreement should MRNSW cease operation on LHI the mooring with improvements, will be returned to the Board at no cost.

Clause 3 of the policy gives the Board the ability to revoke the agreement with MRNSW at any time, noting that it is unlikely this clause would be required unless MRNSW were to cease operations on Lord Howe Island.

RECOMMENDATION

It is recommended that:

1. The Board support the request to transfer the LHIB PTM situated near the North Passage (NP3) to MRNSW as a private mooring and
2. The Policy be amended to include an additional paragraph under Section 3.1.2 'Location and Condition' to state:

“Note: This does not apply to the Marine Rescue New South Wales – Lord Howe Island Units mooring situated in the North Passage”.

Prepared: Justin Sauvage Manager Environment and Community Services

Endorsed: Peter Adams Chief Executive Officer

Attachments:

Attachment A: Mooring Management Policy

Attachment B: Letter and Application from Marine Rescue NSW



Mr Peter Adams
Chief Executive Officer
Lord Howe Island Board
PO Box 5
LORD HOWE ISLAND NSW 2898

Dear Mr Adams

Planning proposal PP_2019_LHOWE_001_00 to amend Lord Howe Island Local Environmental Plan 2010

I am writing in response to the Lord Howe Island Board's request for a Gateway determination under section 3.34(1) of the *Environmental Planning and Assessment Act 1979* in respect of the planning proposal to make various housekeeping amendments to the Lord Howe Island Local Environmental Plan 2010.

As delegate of the Minister for Planning and Public Spaces, I have now determined that the planning proposal should proceed subject to the conditions in the enclosed Gateway determination.

I have also agreed, as delegate of the Secretary, the planning proposal's inconsistencies with section 9.1 Directions 1.5 Rural Lands, 3.1 Residential Zones and 6.3 Site Specific Provisions are justified in accordance with the terms of the Directions. No further approval is required in relation to these Directions.

Council may still need to obtain the agreement of the Secretary to comply with the requirements of relevant section 9.1 Directions 2.1 Environment Protection Zones, 3.5 Development Near Regulated Airports and Defence Airfields and 6.2 Reserving Land for Public Purposes. Council should ensure this occurs prior to finalising the plan.

I have considered the nature of Council's planning proposal and have determined not to condition the Gateway for Council to be authorised as the local plan-making authority. The amending local environmental plan (LEP) is to be finalised within 12 months of the date of the Gateway determination. Council should aim to commence the exhibition of the planning proposal as soon as possible. Council's request for the Department of Planning, Industry and Environment to draft and finalise the LEP should be made eight weeks prior to the projected publication date.

Should you have any queries in regard to this matter, I have arranged for Ms Rebecca Carpenter of the Department's Northern Region office to assist you. Ms Carpenter can be contacted on 6643 6421.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Monica Gibson', written in a cursive style.

15/4/2020

Monica Gibson
Executive Director
Local and Regional Planning

Encl: Gateway determination



Gateway Determination

Planning proposal (Department Ref: PP_2019_LHOWE_001_00): to undertake various housekeeping amendments to the Lord Howe Island Local Environmental Plan 2010.

I, the Executive Director, Local and Regional Planning at the Department of Planning, Industry and Environment, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Lord Howe Island Local Environmental Plan (LEP) 2010 to undertake various housekeeping amendments should proceed subject to the following conditions:

1. Public exhibition is required under section 3.34(2)(c) and schedule 1 clause 4 of the Act as follows:
 - (a) the planning proposal must be made publicly available for a minimum of **28 days**; and
 - (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 6.5.2 of *A guide to preparing local environmental plans* (Department of Planning, Industry and Environment, 2018).
2. Consultation is required with the following public authorities/organisations under section 3.34(2)(d) of the Act and/or to comply with the requirements of relevant section 9.1 Directions:
 - Heritage NSW;
 - Department of Planning, Industry and Environment – Biodiversity and Conservation;
 - Department of Planning, Industry and Environment – Crown Lands; and
 - Civil Aviation Safety Authority.

Each public authority/organisation is to be provided with a copy of the planning proposal and any relevant supporting material and given at least 21 days to comment on the proposal.

3. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge the planning proposal authority from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).

4. The time frame for completing the LEP is to be **12 months** following the date of the Gateway determination.

Dated 15th day of April 2020.



Monica Gibson
Executive Director
Local and Regional Planning
Department of Planning, Industry and
Environment

Delegate of the Minister for Planning
and Public Spaces

LORD HOWE ISLAND BOARD

Business Paper

OPEN SESSION

ITEM

Gateway Determination for the Stage 1 Planning Proposal.

RECOMMENDATION

1. The Board place the planning proposal on public exhibition for a period of 28 days in accordance with requirements outlined in the Gateway Determination.
2. The Board undertake consultation with the public authorities in accordance with Condition 2 of the Gateway Determination.

BACKGROUND

The Board has previously identified a number of areas where the LEP 2010 could be improved to be clearer, better reflect existing land uses and better respond to community needs on the island.

A two-stage local plan review process was commenced. Stage1 of the review, reflected in this Planning Proposal, is aimed at addressing anomalies and responding to known inadequacies in the current plan.

The Planning Proposal was submitted to the Grafton Regional Office of DPIE in August 2019.

On the 15 April 2020 the Board received a letter from the Executive Director of Local and Regional Planning advising that a Gateway Determination had been made – Attachment A.

CURRENT POSITION

The Gateway Determination articulates the next steps the Board must take in order for the housekeeping amendments to be adopted into the LEP.

Specifically it states:

1. Public exhibition is required under section 3.34(2)(c) and schedule 1 clause 4 of the Act as follows:
 - (a) the planning proposal must be made publicly available for a minimum of **28 days**; and
 - (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as

identified in section 6.5.2 of *A guide to preparing local environmental plans* (Department of Planning, Industry and Environment, 2018).

2. Consultation is required with the following public authorities/organisations under section 3.34(2)(d) of the Act and/or to comply with the requirements of relevant section 9.1 Directions:

- Heritage NSW;
- Department of Planning, Industry and Environment – Biodiversity and conservation;
- Department of Planning, Industry and Environment – Crown Lands; and
- Civil Aviation Safety Authority.

Each public authority/organisation is to be provided with a copy of the planning proposal and any relevant supporting material and given at least 21 days to comment on the proposal.

3. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge the planning proposal authority from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).

4. The time frame for completing the LEP is to be **12 months** following the date of the Gateway determination.

NEXT STEPS

Following the public exhibition the Board administration will review the public submissions and submit to the Board a final Planning Proposal incorporating recommendations from the exhibition process as appropriate.

Once adopted by the Board the planning proposal will be forwarded to the Department of Planning, Industry and Environment to draft and finalise the LEP. This final step will take approximately eight weeks.

RECOMMENDATION

1. The Board place the planning proposal on public exhibition for a period of 28 days in accordance with requirements outlined in the Gateway Determination.
2. The Board undertake consultation with the public authorities in accordance with Condition 2 of the Gateway Determination.

Prepared: Justin Sauvage Manager Environment and Community Services

Endorsed: Peter Adams Chief Executive Officer

Attachments:

Attachment A: Letter to Lord Howe Island Board from Executive Director Local Regional and Planning

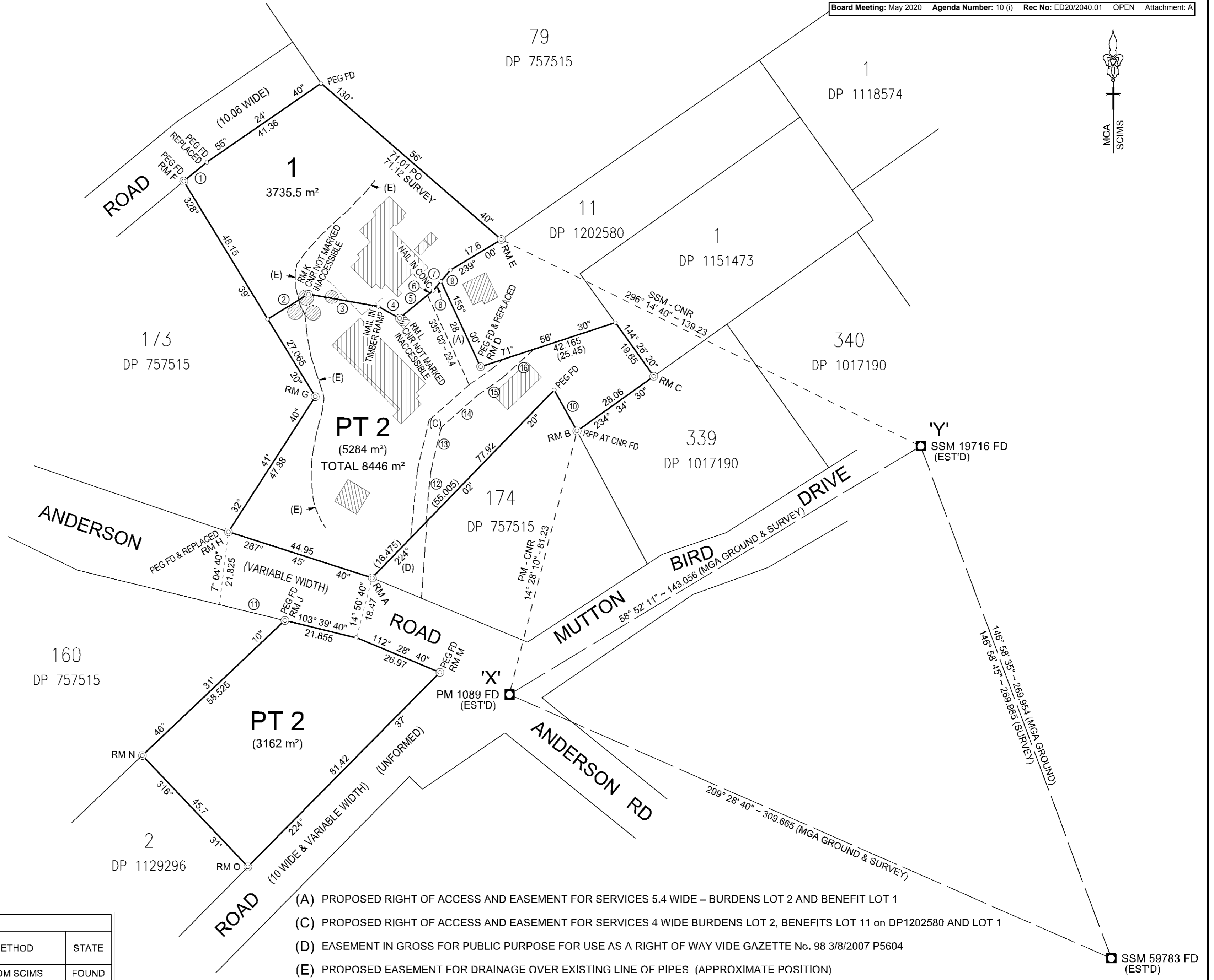
Attachment B: Gateway Determination

SCHEDULE OF REFERENCE MARKS				
RM	DESCRIPTION	BEARING	DISTANCE	ORIGIN
A	RM GIP FD	44° 01' 40"	0.78	LHI 129 - 2909
B	RM GIP FD	98° 48' 30"	0.48	LHI 128 - 2909
C	RM GIP FD	144° 26' 00"	1	DP 1151473
D	RM GIP GONE	58° 28' 40"	0.335	DP 1202580
	RM GIP	21° 32' 40"	0.285	PLACED
E	RM GIP FD	233° 31' 00"	1	DP 1118574
F	RM TREE FD	336° 40' 40"	7.31	LHI 127 - 2909
	RM STAR PICKET	329° 27' 45"	15.01	PLACED
G	RM STAR PICKET	179° 19' 20"	7.835	PLACED
H	RM TREE FD	162° 00' 40"	3.395	LHI 127 - 2909
	RM GIP	136° 09' 20"	1.82	PLACED
J	RM GIP FD	226° 30' 40"	1.205	LHI 120 - 2909
K	RM STAR PICKET	355° 09' 30"	22.715	PLACED
L	RM NAIL IN CONC	230° 30' 00"	13	PLACED
M	RM GIP FD	292° 28' 40"	0.54	LHI 130 - 2909
N	RM GIN IN KENTIA FD	222° 11' 00"	3.165	DP 1129296
O	RM GIN IN KENTIA FD	40° 07' 00"	2.805	DP1129296

SCHEDULE OF SHORT BOUNDARIES			
No.	BEARING	DISTANCE	COMMENTS
①	50° 25' 40"	8.89	BOUNDARY
②	238° 39' 20"	14.135	BOUNDARY
③	280° 00' 00"	21.125	BOUNDARY
④	299° 00' 00"	7.2	BOUNDARY
⑤	230° 30' 00"	13	BOUNDARY
⑥	(230° 30' 00")	(2.21)	EASEMENT
⑦	220° 00' 00"	8.1	BOUNDARY
⑧	220° 00' 00"	3.6	BOUNDARY
⑨	220° 00' 00"	4.5	BOUNDARY
⑩	330° 52' 30"	14	BOUNDARY
⑪	103° 39' 40"	20.095	BOUNDARY
⑫	5° 37' 45"	15.42	EASEMENT
⑬	13° 34' 05"	13.425	EASEMENT
⑭	48° 31' 55"	14.47	EASEMENT
⑮	55° 00' 55"	8.845	EASEMENT
⑯	47° 52' 15"	12.865	EASEMENT

COORDINATE SCHEDULE						
MARK	MGA COORDINATES		CLASS	ORDER	METHOD	STATE
	EASTING	NORTHING				
PM 1089	506 416.757	6 512 609.093	C	4	FROM SCIMS	FOUND
SSM 19716	506 539.163	6 512 683.021	C	4	FROM SCIMS	FOUND
SSM 59783	506 686.225	6 512 456.770	A	1	FROM SCIMS	FOUND

DATE OF SCIMS COORDINATES : 30-6-2017 MGA ZONE 57 MGA DATUM : GDA 94
COMBINED SCALE FACTOR : 0.99959


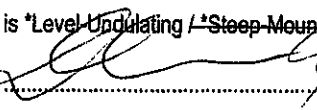
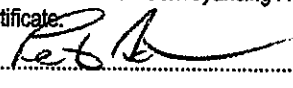


- (A) PROPOSED RIGHT OF ACCESS AND EASEMENT FOR SERVICES 5.4 WIDE – BURDENS LOT 2 AND BENEFIT LOT 1
- (C) PROPOSED RIGHT OF ACCESS AND EASEMENT FOR SERVICES 4 WIDE BURDENS LOT 2, BENEFITS LOT 11 on DP1202580 AND LOT 1
- (D) EASEMENT IN GROSS FOR PUBLIC PURPOSE FOR USE AS A RIGHT OF WAY VIDE GAZETTE No. 98 3/8/2007 P5604
- (E) PROPOSED EASEMENT FOR DRAINAGE OVER EXISTING LINE OF PIPES (APPROXIMATE POSITION)


SURVEYOR Name : DALLAS BRIAN LAUNDRY Date : 30-6-2017 Reference : 5942 LHI ST3	PLAN HEADING SUBDIVISION OF LOT 10 IN DP 1202580	LGA : UNINCORPORATED Locality : LORD HOWE ISLAND Reduction Ratio : 1:800 Lengths are in metres	REGISTERED 9.3.2020	DP1261010
---	---	---	------------------------	------------------

Reg:R765565 /Doc:DP 1261010 P /Rev:10-Mar-2020 /NSW LRS /Pgs:ALL /Prt:10-Mar-2020 10:28 /Seq:1 of 3
 Office of the Registrar-General /Src:URBISPRO /Ref:Beukers & Ritter Consulting Pty Ltd

DP1261010

PLAN FORM 6B (2017)	DEPOSITED PLAN ADMINISTRATION SHEET	Sheet 1 of 2 sheet(s)
Registered:  9.3.2020 Title System: CROWN LAND	Office Use Only <div style="font-size: 2em; font-weight: bold;">DP1261010</div>	Office Use Only
PLAN OF SUBDIVISION OF LOT 10 IN DP 1202580	LGA: UNINCORPORATED Locality: LORD HOWE ISLAND Parish: — County: —	
<p style="text-align: center;">Survey Certificate</p> I, DALLAS LAUNDRY of Beukers & Ritter Consulting of 64 Lord Street, Port Macquarie a surveyor registered under the <i>Surveying and Spatial Information Act 2002</i> , certify that: *(a) The land shown in the plan was surveyed in accordance with the <i>Surveying and Spatial Information Regulation 2017</i> , is accurate and the survey was completed on 30 June 2017 *(b) The part of the land shown in the plan (*being*^{**}.....) was surveyed in accordance with the <i>Surveying and Spatial Information Regulation 2017</i>, the part surveyed is accurate and the survey was completed on,..... the part not surveyed was compiled in accordance with that Regulation, or *(c) The land shown in this plan was compiled in accordance with the <i>Surveying and Spatial Information Regulation 2017</i>. Datum Line: X-Y Type: *Urban/*Rural The terrain is *Level/Undulating / *Steep/Mountainous. Signature:  Dated: 17/2/2020 Surveyor Identification No: 1449 Surveyor registered under the <i>Surveying and Spatial Information Act 2002</i> *Strike out inappropriate words. **Specify the land actually surveyed or specify any land shown in the plan that is not the subject of the survey.	<p style="text-align: center;">Crown Lands NSW/Western Lands Office Approval</p> I, (Authorised Officer) in approving this plan certify that all necessary approvals in regard to the allocation of the land shown herein have been given. Signature: Date: File Number: Office:	
Plans used in the preparation of survey/compilation. DP 1202580 DP 1118574 DP 1151473 LHI 120 - 2909 LHI 127 - 2909 LHI 128 - 2909 LHI 129 - 2909	<p style="text-align: center;">Subdivision Certificate</p> I, <u>PETER ADAMS</u> *Authorised Person/*General Manager/*Accredited Certifier, certify that the provisions of s.109J of the <i>Environmental Planning and Assessment Act 1979</i> have been satisfied in relation to the proposed Subdivision for (caravan park or forestry) lease purposes in accordance with section 23H or 23J <i>Conveyancing Act 1919</i> set out in the plan with this certificate. Signature:  Accreditation number: — Consent Authority: <u>LORD HOWE ISLAND BOARD</u> Date of endorsement: <u>12 FEBRUARY 2020</u> Subdivision Certificate number: <u>SC2019-02</u> File number: <u>DA2017-22</u> *Strike through if inapplicable.	
Surveyor's Reference: 5942 LHI ST3	Statements of intention to dedicate public roads, create public reserves and drainage reserves, acquire/resume land. Signatures, Seals and Section 88B Statements should appear on PLAN FORM 6A	

PLAN FORM 6A (2017) DEPOSITED PLAN ADMINISTRATION SHEET Sheet 2 of 2 sheet(s)

<p>Registered:  9.3.2020</p> <p>Office Use Only</p>	<p>Office Use Only</p> <h1 style="text-align: center;">DP1261010</h1>
<p>PLAN OF SUBDIVISION OF LOT 10 IN DP 1202580</p>	<p>This sheet is for the provision of the following information as required:</p> <ul style="list-style-type: none"> • A schedule of lots and addresses - See 60(c) SSI Regulation 2017 • Statements of intention to create and release affecting interests in accordance with section 88B <i>Conveyancing Act 1919</i> • Signatures and seals- see 195D <i>Conveyancing Act 1919</i> • Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets.
<p>Subdivision Certificate number: _____</p> <p>Date of Endorsement: _____</p>	

Lot	Street number	Street name	Street type	Locality
1	N/A	ANDERSON	ROAD	LORD HOWE ISLAND
2	N/A	ANDERSON	ROAD	LORD HOWE ISLAND

IT IS INTENDED TO CREATE;

1. PROPOSED RIGHT OF ACCESS AND EASEMENT FOR SERVICES 5.4 WIDE
BURDENS LOT 2 AND BENEFITS LOT 1 (A)

2. PROPOSED RIGHT OF ACCESS AND EASEMENT FOR SERVICES 4 WIDE
BURDENS LOT 2, BENEFITS LOT 11 on DP1202580 AND LOT 1 (C)

3. PROPOSED EASEMENT FOR DRAINAGE OVER EXISTING LINE OF PIPES (E)



PETER LESTER ADAMS
CHIEF EXECUTIVE OFFICER

If space is insufficient use additional annexure sheet

Form 4
Lord Howe Island Regulation 2014 (Clause 38)

State of New South Wales
IN THE COMMONWEALTH OF AUSTRALIA



LEASE IN PERPETUITY FOR THE PURPOSE OF RESIDENCE

(Lord Howe Island Act 1953, section 21)

Pursuant to section 21 of the Lord Howe Island Act 1953 (the Act), I, the Minister administering the Act, did on the [insert date in words] grant to **Diane Ellen Owens**, his or her executors, administrators and assigns a lease in perpetuity for the purpose of residence of a parcel of land containing **three thousand seven hundred and thirty five point five square metres** and being measured **Lot 1 of DP 1261010** situated on Lord Howe Island (not including any roads within the boundaries of that portion) being **Lease in Perpetuity No. 2020/02** (shown in the plan hereon), together with all rights, easements and appurtenances to hold the land in perpetuity subject to the Act and the regulations made under the Act and to the following conditions:

In these conditions "Board" means the Lord Howe Island Board.

1. THE lessees shall subject to and in accordance with the provisions of the Lord Howe Island Act, 1953, and the Regulations thereunder reside on the said land and make it their bona-fide residence.
2. THE lessees shall hold and use the land hereby leased bona fide in the lessees' own interest and shall not transfer, mortgage (except to the Board as security for an advance under Section 12A of the said Act), sublet or otherwise in any way deal with the land hereby leased or any part thereof (except by way of discharge of mortgage) except with the consent in writing of The Minister for the Environment first had and obtained.
3. THE lessees shall, within two years from the commencement of the lease or within such other period as the Board may approve;
 - (a) Erect to the satisfaction of the Board substantial stockproof fences to separate the cleared parts of the land hereby leased from the remainder of the land hereby leased and along such portions of the boundaries of the land hereby leased as the Board may require,
 - (b) Provide and erect to the satisfaction of the Board gates at all points where fences cross roads entering the land hereby leased and at such other places (if any) as the Board may direct,
 - (c) Provide and erect to the satisfaction of the Board turnstiles at all points where fences cross pedestrian pathways entering the land hereby leased,

and shall thereafter maintain and keep in good order and condition to the satisfaction of the Board all such fences gates and turnstiles and the approaches to all such gates and turnstiles.

NOTICE - Persons dealing with this Lease are warned that search should be made in the office of the Lord Howe Island Board in order to ascertain whether the lease is still current or whether it has been forfeited or cancelled.

***Strike out where necessary**

- ~~*3A. THE Lessee, where any fences gates or turnstiles have been erected on the land hereby leased pursuant to the conditions attaching to a previous lease and such fences gates or turnstiles are situated on the land or on the boundaries of the land hereby leased, shall repair maintain and keep in good order and condition to the satisfaction of the Board all such fences gates and turnstiles and the approaches to all such gates and turnstiles.~~
4. THE lessees shall at all times in respect of the land hereby leased effectually destroy or cause to be destroyed all Crofton Weed, Asparagus Fern and such plants or weeds as may from time to time be declared by the Board to be noxious plants or weeds or which the Board may direct to be destroyed.
 5. THE lessees shall at all times, unless authorised or otherwise directed by the Board, carefully preserve all bush, timber, trees, palms and vegetative material (except noxious weeds and plants) on the land hereby leased, and shall take all reasonable steps to prevent stock gaining access to any part of the land hereby leased on which is growing bush, timber, trees or palms.
 6. THE lessees shall not at any time without the previous consent of the Board interfere with or permit to be interfered with by ringbarking, cutting or otherwise any bush, timber, trees, palms or vegetative material (except noxious weeds or plants) on the land hereby leased. Where in pursuance of an authority from the Board any ringbarking, cutting or other interference is effected for the purpose of improvement of the land hereby leased all second growth, weeds or noxious plants on such improved area shall be eradicated by the lessees by such regular consecutive treatments as the Board may direct.
 7. THE lessees shall take effective steps to keep the land hereby leased free from rats or other animals now or hereafter declared by the Board to be noxious animals.
 8. THE lessees shall not at any time erect or cause or permit to be erected on the land hereby leased any building or structure and shall not alter or cause or permit to be altered any building or structure at any time on the land hereby leased except with the approval of the Board first had and obtained. All buildings or structures now or hereafter existing upon the land hereby leased shall be maintained by the lessees in good order and condition to the satisfaction of the Board.
 9. THE lessees shall not at any time erect or effect or permit to be erected or effected within the site of any defined or designed easement any building, excavation or other works which shall interfere with the erection maintenance and use of works envisaged in accordance with the purpose of such easement and compatible with the object thereof.
 10. THE lessees shall not at any time carry out or permit to be carried out upon the land hereby leased any burning off operations except with the consent of and subject to such conditions as may be imposed by the Board.
 11. THE lessees shall not overstock the land hereby leased or any part thereof, the decision as to overstocking to rest with the Board. Should the Board deem it necessary for maintenance of pasture or preservation of the fertility of the land hereby leased or any part thereof or for the prevention of erosion thereon, it may determine the maximum number of stock that may be depastured on the land hereby leased or any specified part of such land and the lessees shall not permit the number so determined to be exceeded.
 12. THE lessees shall, if and when directed by the Board, from time to time adopt and maintain on the land hereby leased or any part of it, such agricultural and/or pastoral practices and/or install such soil

NOTICE - Persons dealing with this Lease are warned that search should be made in the office of the Lord Howe Island Board in order to ascertain whether the lease is still current or whether it has been forfeited or cancelled.

erosion control structures and/or refrain from or discontinue agricultural and/or pastoral practices as the Board may specify in the interests of soil conservation and the mitigation or prevention of erosion.

13. ALL palm trees and the product thereof on the land hereby leased are reserved to the Crown and shall remain Crown property but the lessees shall have sole right to collect palm seed from the land hereby leased subject however to the power of the Board to authorise some other person to collect the seed AND in that event the lessees shall permit all persons so authorised by the Board from time to time to enter upon the land hereby leased and collect and remove therefrom palmseed in such quantities as the Board may specify and the lessees shall not be entitled to compensation for any palm seed collected and removed under any such authority from the Board.
14. THE lessees shall not at any time take or remove or permit to be taken or removed from the land hereby leased any minerals stone gravel clay shells or other material except by a person for the time being holding a permit so to do issued by or under the authority the Minister for the Environment, PROVIDED the lessees may, with the prior approval of the Board, take from the land hereby leased such stone gravel clay shells or other materials which the lessees may require to use for building or other purposes upon the land hereby leased.
15. THE lessees shall permit the Board or anybody or any person authorised by it to enter upon the land hereby leased with any material and equipment at any time and from time to time for the purpose of constructing and maintaining authorised works or any other purpose approved by the Board without interference or annoyance by the lessee.
16. THE lessees shall permit the Commonwealth of Australia and any Authority of the Commonwealth or its agents, servants, workmen and invitees at all times by day or by night to go, return, pass and repass on foot along over and upon any part of the land hereby leased on which an electricity transmission or telecommunication line is now or may hereafter be constructed, for all purposes connected with effecting any necessary repair and maintenance for the transmission and supply of electricity or telecommunication services.
17. THE lessees shall not conduct upon the land hereby leased any trade or activity which in the opinion of the Board is offensive or which may endanger the public health.
18. THE lessees shall indemnify and keep indemnified the Crown from and against all actions, suits, claims and demands of whatsoever nature and all costs, charges and expenses which may be brought against the Crown or which the Crown may incur in respect of any accident or injury to any person or property which may arise out of the construction and maintenance by the lessees of gates, turnstiles or other authorised works, notwithstanding that the conditions of this lease shall in all respects have been observed by the lessees or that any such accident or injury shall arise from any act or thing which the lessees may be authorised or required to do thereunder.
19. THE lessee has the benefit of a Right of Access in terms of the wording of Part 14 of Schedule 8 of the Conveyancing Act 1919 but only within the surveyed boundaries shown on the unregistered plan DP1261010 held by the Board vide a copy of which is attached as a notation to this lease.
20. THE lessee has the benefit of an Easement for Services in terms of the wording of Part 11 of Schedule 8 of the Conveyancing Act 1919 but only within the surveyed boundaries shown on the unregistered plan DP1261010 held by the Board vide a copy of which is attached as a notation to this lease.
21. THE lessee has the benefit of an Easement for Services in terms of the wording of Part 11 of Schedule 8 of the Conveyancing Act 1919 but only within the surveyed boundaries shown on the unregistered plan DP1261010 held by the Board vide a copy of which is attached as a notation to this lease.

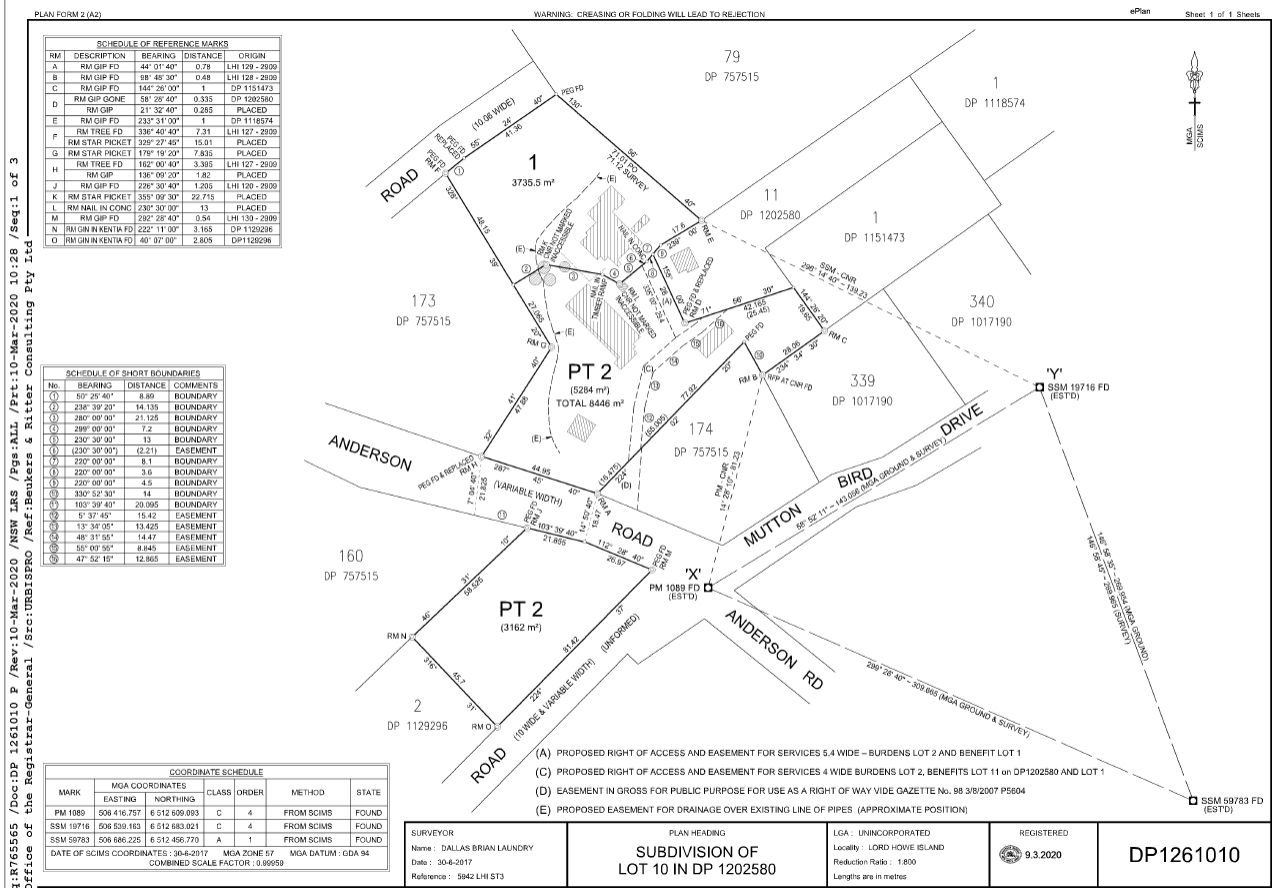
Signature:

NOTICE - Persons dealing with this Lease are warned that search should be made in the office of the Lord Howe Island Board in order to ascertain whether the lease is still current or whether it has been forfeited or cancelled.

.....
Minister for administering the Lord Howe Island Act, 1953

**NOTICE - Persons dealing with this Lease are warned that search should be made in the office of the Lord Howe
Island Board
in order to ascertain whether the lease is still current or whether it has been forfeited or cancelled.**

Reserved for notations



NOTICE - Persons dealing with this Lease are warned that search should be made in the office of the Lord Howe Island Board in order to ascertain whether the lease is still current or whether it has been forfeited or cancelled.

**NOTICE - Persons dealing with this Lease are warned that search should be made in the office of the Lord Howe
Island Board
in order to ascertain whether the lease is still current or whether it has been forfeited or cancelled.**

Reserved for notations

**NOTICE - Persons dealing with this Lease are warned that search should be made in the office of the Lord Howe
Island Board
in order to ascertain whether the lease is still current or whether it has been forfeited or cancelled.**

Reserved for notations

**NOTICE - Persons dealing with this Lease are warned that search should be made in the office of the Lord Howe
Island Board
in order to ascertain whether the lease is still current or whether it has been forfeited or cancelled.**

Form 4
Lord Howe Island Regulation 2014 (Clause 38)

State of New South Wales
IN THE COMMONWEALTH OF AUSTRALIA



LEASE IN PERPETUITY FOR THE PURPOSE OF RESIDENCE

(Lord Howe Island Act 1953, section 21)

Pursuant to section 21 of the Lord Howe Island Act 1953 (the Act), I, the Minister administering the Act, did on the **[insert date in words]** grant to **Fletcher Chase Owens**, his or her executors, administrators and assigns a lease in perpetuity for the purpose of residence of a parcel of land containing **eight thousand four hundred and forty six square metres** and being measured **PT 2 of Deposited Plan 1261010** situated on Lord Howe Island (not including any roads within the boundaries of that portion) being **Lease in Perpetuity 2020/01** (shown in the plan hereon), together with all rights, easements and appurtenances to hold the land in perpetuity subject to the Act and the regulations made under the Act and to the following conditions:

In these conditions "Board" means the Lord Howe Island Board.

1. THE lessees shall subject to and in accordance with the provisions of the Lord Howe Island Act, 1953, and the Regulations thereunder reside on the said land and make it their bona-fide residence.
2. THE lessees shall hold and use the land hereby leased bona fide in the lessees' own interest and shall not transfer, mortgage (except to the Board as security for an advance under Section 12A of the said Act), sublet or otherwise in any way deal with the land hereby leased or any part thereof (except by way of discharge of mortgage) except with the consent in writing of The Minister for the Environment first had and obtained.
3. THE lessees shall, within two years from the commencement of the lease or within such other period as the Board may approve;
 - (a) Erect to the satisfaction of the Board substantial stockproof fences to separate the cleared parts of the land hereby leased from the remainder of the land hereby leased and along such portions of the boundaries of the land hereby leased as the Board may require,
 - (b) Provide and erect to the satisfaction of the Board gates at all points where fences cross roads entering the land hereby leased and at such other places (if any) as the Board may direct,
 - (c) Provide and erect to the satisfaction of the Board turnstiles at all points where fences cross pedestrian pathways entering the land hereby leased,

and shall thereafter maintain and keep in good order and condition to the satisfaction of the Board all such fences gates and turnstiles and the approaches to all such gates and turnstiles.

NOTICE - Persons dealing with this Lease are warned that search should be made in the office of the Lord Howe Island Board in order to ascertain whether the lease is still current or whether it has been forfeited or cancelled.

***Strike out where necessary**

~~*3A. THE Lessee, where any fences gates or turnstiles have been erected on the land hereby leased pursuant to the conditions attaching to a previous lease and such fences gates or turnstiles are situated on the land or on the boundaries of the land hereby leased, shall repair maintain and keep in good order and condition to the satisfaction of the Board all such fences gates and turnstiles and the approaches to all such gates and turnstiles.~~

4. THE lessees shall at all times in respect of the land hereby leased effectually destroy or cause to be destroyed all Crofton Weed, Asparagus Fern and such plants or weeds as may from time to time be declared by the Board to be noxious plants or weeds or which the Board may direct to be destroyed.
5. THE lessees shall at all times, unless authorised or otherwise directed by the Board, carefully preserve all bush, timber, trees, palms and vegetative material (except noxious weeds and plants) on the land hereby leased, and shall take all reasonable steps to prevent stock gaining access to any part of the land hereby leased on which is growing bush, timber, trees or palms.
6. THE lessees shall not at any time without the previous consent of the Board interfere with or permit to be interfered with by ringbarking, cutting or otherwise any bush, timber, trees, palms or vegetative material (except noxious weeds or plants) on the land hereby leased. Where in pursuance of an authority from the Board any ringbarking, cutting or other interference is effected for the purpose of improvement of the land hereby leased all second growth, weeds or noxious plants on such improved area shall be eradicated by the lessees by such regular consecutive treatments as the Board may direct.
7. THE lessees shall take effective steps to keep the land hereby leased free from rats or other animals now or hereafter declared by the Board to be noxious animals.
8. THE lessees shall not at any time erect or cause or permit to be erected on the land hereby leased any building or structure and shall not alter or cause or permit to be altered any building or structure at any time on the land hereby leased except with the approval of the Board first had and obtained. All buildings or structures now or hereafter existing upon the land hereby leased shall be maintained by the lessees in good order and condition to the satisfaction of the Board.
9. THE lessees shall not at any time erect or effect or permit to be erected or effected within the site of any defined or designed easement any building, excavation or other works which shall interfere with the erection maintenance and use of works envisaged in accordance with the purpose of such easement and compatible with the object thereof.
10. THE lessees shall not at any time carry out or permit to be carried out upon the land hereby leased any burning off operations except with the consent of and subject to such conditions as may be imposed by the Board.
11. THE lessees shall not overstock the land hereby leased or any part thereof, the decision as to overstocking to rest with the Board. Should the Board deem it necessary for maintenance of pasture or preservation of the fertility of the land hereby leased or any part thereof or for the prevention of erosion thereon, it may determine the maximum number of stock that may be depastured on the land hereby leased or any specified part of such land and the lessees shall not permit the number so determined to be exceeded.
12. THE lessees shall, if and when directed by the Board, from time to time adopt and maintain on the land

NOTICE - Persons dealing with this Lease are warned that search should be made in the office of the Lord Howe Island Board in order to ascertain whether the lease is still current or whether it has been forfeited or cancelled.

hereby leased or any part of it, such agricultural and/or pastoral practices and/or install such soil erosion control structures and/or refrain from or discontinue agricultural and/or pastoral practices as the Board may specify in the interests of soil conservation and the mitigation or prevention of erosion.

13. ALL palm trees and the product thereof on the land hereby leased are reserved to the Crown and shall remain Crown property but the lessees shall have sole right to collect palm seed from the land hereby leased subject however to the power of the Board to authorise some other person to collect the seed AND in that event the lessees shall permit all persons so authorised by the Board from time to time to enter upon the land hereby leased and collect and remove therefrom palmseed in such quantities as the Board may specify and the lessees shall not be entitled to compensation for any palm seed collected and removed under any such authority from the Board.
14. THE lessees shall not at any time take or remove or permit to be taken or removed from the land hereby leased any minerals stone gravel clay shells or other material except by a person for the time being holding a permit so to do issued by or under the authority the Minister for the Environment, PROVIDED the lessees may, with the prior approval of the Board, take from the land hereby leased such stone gravel clay shells or other materials which the lessees may require to use for building or other purposes upon the land hereby leased.
15. THE lessees shall permit the Board or anybody or any person authorised by it to enter upon the land hereby leased with any material and equipment at any time and from time to time for the purpose of constructing and maintaining authorised works or any other purpose approved by the Board without interference or annoyance by the lessee.
16. THE lessees shall permit the Commonwealth of Australia and any Authority of the Commonwealth or its agents, servants, workmen and invitees at all times by day or by night to go, return, pass and repass on foot along over and upon any part of the land hereby leased on which an electricity transmission or telecommunication line is now or may hereafter be constructed, for all purposes connected with effecting any necessary repair and maintenance for the transmission and supply of electricity or telecommunication services.
17. THE lessees shall not conduct upon the land hereby leased any trade or activity which in the opinion of the Board is offensive or which may endanger the public health.
18. THE lessees shall indemnify and keep indemnified the Crown from and against all actions, suits, claims and demands of whatsoever nature and all costs, charges and expenses which may be brought against the Crown or which the Crown may incur in respect of any accident or injury to any person or property which may arise out of the construction and maintenance by the lessees of gates, turnstiles or other authorised works, notwithstanding that the conditions of this lease shall in all respects have been observed by the lessees or that any such accident or injury shall arise from any act or thing which the lessees may be authorised or required to do thereunder.
19. THE lessee has the benefit of a Right of Access in terms of the wording of Part 14 of Schedule 8 of the Conveyancing Act 1919 but only within the surveyed boundaries shown on the unregistered plan DP1261010 held by the Board vide a copy of which is attached as a notation to this lease.
20. THE lessee has the benefit of an Easement for Services in terms of the wording of Part 11 of Schedule 8 of the Conveyancing Act 1919 but only within the surveyed boundaries shown on the unregistered plan DP1261010 held by the Board vide a copy of which is attached as a notation to this lease.
21. THE lessee has the benefit of an Easement for Services in terms of the wording of Part 11 of Schedule 8 of the Conveyancing Act 1919 but only within the surveyed boundaries shown on the unregistered plan DP1261010 held by the Board vide a copy of which is attached as a notation to this lease.

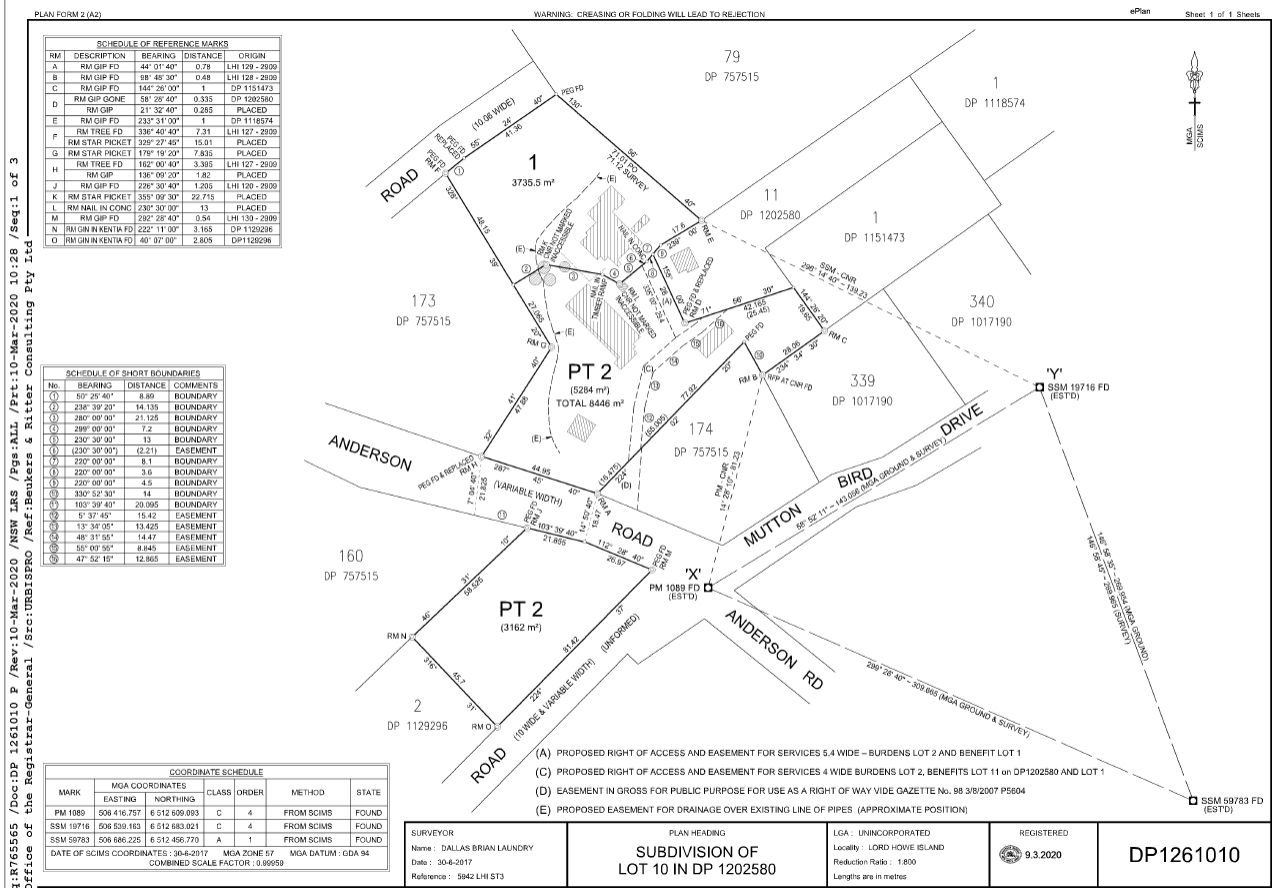
Signature:

**NOTICE - Persons dealing with this Lease are warned that search should be made in the office of the Lord Howe
Island Board
in order to ascertain whether the lease is still current or whether it has been forfeited or cancelled.**

.....
Minister for administering the Lord Howe Island Act, 1953

**NOTICE - Persons dealing with this Lease are warned that search should be made in the office of the Lord Howe
Island Board
in order to ascertain whether the lease is still current or whether it has been forfeited or cancelled.**

Reserved for notations



Reg: R/765565 /Doc: DP 1261010 P /Rev: 10-Mar-2020 /NSM LRS /Egs: ALL /Prt: 10-Mar-2020 10:28 /Seq: 1 of 3
 © Office of the Registrar-General /Src: ORGISPRO /Rcr: Benkers & Rafter Consulting Pty Ltd

NOTICE - Persons dealing with this Lease are warned that search should be made in the office of the Lord Howe Island Board in order to ascertain whether the lease is still current or whether it has been forfeited or cancelled.

**NOTICE - Persons dealing with this Lease are warned that search should be made in the office of the Lord Howe
Island Board
in order to ascertain whether the lease is still current or whether it has been forfeited or cancelled.**

Reserved for notations

**NOTICE - Persons dealing with this Lease are warned that search should be made in the office of the Lord Howe
Island Board
in order to ascertain whether the lease is still current or whether it has been forfeited or cancelled.**

Reserved for notations

**NOTICE - Persons dealing with this Lease are warned that search should be made in the office of the Lord Howe
Island Board
in order to ascertain whether the lease is still current or whether it has been forfeited or cancelled.**

LORD HOWE ISLAND BOARD

Business Paper

OPEN SESSION

ITEM

Surrender of Perpetual Lease 2015.02 and the creation of two new Perpetual leases over Lot 1 and PT2 respectively DP1261010.

RECOMMENDATION

1. The Board recommend to the Minister to accept transfer of a portion Lot 2 in DP1261010 in Perpetual Lease 2015.02 from Dianne Ellen Owens to Fletcher Chase Owens.
2. The Board recommend to the Minister to accept application to surrender Perpetual Lease 2015.02 as requested by the current lease holder Dianne Owens.
3. The Board recommend to the Minister to grant a lease in perpetuity for the purpose of a residence over Lot 1 DP1261010 to Dianne Owens. The terms of the lease are to be as set out in Attachment B.
4. The Board recommend to the Minister to grant a lease in perpetuity for the purpose of a residence over Lot 2 DP1261010 to Fletcher Owens the terms of the lease are to be set out in Attachment C.
5. Prior to the submission of the above recommendations to the Minister the prospective lease holders of Lot 1 and Lot 2 must provide evidence to the satisfaction of the Board Administration of a letter of agreement between Lot 1 and Lot 2 detailing obligations and liabilities for the maintenance of the joint waste water and treatment system.

BACKGROUND

Dianne Owens currently holds Perpetual Lease 2015.02. This Perpetual Lease consists of two newly subdivided Lots identified as Lot 1 and PT2 in DP1261010. Note that Lot 2 (PT2) consists of two parcels of land separated by Anderson Road. The recently registered subdivision is included in Attachment A.

CURRENT POSITION

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 (the Act). Pursuant to section 21 of the Act the Minister may lease vacant Crown lands (of 2 hectares or less) in perpetuity for the purpose of residence to an Islander (as defined in section 3 of the Act).

Section 23 of the Act prescribes the form and manner by which the whole or part of a perpetual lease may be transferred. Approval to transfer a lease to an Islander requires the approval of the Minister (section 23(3)), made on the recommendation of the Board.

Section 23(4B) of the Act governs the transfer of part only of the land comprised in an original lease, where the original lease was a lease under section 21 of the Act and the residue of the land is retained by the transferor. In these circumstances, separate perpetual leases are to be issued in respect of the part transferred and the residue of the land retained, and the original lease shall be delivered up for cancellation.

Should the Minister approve the transfer, in accordance with the provisions of section 23(4B) of the Act separate perpetual leases are to be issued in respect of the part transferred and the residue of the land retained, and the original lease (2015.02) must be delivered up for cancellation.

Following the registration of the subdivision as evidenced in DP1261010 Di Owens and her son Fletcher are seeking to undertake the following steps in sequential order:

- Transfer Lot 2 of Perpetual Lease 2015.02 in DP1261010 to her son Fletcher Owens.
- Surrender Perpetual Lease 2015.02 in order to allow for the creation of two new Perpetual Leases over the subdivided portions of land.
- The creation of a new Perpetual Lease for the purpose of a residence over Lot 1 issued to Di Owens as a sole lease holder.
- The creation of a new Perpetual Lease for the purpose of a residence over Lot 2 issued to Fletcher Owens as a sole lease holder.

The proposed process is consistent with the relevant Lord Howe Island Act sections and the Lord Howe Island Transfer of Perpetual Lease Policy. Specifically:

- Both Di Owens and Fletcher satisfy the definition as an Islander under the Act
- The minimum Lot sizes for a perpetual lease are maintained in compliance with the LHI LEP.
- Neither Fletcher nor Di hold a second lease and already currently reside on the land that will comprise the new leases and will therefore satisfy the requirement to reside on their respective perpetual leases.
- The value of the sale of contract is less than the Valuer General consideration for Lot 2 as per s23(1) of the Act.

Note on easements

Lot 1 and Lot 2 contain a number four separately identified proposed easements for access, services and drainage. The standard conditions of the Perpetual lease documents have been amended to include three new conditions that give legal meaning to these easements. The new conditions are conditions 19,20, and 21 in attachment B and attachment C.

RECOMMENDATION

1. The Board recommend to the Minister to accept transfer of a portion Lot 2 in DP1261010 in Perpetual Lease 2015.02 from Dianne Ellen Owens to Fletcher Chase Owens.
2. The Board recommend to the Minister to accept application to surrender Perpetual Lease 2015.02 as requested by the current lease holder Di Owens.
3. The Board recommend to the Minister to grant a lease in perpetuity for the purpose of a residence over Lot 1 DP1261010 to Dianne Owens. The terms of the lease are to be as set out in Attachment B.
4. The Board recommend to the Minister to grant a lease in perpetuity for the purpose of a residence over Lot 2 DP1261010 to Fletcher Owens the terms of the lease are to be set out in Attachment C.

5. Prior to the submission of the above recommendations to the Minister the prospective lease holders of Lot 1 and Lot 2 Applicants must evidence to the satisfaction of the Board Administration of a letter of agreement between Lot 1 and Lot 2 detailing obligations and liabilities for the maintenance of the joint waste water and treatment system.

Prepared: Justin Sauvage Manager Environment and Community Services.

Endorsed: Peter Adams Chief Executive Officer

Attachments:

Attachment A: Registered subdivision plan DP1261010

Attachment B: Perpetual lease standard terms plus conditions of easement for PL over Lot 1

Attachment C: Perpetual lease standard terms plus conditions of easement for PL over PT2

LORD HOWE ISLAND BOARD

Business Paper

OPEN SESSION

ITEM

Options for Organisational and Cost Review

RECOMMENDATION

That a review of Organisational and financial sustainability opportunities be undertaken during first the two quarters of the 2020/21 financial year and a report presented to the Board that includes recommendations from the review.

BACKGROUND

The Lord Howe Island Board has been impacted financially by a number of situations in recent times. The most recent being the COVID-19 pandemic which has heavily impacted revenues and costs. The Board requested at its April meeting that the administration provide a financial assistance package to business and individuals who have been affected by the cessation of tourism due to travel, social distancing, as well as trading and other restrictions.

Fiscal restraint has been in place that has assisted in containing expenditure for the remainder of the 2019/20 financial year.

It is always important to periodically review operations, organisational structure, practices and to explore other opportunities to deliver optimal value, direct limited resources to priorities and to provide services to the community.

This report responds to a resolution of the Board for a paper that outlines how a review might occur that is appropriate for the current situation with limited funds and significant demands on staff time and resources.

OBJECTIVES

It is suggested that a review could have the following objectives:

- Maximise value in delivering services using limited available resources;
- Identify problems, gaps in delivery of priority services, outcomes and processes;
- Identify opportunities to improve service delivery, for efficiencies or to make savings;
- Identify revenue opportunities;
- Adapt to changing circumstances, priorities and technologies;
- Develop an action plan that is realistic and able to be progressively implemented.

OPTIONS

To facilitate a focussed discussion, the options that are available fall broadly into the following:

- A. Develop a brief, undertake a tender or procurement process, and engage an external consultancy to review the organisation and produce a report.
- B. Investigate past reviews to identify previous report recommendations, assess their status, currency and relevance. A new aggregated action plan could be produced from these past reviews. A series of external reviews were completed in 1990, 1995, and 2013.
- C. Undertake a relatively concise internal review. This could comprise establishing current challenges; shortcomings or inefficiencies; review of the Corporate Risk Register; review of resource allocation, internal structure and process issues; investigate past reviews (see B above). These step would lead to a report identifying opportunities, risks and an action plan for implementation progressively.

DISCUSSION

Time and funds to undertake a review are limited. In addition, past experience in corporate reviews has shown that different benefits can result from different approaches. While obviously subject to debate, the following attributes are suggested to allow some consideration of the merits of the three options listed above.

Internal Resource Demand. Many organisational reviews consume significant time. It can be tempting to overlook the time involved in not only the review itself, but in writing briefs detailed sufficiently for procurement processes, tendering, assessment of proposals, etc.

Coverage. Reviews can be broad and comprehensive or more limited and focussed. Clarity in the objectives, complexity and cost, and areas for opportunity can allow narrower more focussed scopes.

Independence. External reviewers have the advantage of seeing with fresh eyes and less potential conflicts of interest. Balanced against this is the exhaustive process and costs involved in simply getting to a point of sufficient understanding to begin a review that results in practical and achievable outcomes. Independence can also be compromised by pressure to validate their review report by “reinventing the wheel” regardless of merit.

Ownership. Internally driven reviews can be limited in independence as discussed above. However, they are more likely to engage participants and develop an ownership of the recommendations. This can lead to better implementation and reviews not simply “gathering dust”.

Value. The cost in terms of funds and time that a review requires, compared to the resultant benefits and outcomes from the review.

A broad assessment of the merits of each option are shown in Table 1 below. The higher the allocated number, the better the assessed merit of each option against each criteria. This is objective and the relative merits can vary according to other factors such as project scope and details.

Table 1 – Assessment of Options

Option	Internal Resource Demand	Coverage	Independence	Ownership	Value for \$
A. External review	3	4	4	2	1
B. Investigate past reviews	4	2	3	3	4
C. Internal concise review including B above.	3	3	2	4	4

Note: Scale of 1 to 5. 1 being poor; 3 being moderate; and 5 being very good.

Not undertaking a review at this time is definitely an even though it has not been listed above. It is always good however, to pause and take stock. The Board could consider the option that no review occur in the short term.

Given the pressures on limited staff and the financial constraint currently necessary, Option B would be an exercise that could be undertaken relatively quickly and may offer opportunities for efficiencies or financial sustainability gains. Review of past reports (Option B) should occur because it seems that significant work has been done in the past and many of the recommendations from those reports have not been adopted or implemented. It may be that they now offer opportunities that have either not been acted upon or that are now more attractive than in the past.

Alternatively, it is considered that Option C which includes Option B, offers value, is broader than Option B alone, and may be the most appropriate if undertaken over coming months.

Option C can be designed to be achievable and concise. It is therefore recommended as a way forward.

RECOMMENDATION

That a review of Organisational and financial sustainability opportunities be undertaken during first the two quarters of the 2020/21 financial year and a report presented to the Board that includes recommendations from the review.

Prepared: Peter Adams Chief Executive Officer

Attachments:
Nil

LORD HOWE ISLAND BOARD

Business Paper

OPEN SESSION

ITEM

Work Health and Safety (WH&S) and Public Risk 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.

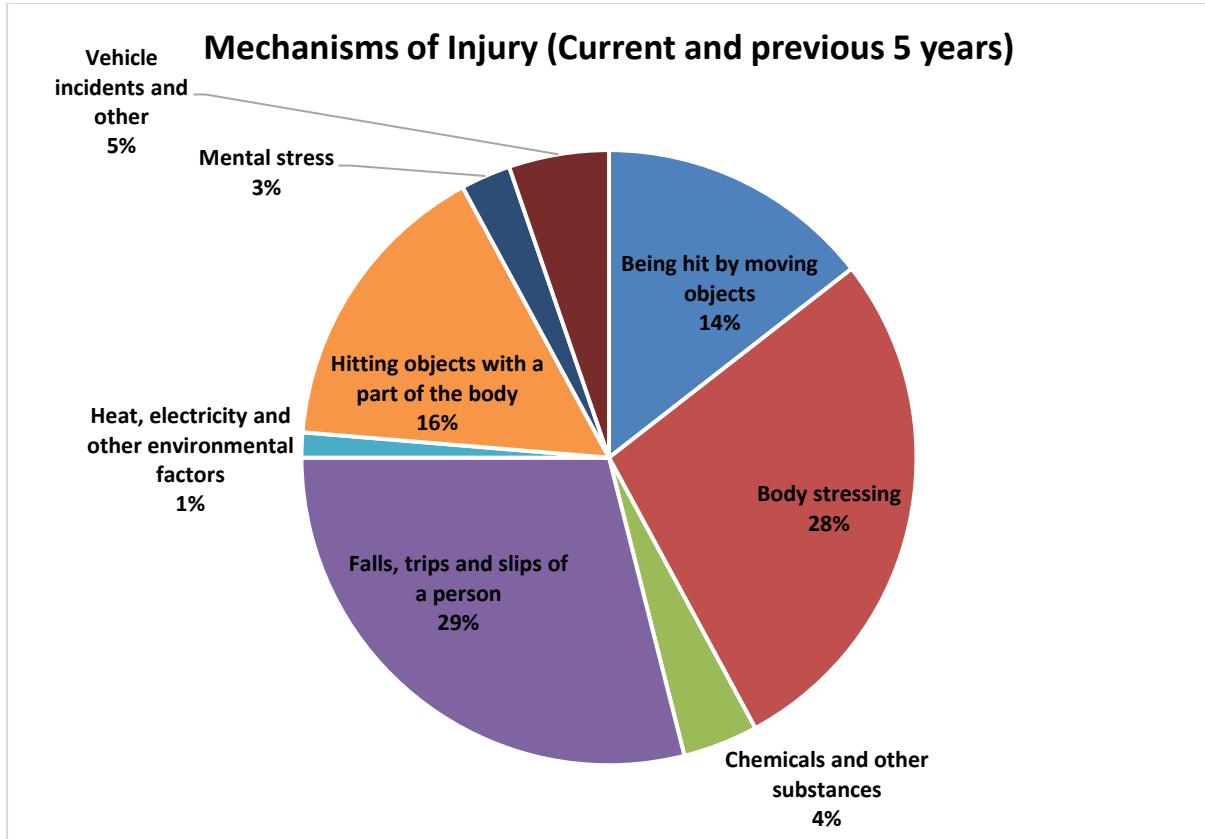
CURRENT POSITION

Workplace Health and Safety

At 30 April fourteen claims in total had been lodged for the 2019-20 financial year, and none since the last Board Meeting. Details as follows:

2019/20				
No	Date of Injury	Type of Injury	Cause of Injury	Hours lost
1	06/08/2019	Crush injury finger	Attaching claw to excavator	Medical expenses only
2	09/08/2019	Lacerations to leg	Barbed wire	Medical expenses only
3	12/08/2019	Knee sprain	Stepped through lid of septic tank	694.4
4	20/08/2019	Facial injury	Accidentally struck by co-worker	7.6
5	29/08/2019	Sprain lateral ankle ligament	Rolled ankle on septic tank	91.07
6	10/09/2019	Muscle strain L rotator cuff/viral illness	Repeated lifting in cold weather	22.8
7	20/09/2019	Lacerated L finger	Bitten by rat whilst capturing it	Medical expenses only
8	17/10/2019	Crush injury R hand	Hand slammed in car door	Medical expenses only
9	23/10/2019	L eye trauma	Struck in eye by pine needle	Medical expenses only
10	26/10/2019	Severe bruising tendons R wrist	Struck by pallet blown over by wind	Medical expenses only
11	30/10/2019	Sprained knee	Slipped between gravel bags	TBC
12	16/11/2019	Sprained back	Repeated ascents/descents on helicopter winch	Medical expenses only

13	19/11/2019	Broken R ankle, bruising thumb and thigh	Fall from ladder	190
14	20/11/2019	Conjunctival haemorrhage L eye	Eye struck by stick moving through bush	Medical expenses only



Public Risk Management

Response to the COVID-19 pandemic continues. Further detail in relation to COVID-19 is provided in the Chief Executive Officer's report, refer Business Paper 5.

RECOMMENDATION

It is recommended that the Board note the information provided on WH&S and Public Risk matters.

Prepared: Jemima Spivey Manager Administration

Endorsed: Peter Adams Chief Executive Officer

Attachments:

Attachment A: Financial Statistical Information - **Closed**