

LORD HOWE ISLAND BOARD

Board Meeting Agenda

Wednesday, 2 March 2022

Location: Community Hall

Closed Session

3.00pm	1	CONFLICT OF INTEREST DECLARATIONS		Presenter: Atticus Fleming
3.05pm	2	WH&S AND PUBLIC RISK MANAGEMENT		
	(i)	WH&S and Public Risk Management Update	Note	Prepared: Jemima Spivey Presenter: Mervyn Yuen
	(ii)	Audit and Risk Committee February 2022 Session update	Note	Prepared / Presenter: Mervyn Yuen
3.20pm	(iii)	LJM Report and Implementation Plan		Preparer/Presenter: Suzie Christensen
3.50pm	3	EFFECTIVENESS AND EFFICIENCY REVIEW		
	(i)	Presentation / Workshop		
5.30 – 6.20pm	4	GENERAL BOARD SESSION – In Camera		

Thursday, 3 March 2022

Location: Community Hall

Closed Session

8.45 am	5	FINANCE AND BUSINESS MANAGEMENT		
	(i)	Financial Status Update	Note	Prepared / Presenter: Mervyn Yuen
	(ii)	Variation to Budget	Decide	Prepared / Presenter: Mervyn Yuen
	(iii)	Draft Budget FY 2023	Note	Prepared / Presenter: Mervyn Yuen
	(iv)	Audit Office of NSW Final Management Letter FY 2021	Note	Prepared / Presenter: Mervyn Yuen
	(v)	Variation to Financial Delegations	Decide	Prepared / Presenter: Mervyn Yuen
	6	OPERATIONS AND SERVICES		
	(i)	Shipping Service Market Analysis	Decide	Prepared: Darcelle Matassoni Presenter: Bill Paterson
	7	LEASING AND LAND ADMINISTRATION		
	(i)	Application to suspend condition of residency – Suzy Gillett	Decide	Prepared/Presenter: Justin Sauvage
	(ii)	Review of Category A Entitlement dwelling allocation to Des Thompson, Bertha Thompson and Karen Taaffe	Decide	Prepared/Presenter: Justin Sauvage

Open Session

9.30am	WELCOME GUESTS			Presenter : Atticus Fleming
		Hon. Leslie Williams MP, Member for Port Macquarie Superintendent Shane Cribb, Mid North Coast Police District		
	8	CONFLICT OF INTEREST DECLARATIONS		Presenter: Atticus Fleming
	9	MINUTES OF PREVIOUS MEETING – NOTICE OF ADOPTION		
	(i)	Adoption of Minutes of Previous Meeting	Note	Prepared: Belinda Panckhurst Presenter: Suzie Christensen
	10	OUT OF SESSION MATTERS		
	(i)	Out of Session Matters Status Report	Note	Prepared: Belinda Panckhurst Presenter: Suzie Christensen
	11	ACTIONS FROM PREVIOUS MEETINGS		
	(i)	Actions from previous meeting status report	Note	Prepared / Presenter: Mervyn Yuen
9.45am	12	BUSINESS ARISING FROM PREVIOUS MEETING		
	(i)	Marine Rescue Vehicle Allocation – response	Decide	Prepared / Presenter: Suzie Christensen
	(ii)	Return of Cattle post REP	Decide	Prepared: Darcelle Matassoni Presenter: Suzie Christensen
9.55am	13	CHIEF EXECUTIVE OFFICER’S REPORT		
	(i)	Chief Executive Officer’s Report	Note	Prepared / Presenter: Suzie Christensen
	14	FINANCE UPDATE		Note Prepared / Presenter: Mervyn Yuen
10.30am	MORNING TEA			
11.00am	15	OPERATIONS AND SERVICES		
	(i)	Visitor Feedback – Traffic and Road rules	Note	Prepared / Presenter: Suzie Christensen
	16	DEVELOPMENT APPLICATIONS		
	(i)	Owner Consent Approved Under Delegated Authority Status Report	Note	Prepared: Belinda Panckhurst Presenter: Justin Sauvage
	(ii)	Development Applications Approved Under Delegated Authority Status Report	Note	Prepared: Belinda Panckhurst Presenter: Justin Sauvage
	17	POLICY AND STRATEGY		
	(i)	Motor Vehicle Importation or Transfer Status Report	Note	Prepared: Lynda Shick Presenter: Suzie Christensen
	(ii)	Minor amendments - Vehicle Importation, Transfer and Use Policy (pre-public notice)	Decide	Prepared / Presenter: Suzie Christensen

11.30am	18	LEASING AND LAND ADMINISTRATION		
	(i)	Application to transfer part PL1954.26 from the Estate of Tas Douglass to Veronica Douglass	Decide	Prepared/Presenter: Justin Sauvage
	(ii)	Land Swap - Fletcher Owens	Decide	Prepared/Presenter: Justin Sauvage
	(iii)	Application to surrender and create four perpetual leases – Chad Wilson, Kevin Wilson, Keith & Kelly Galloway and Ian Hutton	Decide	Prepared/Presenter: Justin Sauvage
	(iv)	Review of Compliance with Residency Condition on Perpetual Leases	Note	Prepared/Presenter: Justin Sauvage
12.30pm	19	GENERAL BUSINESS AND QUESTIONS ON NOTICE		
	(i)	Mobile Phone Coverage	Discuss	Prepared/Presenter Suzie Christensen
	(ii)	50th Anniversary of Airstrip construction celebration	Discuss	Prepared/Presenter Suzie Christensen
	(iii)	Thompson Family Grave research	Decision	Prepared/Presenter: Suzie Christensen
	(iv)	Proposed Quarterly Board Meeting Dates	Decide	Prepared/Presenter: Suzie Christensen
1.00pm		CLOSE		

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Adoption of minutes of previous meeting.

Recommendations

1. **Note** the endorsement of the December 2021 board meeting minutes.
2. **Discuss and update** the adopted process for distributing board minutes as required.

Current position

Process for Board minutes distribution

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.

Endorsement of December 2021 board meeting minutes

Minutes of the December 2021 meeting were distributed to each Board member and were endorsed but not within the above timeframes.

A copy of the endorsed Minutes is attached.

Update adopted process for distribution board minutes

The adopted process was first reported at the March 2006 board meeting. As this process was put in place some time ago, it is requested that the Board discuss and update the distribution process and timeframes as required.

Changes proposed to the distribution process are as follows:

- Draft minutes will be produced within XX working days of a Board meeting, and posted distributed to Board members on the XX 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 pre forma document provided by the Administration in writing no later than XX working days after date of posting distribution.
- XX working days after date of posting distribution, 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.

Attachments

Attachment	Title
A	Board Meeting Minutes – December 2021 – CLOSED

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Belinda Panckhurst	Administration Officer

Board Meeting: March 2022

Agenda Number: 10 (i)

Record Number: ED22/1156

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Out of Session Matters Status Report

Recommendations

1. **Note** the information provided in this report.

Current position

Since the last Board Meeting in December 2021, one matter was considered out of session.

Results of the 'Out of Session' papers since the last Board meeting are shown on the attached result summary sheet.

Attachments

Attachment	Title
A	Result Summary Sheet – CLOSED

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Belinda Panckhurst	Administration Officer

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Actions from previous meeting – status report.

Recommendations

1. **Note** the information provided in this report.

Current position

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.

A list of actions from decisions of the December 2021 Board meeting, and previous meetings, is attached for the Board's information.

Attachments

Attachment	Title
A	Action sheet from previous Board meetings

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Mervyn Yuen	CFO, Sr. Manager Business and Corporate Services

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Marine Rescue Vehicle Allocation

Recommendations

1. **Approve** That the Board advise Marine Rescue NSW Lord Howe Island Unit to explore other options to meet their needs for a vehicle that align with the policy intent of limit vehicles on LHI.
2. **Refuse** the application from Marine Rescue NSW LHI Unit for an additional vehicle to be added to the Schedule of Essential Vehicles associated with the Vehicle Importation, Transfer and Use Policy.

Background

Marine Rescue NSW (MR) is a volunteer organisation with a unit now established on Lord Howe Island.

MR applied to import a vehicle, as an essential vehicle. The addition of a vehicle to the register of essential vehicles requires a change in policy, thus the matter was discussed at the September Board meeting. MR have one vehicle listed on the essential vehicle register, a boat trailer. The policy was not changed, ie. A second vehicle was not allocated to MR.

MRLHI Unit Commander Jim McFadyen attended the December Board meeting and raised the issue with the Board in open session. The Board agreed to review the decision and invited submission information to support the case. That information is provided as Attachment A, B, C, D, and E. A copy of the Vehicle Register - Essential vehicles is also attached (Attachment F).

Current Position

The Vehicle Allocation, Importation and Use Policy has a clear policy intent to limit the amount and size of vehicles on the island. It prescribes a limit of one vehicle per lease, and the Board has been advised that the vehicle will be stored at the residence of the person in charge.

The value of the Marine Rescue service is not the subject of this paper. There are multiple vehicles already on the island that have ample capacity to tow and retrieve the tender, and transport members for training (as describing in the need for the vehicle).

Other options do not appear to have been explored, for example:

- MR reimbursing members for use of their private vehicles
- MR assigning full use of the intended vehicle to the Unit commander, and subsequent return of his private vehicle to the mainland

- Development of an MOU between MR and SES regarding shared use and expense of that emergency vehicle

It is recommended that the Board suggest the exploration of the above options to meet their needs for use of a vehicle.

Attachments

Attachment	Title
A	Email (dated 14/01/2022) from Jim McFadyen, to Suzie Christensen RE: Address to Board at December 2021 meeting
B	Letter (dated November 2021) from Jim McFadyen to Atticus Fleming RE: Essential Vehicle allocation for Marine Rescue
C	Letter (undated) from Jim McFadyen to Elected Board Members RE: Essential Vehicle allocation for Marine Rescue
D	Email (dated 30/07/2021) from Justin Sauvage RE: listing Marine Rescue as Essential Service in policy
E	Lord Howe Island Marine Rescue Volunteer Unit Proposal (undated)
F	Review of vehicles for Organisations listed at 8.4 - Schedule of Essential Services - Vehicle Policy Transfer and Use - February 2022

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Suzie Christensen	Chief Executive Officer

From: [UC Lord Howe Island](#)
To: [Administration Office, Lord Howe Island Board](#)
Subject: Attention CEO LHIB
Date: Friday, 14 January 2022 1:55:55 PM
Attachments: [MRLHIUC to Chair.docx](#)
[Note to Board members.docx](#)
[LORD HOWE ISLAND MARINE RESCUE VOLUNTEER UNIT.docx](#)
[Essential - Justin S.PNG](#)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Re: Record Number ED21/5726.06 - Refusal to import Essential Vehicle - Marine Rescue NSW LHI.

Dear Mrs Christensen,

Thank you for your letter dated 16 December 2021 regarding my address to the full Board meeting in December 2021.

I have attached a few of the correspondence I have had, generally without reply, since my application mid 2021. I am more than happy to participate in a face to face meeting to answer any questions that may arise.

I found cause to address the latest Board meeting after the original application was refused during the September 21 Board meeting. This meeting was COVID effected so no public attendance was permitted. The standing operating procedures post Board meeting is that the official minutes are published within 14 days. I was never informed of the refusal which made it extremely difficult to address as the minutes were not released until well after 30 days post Board meeting. Your letter dated 16 December is the first official notification that my application to import an essential vehicle was refused. Unfortunately I learnt of the September decision third hand.

I have requested that the decision be internally reviewed as per the Review of Board Decisions Information Sheet as I believe the reasoning behind the board's decision is flawed and totally incorrect. The reason given was that the Marine Rescue has an allocation of 1 x boat trailer and this trailer does not require access to public roads. The tender (small vessel used to access the large rescue vessel moored at Dawson's Point) is a legally towable trailer which requires a substantial vehicle to launch and retrieve from the public boat ramp. The boat ramp area was incorrectly identified by Board members as not a public street. Under the Australian Road Rules definition any carriageway that is open to and used by the public is deemed a public street. The trailer is far too heavy to handle manually and maneuver without the use of a towing vehicle. Under the Treasury Managed Funds (TMF) insurance, any handling of the trailer ie: launching and retrieving, must be conducted with the use of a fully insured vehicle whilst accessing public roads. I believe as this was recorded as the Board members official rationale for the refusal the objection should be reconsidered due to the false information which was depended upon.

Contained within my address to the Board members are numerous other reasons the Marine Rescue Unit LHI desperately requires the use of an appropriate vehicle.

I would also like to identify a further issue which was raised by a Board member during the last full Board meeting. The member referred Marine Rescue already filled an essential vehicle allocation due to the tender trailer being on island. Trailers are generally not

included as a vehicle for essential vehicle allocations, as an example the State Emergency Service has a 4wd vehicle and patentec trailer with only one vehicle recorded on their essential vehicle allocation.

The current situation where members own vehicles are utilised to maintain an emergency response capability is not acceptable to the Marine Rescue NSW organisation.

Marine Rescue NSW is a not for profit volunteer organisation that now provides a world class maritime rescue response for Lord Howe Island and up to 200 nautical miles to sea. In order for us to maintain this vitally important capability we do require the use of an approved Marine Rescue vehicle to perform numerous operational tasks as listed in attached correspondence.

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Kind Regards,

Jim McFadyen
Unit Commander
Lord Howe Island
Marine Rescue NSW

MARINE RESCUE

NEW SOUTH WALES



Volunteer Marine Rescue NSW

ABN 98 138 078 092 CFN 21153

Headquarters

Building 1, 202 Nicholson Parade

PO Box 579

Cronulla NSW 2230

T: +61 2 8071 4848 F: +61 2 9969 5214

W: marinerescuensw.com.au

Atticus Fleming
Chair, Lord Howe Island Board.

2 November, 2021.

Dear Atticus,

In early June 2021, the Marine Rescue NSW Lord Howe Island Unit submitted a letter to the Acting Chief Executive Officer, Justin Sauvage, Lord Howe Island Board (LHIB) regarding the need for a vehicle via the LHIB Vehicle Policy. The letter requested that the newly formed volunteer unit be included in the LHIB Essential vehicle service table contained within the LHIB Vehicle Policy including the allocation of one vehicle.

In mid-July 2021, after consultation with the previous Acting CEO regarding the progression of the request and upon his advice, additional correspondence was submitted, ie: an Application to Import Vehicle, which was subsequently submitted to the new A/CEO, Angie Stringer, for consideration. The A/CEO advised after some deliberation that this decision must go to a full Board meeting as it constituted a change in Policy.

During the September 24 2021 Board meeting Item 12 (ii) was discussed and the approval declined. Due to the current COVID 19 restrictions a last minute decision was made to exclude the public from the general agenda items. Generally, with a decision of this nature, those interested parties could request a voice from the audience in order to explain the need and reasoning behind the request. Unfortunately, this was not afforded to the Marine Rescue LHI unit and I believe an ill-informed decision was reached, apparently quite quickly and with little discussion during the motion to reject.

Shortly after the September 24 2021 Board meeting, Marine Rescue LHI enquired as to when the official minutes would be released for public access. This was important to allow the Marine Rescue LHI to be officially informed of the decision with regard to importing a Marine Rescue vehicle, to date the unit has not been officially informed. The A/CEO advised that the LHIB has 14 days to complete the minutes and publish. Some thirty-six days on and the official minutes have not been made public.

Currently vehicle allocations contained within the Essential Service table of the LHIB Vehicle Policy approve the LHIB, NSW Police Force, RFS, SES, Bureau of Meteorology, Marine Parks, Dept of Education, Roads and Maritime as eligible organisations for a vehicle allocation. The Marine Rescue NSW LHI Unit is more than deserved for the following reasons:

- **Refueling the rescue vessel 'Fearless'**

The 16 metre ocean going Marine Rescue vessel holds 4000 litres of diesel fuel and requires a vehicle utility to transfer the fuel to the jetty for refueling operations. A suitable commercial vehicle as outlined in the Application to Import, will allow transport of 1300 litres of diesel at a time without the additional need for a fuel trailer.

- **Launching/Retrieving Marine Rescue tender TTLH40.**

The Marine Rescue tender vessel TTLH40 is a 4.5 metre trailered rigid hull inflatable vessel which is stored in the newly built Marine Rescue facility. This vessel is used to access the rescue vessel 'Fearless' which is moored within the lagoon. Rescue vessel 'Fearless' cannot access the jetty at half tide or lower due to her draft. A suitable vehicle is essential to enable the launching and retrieval of the tender during all tidal and weather conditions.

- **Member/Volunteer transport**

Many of the 41 volunteer members of the Lord Howe Island Marine Rescue unit do not have access to a private vehicle. In the case of an emergency call out, the vehicle is essential to quickly and efficiently collect members from their residence in order to respond.

- **Collection of Freight and goods from airport and other outlets**

At present any freight and consumables are collected utilising member's private vehicles.

Volunteers saving lives on the water

As the Unit Commander of the Marine Rescue LHI unit I have requested to be allowed to address the elected Board members during their Wednesday meeting however to date this has not been permitted. We believe, when armed with the appropriate background information, the Board members would reach a positive decision with regard to this vehicle request. The Marine Rescue NSW LHI unit cannot continue to depend on utilising member's private vehicles in order to ensure the operational viability of this rescue service. Apart from the potential issues with insurance liability it does not portray the professional operation that is Marine Rescue NSW.

The Marine Rescue NSW LHI unit appreciates the need to minimise vehicles on Lord Howe Island however we strongly believe the allocation of a vehicle to the Marine Rescue unit via the LHIB Vehicle Policy Essential Servicers table is absolutely justified and essential.

We have exhausted all other avenues to service our on-land requirements including:

- purchasing a hydraulic powered land-drivable tender vessel which can be driven via retractable wheels, in order to negate the need of a trailer. This proposal was challenged by the LHIB and we were subsequently informed that the proposed Development Application for the Marine Rescue building would be declined if the proposal included this type of vessel/vehicle.
- The Marine Rescue LHI offered to contribute several thousand dollars to repair the LHIB 2000 litre diesel refueling trailer which is unregistered and in need of major repair. This offer was rejected by the LHIB as the management were not prepared to share the asset once the trailer was restored and made road worthy.

I request that these considerations be discussed at the next Wednesday's elected Board meeting with the addition of an invitation for a Marine Rescue representative to attend and field any questions that may arise. We believe with effective communication and discussion regarding this issue we can reach a positive outcome allowing Marine Rescue NSW LHI to continue to provide a safer marine environment in and around Lord Howe Island.

Yours sincerely,

J. McFadyen

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

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I request that these considerations be discussed at the next Wednesday's elected Board meeting with the addition of an invitation for a Marine Rescue representative to attend and field any questions that may arise. We believe with effective communication and discussion this issue will have a positive outcome allowing Marine Rescue NSW LHI to continue to provide a safer marine environment in and around Lord Howe Island.



Justin Sauvage

Fri 7/30, 1:49 PM

Jim McFadyen; Angie Stringer <Angie.Stringer@environment.nsw.gov.au> ✉

📧 Reply all | ▾

Hi Jim

After a bit of digging I have figured out what had happened.

Upon receiving your letter I revised the Draft Motor Vehicle Policy to include the Marine Rescue as an essential services with a view to this being presented to the Board for adoption at the June meeting. However the June Board meeting was deferred to July, and most items were deferred to the September Board meeting, including the revised motor vehicle policy.

If MR requires a motor vehicle prior to this date you could submit a motor vehicle application requesting extenuating circumstances, and if approved this may allow for the motor vehicle to be imported prior to the September Board meeting.

Regards

Justin

Justin Sauvage
Manager Environment and Community Services

LORD HOWE ISLAND MARINE RESCUE VOLUNTEER UNIT

Two years ago, as a Lord Howe Island community member, I approached both the NSW Water Police and the NSW Marine Rescue with a proposal to form a Marine Rescue volunteer unit on Lord Howe Island along with the acquisition of a suitable ocean going rescue vessel. Both agencies were receptive to the proposal with lengthy negotiations continuing to this day. The proposal was tabled at the most recent Board meeting gaining 'in principle' support for further local community consultation.

On the 30 July 2019 1600 hrs at the Community Hall, representatives from the NSW Marine Rescue will conduct an information session to gauge community support for the establishment of a LHI Marine Rescue Unit. I encourage all interested community members to attend and consider this opportunity.

This entire proposal is being 100% funded by already allocated Marine Rescue funding meaning that there is NO outlay or any on going costs required by the local community or LHIB. Absolutely NO costs.

PROPOSAL:

- NSW Marine Rescue establish a volunteer locally run unit, drawing from the local community.
- NSW Marine Rescue to install a marine band VHF radio repeater on Intermediate Hill to greatly increase marine radio coverage on and around the island.
- NSW Water Police to 'gift' a retiring Water Police 18 metre vessel to the NSW Marine Rescue to be stationed at Lord Howe Island. The NSW Marine Rescue have agreed to supply a suitable vessel if this arrangement doesn't eventuate with NSW Water Police.
- NSW Marine Rescue to fund (approved) the complete re-fit of this vessel including new engines and navigational electronics.
- Vessel to be moored at Dawson's Point.
- Vessel to be slipped and serviced annually at Port Macquarie. Opportunity for members to earn and experience sea time whilst transiting back to mainland and returning to LHI.

ADVANTAGES:

- World class rescue unit located on Lord Howe Island, manned by locals servicing and supporting local marine vessels, visiting and passing marine vessels, missing persons at sea, MV 'Island Trader', Qantaslink and other commercial/ private aircraft in the event of a ditching at sea.
- Local volunteers trained in advanced Nationally accredited Search and Rescue (SAR) skill set.
- Establishing a maritime education platform for all interested members providing a marine career pathway via very experienced local seaman.
- Fully funded proposal with allocated budget re on going costs for life time of unit.
- Greatly enhancing capability of the already highly skilled local marine community.
- Exposure to commercial grade vessel navigation and power plant engineering capabilities.
- Potential for on-island marine commercial license certification via Marine Rescue training.

Lord Howe Island has a very rich and well respected marine history. This proposal will take this to the next level of professionalism along with giving young islanders an insight into the marine industry as a possible career path. Lord Howe Island has a well established and proficient land based rescue and fire fighting volunteer unit. To date any emergency at sea is managed through NSW RMS and NSW Police with less than ideal equipment and training. Any current capability is restricted to just a few miles to sea. This will bring LHI in line with the best equipped and trained volunteer rescue unit in Australia if not globally, providing a response capability out to 200 miles to sea.

The NSW Marine Rescue will evaluate community interest during their upcoming visit. Please come along and show your interest, this is an opportunity not to be missed.

I would like to emphasize that this entire proposal has been developed by locals and not the LHIB. The LHIB has been successfully approached to support the proposal but will have no day-to-day running responsibilities or costs. The unit will be totally administered by the newly formed LHI Marine Rescue Unit.

Please send me an email with any questions (negative or positive) or give me a ring at home, anytime. I would like to start collating interested of potential LHI Marine Rescue members.

As an ex-Water Police officer I believe this to be an amazing opportunity for LHI and her community. I have worked on these vessels, performed countless rescues at sea and can vouch for the suitability and sea keeping capabilities of this vessel.

Many thanks

Jim McFadyen

LHI Community Member

(I have administered this proposal as a local community member during my own time and at my own cost)

jimcfadyen@yahoo.com.au

(H) 02 6563 2481 0414 916 333 (on mainland 17/7-21/7)



One of the vessels being considered. Class 2 vessel currently in service with NSW Police.

Review of vehicles for Organisations listed at 8.4 - Schedule of Essential Services - Vehicle Policy Transfer and Use

Name	Vehicle Allocation	Make	Model	Vehicle Type	Approved Use	Notes
NSW Police	1 Vehicle	Toyota	Hilux	Ute	Essential	Complies
NSW MPA	1 Vehicle	Toyota	Hilux	Ute	Essential	Complies
NSW MPA	No Allocation	Unknown		Boat Trailer	Imported Without Approval	Compliance issue - highlighted on register
NSW MPA	N/A	Oceanic		Boat Trailer	Commercial	Applied for an Essential Use Trailer but was approved as a Commercial Use Vehicle
NSW MPA	N/A	Transtyle	AT4500	Trailer	Commercial	Applied for an Essential Use Trailer but was approved as a Commercial Use Vehicle
BOM	1 x Vehicle	Toyota	Hilux	Ute	Essential	Complies
NSW Education	1 x Vehicle	Toyota	Tarrago	Van	Essential	Complies
NSW Education				Box Trailer	Essential	Not listed on schedule. Application requested a trailer to partner with Tarrago to move sporting equipment and waste. Approval letter states it is an essential vehicle - ED17/6484
NSW Health	1 x Vehicle - Ambulance	Hyundai	iLoad	Van	Essential	Complies
Doctor (GP)	1 x Vehicle	Mitsubishi	Miev Minicab	Bus	Essential	Complies
NSW RFS	1 x Vehicle - Fire Engine	Isuzu	FTS800	Truck	Essential	Complies
NSW SES	1 x Vehicle - Emergency Response Vehicle	Mitsubishi	Triton	Ute	Essential	Complies
NSW SES	No Allocation	Unknown		Trailer	Imported Without Approval - date unknown	Compliance Issue - highlighted on register
NSW Marine Rescue	1 x Boat Trailer (with RIB)	Dunbier		Boat Trailer	Essential	Complies
NSW Roads & Maritime Services	No Allocation	Macleay		Fuel Trailer	Essential	Not listed on schedule. Approval was given for an essential use trailer for LHI Port Operations and NSW Police on 3/11/2017 (ED17/6380). Trailer was removed for maintenance and they applied to bring the trailer back to the island after repair 11/7/2021. A Letter was sent by SC (ED21/5767.02) pointing out that this vehicle was not listed as an essential vehicle in the policy, strongly encouraging them to apply to LHIB to amend the policy to include NSW RMS as an Essential Service with a vehicle allocation.

I have not reviewed LHIB essential vehicles

Essential Services will be eligible to import vehicles as follows:

8.4 Schedule of Essential Services

ESSENTIAL SERVICE	VEHICLE ALLOCATION
Lord Howe Island Board	A fleet comprising of all vehicle types, being the minimum number of vehicles required to ensure the safe, effective and efficient delivery of the Board's charter, to a maximum of 13 road going vehicles.
NSW Police	1 Vehicle
NSW MPA	1 Vehicle
Bureau of Meteorology	1 Vehicle
NSW Education	1 Vehicle
NSW Health	1 Vehicle – Ambulance
Doctor (GP)	1 Vehicle
NSW RFS	1 Vehicle – Fire Engine
NSW SES	1 Vehicle – Emergency Response Vehicle
NSW Marine Rescue	1 boat trailer (with RIB)

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Cattle importation post-Rodent Eradication Project (REP).

Recommendations

1. That the Board **approve** Option 2 – Hire a Specialised Barge, from the provided list of pathways for livestock transportation to Lord Howe Island.
2. That the Board approve **funding** the return of cattle via the chosen option from reserves provisioned for that purpose at the December 2021 Board meeting.

Background

Prior to the Lord Howe Island Rodent Eradication Project (REP), the majority of cattle on-island were destroyed. The LHIB resolved to pay cattle owners for their stock, and resolved to assist cattle owners in reintroducing replacement cattle after the cessation of the REP.

Following the initial cessation of the REP in 2019, the LHIB has been researching options for the transport of cattle back to Lord Howe Island. There have been several unexpected hurdles in arranging this process that have caused significant delays in the importation of cattle that were not known or anticipated during the consultation phase of the REP.

Discussions have been ongoing with all owners, resulting in the LHIB being advised that only two owners of the original five still require assistance to import replacement cattle.

Update

With confirmation received from AMSA that Marine Order 43 will not apply to our livestock transportation situation, we have been able to move forward with transportation discussions based on adult cattle transport (as per the original agreement).

Agreements have been reached with Owners 1 and 2 regarding the number of cattle they wish to return. The transport of adult cattle was noted as a high priority. Owner 3 has indicated that they will no longer be seeking transport.

Cattle to be transported:

	Head	Breed	Specifications
Owner 1	9	Angus	Pregnant cows/ Bull
Owner 2	13	Dexter	Mixed
TOTAL	22		

Legal Advice on contracts

Legal advice confirms that LHIB has an obligation to pay:

- Cost of transporting the animals from the point of purchase to Port Macquarie (up to 250km)
- Costs from Port Macquarie to LHI
- Associated quarantine and veterinary checks required to meet LHIB livestock importation policy
- Any other “costs associated with transport of the replacement stock to LHI”

The advice also notes that there is no limit in the agreement on how long it takes the owner to re-stock.

Formal legal contracts will be drafted to ensure LHIB’s contractual requirements are concluded with the actions recommended within this paper.

Through the work of a livestock transport consultant we now have access to a smaller barge option that will allow for transport of all cattle in one specialized voyage (option 2).

A welfare plan for shipping of cattle has been approved by DPI Welfare team and the RSPCA.

Options review

The current options for transport of adult cattle are detailed below:

Options	Option detail	Notes	Cost
Base Case	LHIB does not bring back cattle and provides compensation	Legal ramifications, reputational damage. Both contractees have declined compensation offers, and compensation costs could be higher compensation may be based on full number of cattle dispatched.	Unknown
Option 1	Use Birdon to transport cattle over 4 voyages	Additional time and resources to coordinate 4 voyages, known supplier	\$203,160
Option 2	Hire a specialised barge	Option to backfill with waste; will require extra works to allow berth near WMF	\$156,013
Option 3	Aircraft (Hercules)	Efficient but expensive option	\$742,998
Option 4	Aircraft (Eastern) transport over 3 flights	Flying calves in on Eastern Airlines and rearing them on island does not accommodate Owner 2’s pre-purchased herd and will not meet any of the top preferences of Owner 1.	\$205,200

Compensation

Owner 1 has also negotiated that the market rate change from 2020 to 2022 in the price of cattle be included as an associated cost, due to the time taken by the LHIB to return cattle post REP. Agreement has been reached to use Meat and Livestock Australia’s (MLA) store cattle market report at the time of purchase to calculate the compensation for rise in females, and the MLA 2021 average bull sale prices for rise in cost of bulls. Note that less cattle are being transported than those destroyed.

Cost of PTIC heifers (Angus) 2020 = \$1,020
Cost of PTIC heifers (Angus) 2022 = approx. \$3,000

Cost of Herd Bull (Angus) 2020 = \$8,120
 Cost of Herd Bull (Angus) 2022 = \$13,776

Covering this difference equates to an additional \$15,840 for 8 females and \$5,656 for the bull totalling ~\$21,496 (dependant on purchase date), which will be added to the overall transportation cost.

A breakdown of costs is detailed below:

Option 1	BIRDON (Ship)	Option 2	POLARIS (Barge)
Per voyage costs		Single Voyage	\$ 86,411.02
East Bound	\$ 17,700.00	Barge Pilot	\$ 10,000.00
West Bound	\$ 9,400.00	Beach landing mats	\$ 1,500.00
Quarantine	\$ 2,375.00	Quarantine	\$ 3,000.00
Transport to Vessel	\$ 1,000.00	Preparation of barge landing area	\$ 3,000.00
Vet Flights & Accom	\$ 1,250.00	Engineered crate build	\$ 15,000.00
Vet Services	\$ 6,600.00	Transport to Vessel	\$ 2,000.00
Biosecurity	\$ 750.00	Vet Flights & Accom	\$ 1,250.00
One off costs		Vet Services	\$ 6,600.00
Crate Engineering Design & Fabrication	\$ 2,000.00	Biosecurity	\$ 1,500.00
Gangway design & fabrication	\$ 2,000.00	Contingency (20%)	\$ 25,752.20
Crate Purchase	\$ 6,000.00		
Crate Storage/disposal	\$ 3,000.00	Total transport cost	\$ 156,013.22
Total voyage costs	\$ 156,300.00		
Total one off costs	\$ 13,000.00		
Contingency (20%)	\$ 33,860.00		
Total transport cost	\$ 203,160.00		
Option 3	HERCULES (Aircraft)	Option 4	EASTERN (Aircraft)
Flight cost	\$ 511,165.00	Flight cost	\$ 49,500.00
Crate cost	\$ 20,000.00	Calf Compensation	TBD
Quarantine	\$ 3,000.00	Crate Cost	\$ 2,000.00
Transport to Aircraft	\$ 5,000.00	Feed/fencing/bedding	\$ 25,000.00
Variation to agreement	\$ 75,000.00	Quarantine	\$ 4,500.00
Vet Services	\$ 5,000.00	Transport to Aircraft	\$ 5,000.00
Contingency (20%)	\$ 123,833.00	Variation to agreement	\$ 75,000.00
		Vet Services	\$ 10,000.00
Total transport cost	\$ 742,998.00	Contingency (20%)	\$ 34,200.00
		Total transport cost	\$ 205,200.00

Additional Considerations

- An additional 20% contingency has been added to the costings to cover any additional insurances or unknown policy requirements we encounter.
- A vet may not be required on all 4 voyages of the MV Island Trader (option 1), it is likely that a vet will review the process on the first voyage and all subsequent voyages will just need a responsible stock representative, which will reduce costs.
- The barge (option 2) allows for the return voyage to transport waste off island (approx. 100m²), this is included in the cost. The transport of asbestos is being confirmed as an option in this return transport.
- There may be the opportunity to transport an excavator to LHI with option 2, current space calculations are being finalized.

Timeframes

Subject to a decision by the Board, all options could viably be completed prior to June 2022, with a likely timeframe for each as set out below:

Option 1: 4 Voyages, beginning April/May, finalized by June 2022

Option 2: 1 Voyage, probable timeframe April/May 2022

Option 3: 1 Flight, probable timeframe April/May 2022 (outside fire season Aus/Canada)

Option 4: 3 Flights, probable timeframe April/May 2022 + rearing (~6 months)

Summary

Significant challenges have been encountered in arranging transportation of cattle to Lord Howe Island.

Option Two – (Hire a specialised barge) of reviewed options is the most efficient and cost effective method. It enables the return of cattle to Lord Howe Island, completing this aspect of the REP and fulfilling LHIB's legal obligations to the parties. It will contribute to repairing reputational damage done to the LHIB during this process.

Attachments

Attachment	Title
ED18/	Cattle Replacement Agreement
B	Legal Advice on Cattle Contracts

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Darcelle Matassoni	Project Officer, Infrastructure and Engineering Services

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Chief Executive Officer's report from the 6th December 2021 to the 23 February 2022

Current position

The following briefing provides an overview of highlights, risks and opportunities during the reporting period. It is reported under the six themes of the Board's Strategic Plan, and supported by detailed reports from the three business unit Senior Managers.

Effective Leadership and Governance

A number of strategic matters are included in the agenda for the Board meeting, including a presentation and report of the outcomes of the Efficiency and Effectiveness Review.

Two senior manager roles currently being filled with temporary staff will soon become vacant again. Thanks are extended to both Mervyn and Bill for their support and contribution. Permanent recruitment has been on hold pending the outcomes of the Efficiency and Effectiveness Review, however both are currently under recruitment. Backfill arrangements and DPE support are being secured to ensure the risk of a prolonged vacancy period is mitigated. A new team leader for Biosecurity is in place. There is a level of stability across middle management, however securing staff for field offer and admin roles remains challenging.

The Workplace Health and Safety (WHS) review undertaken by Lloyd-Jones Meakin (LJM) Group has been completed, and a Road Map response developed (included within these papers). Work is underway with DPE support on development of a program of HR improvements, including Code of Conduct training, including Performance Planning and Development. Other DPE support is being scoped through the governance team.

Several meetings of the elected Board members have been held providing a conduit for the community on operational matters. Notes of these meetings have been shared with the full Board.

The LHI independent Audit and Risk Committee has met twice, overseeing the completion of the annual report and audit, updating the risk register and providing oversight of this important dimension of our governance.

Strong and Sustainable Economy

COVID continues to impact the local economy. Collaborative effort through a subcommittee of the Local Emergency Management Committee was facilitated to minimise impacts on health and the economy. Support for the Lord Howe Island Tourism Association continues, with two

meetings attended in the period. Individual meetings have been held with several business owners, providing valuable context to their challenges and how the Board can support them.

Sound Infrastructure and Services

Ensuring security of our shipping service is an ongoing matter, and a paper is included. The MIES report covers our Assets and Infrastructure, and the number of both small and large projects in train. Technical design consultants for the \$3 Million road project are currently on the island. Support was provided for a pre-feasibility study into the potential for green hydrogen through the NSW Chief Scientist Office (at no cost to the Board).

Outstanding Environment

The Rodent Response Program effort concluded on December 17, 2021 as detailed in the MECS report attached. Ongoing biosecurity efforts are in place through grant funding, and funding bids are being progressed to ensure this vital service continues. Staff previously redirected to rodent response are now back to business as usual, and actions are underway to get back on schedule under normal programs, particularly weeding.

Responsible Land Management

A number of DA's have been approved, and some developments complete including the brewery at the Nursery site. Tourists and locals appear to be enjoying this new attraction on the island. Several long term matters have progressed and are agenda items. The LEP has been revised and approved by the Minister (see MIECS report).

Support a Strong and Engaged Community

Several community events have been attended and supported including Christmas Carols, Senior Citizens Christmas lunch, Australia Day commemoration and the Great Lord Howe Island Sand Castle competition, and Discovery Day. The Board provides in-kind support to these activities, which are all coordinated by volunteers. A paper identifying risks and their potential mitigation and costs (including public liability insurance) for these community volunteers will be developed for the next Board meeting. Community feedback and complaints have been responded to, and tracked with a view to monitoring and reporting improvements.

Local Emergency Management Committee Chair, LEMO and Board participation functions have continued, and in the period covered a Covid outbreak and a Tsunami. The island community has proven to be very resilient, and thanks are extended to the many leaders who rise to such challenges to ensure it remains so.

Attachments

Attachment	Title
A	Infrastructure and Engineering Services Report – Open
B	Environment and Community Services Report – Open
C	Woodhen Survey Report November / December 2021 – Open

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position

Suzie Christensen

Chief Executive Officer

CEO Board Report

Infrastructure and Engineering Services

This report is a brief summary of IES activities and issues covering the period January to February 2022.

Parks and visitor facilities

- A high level of maintenance continues to public areas, parks and gardens to maintain an acceptable standard of presentation during this peak visitor season.

Roads

- Work on the lower sections of Muttonbird Drive and McGees Parade is complete. This work was funded by Roads to Recovery and Local Roads and Community Infrastructure (Commonwealth) grants.
- A number of small scale repairs to road base and bitumen seal are underway using Roads to Recovery funds. In addition, the badly damaged road at the Waste Management Facility is being repaired. This work is being carried out by a local contractor.
- The LHIB works team continues to perform extensive pothole repairs, road drain clearing, sand and debris removal as required

Marine and coastal

- Regular pressure cleaning to jetty stairs and boat ramp continues.
- As part of the Boating Now grant work, an updated condition assessment of the wharf will be done. This will form the basis of a specification for urgent wharf repair work. Is in intended to carry forward funding allocated in the 21/22 capital budget and allocate further funding in the 22/23 capital budget to undertake a financially efficient body of wharf repair work.

General maintenance, operations and mechanical

- Due to the age and condition of much of the Board's equipment, the maintenance workload on the mechanical workshop is increasing. This has led to increased overtime, delays to planned maintenance and additional use of external contractor equipment. Key equipment for replacement has been identified and prioritised, and an allocation included in the draft 22/23 capital Budget for the Board's consideration.

Electrical

- All programmed maintenance and safety checks completed.
- Risk management monitoring inspections were completed.
- For reporting period 23 November 2021 to 20th February 2022;
 - Energy demand for the reporting period was 593,800 kWh.
 - Diesel generation for the reporting period was 117,600 kWh.
 - Solar generation for the reporting period was 507,300 kWh.
 - Fuel consumption for the reporting period was 32,900 litres.
 - Fuel energy efficiency for the reporting period was 18.0 kWh/L.
 - There were 22 days of diesel free generation during the reporting period.
 - The longest run of diesel free generation during the reporting period was 8 days.
 - There was 1 unplanned customer supply interruption to the distribution system during the period. This outage was the result of localised customer overload.
 - There was 1 planned supply interruption to the distribution system during the period. This outage was to carry out annual maintenance works on Substation No. 2 at Ned's Beach Rd.

- Significant fuel savings continue to be achieved as a result of the Hybrid Renewable Energy system. The TESLA micro-grid controller continues to be monitored and updated by Photon, TESLA and Powerhouse staff to maximise the performance of the renewable energy system.

Airport

- Aerodrome maintenance including mowing, weed control, and tarmac repairs continues.
- A minor incident occurred on February 21 where a plane landed with one wheel on the grass verge before veering back onto the strip, destroying one of the emergency landing lights. The incident was reported to the Australian Transport Safety Board, as per requirements. Reimbursement of replacement costs is being sought from the aircraft owner.
- The annual Aerodrome Technical Inspection will be carried out in mid-April by an independent inspector.
- The new Airport Operating Manual, developed in response to the new Civil Aviation Safety Regulations and submitted to CASA in May 2021, is awaiting approval due to backlog at CASA.

Island Trader

- IES has been working with the LHIB Biosecurity Team and with Birdon to monitor and manage shipping-related biosecurity initiatives

Emergency Management

- A Local Emergency Management Sub -Committee met a number of times during the period to address the covid-19 situation, and revised the response plan to guide actions. NSW Health are the lead agency for pandemics and as such Covid. The sub-committee has agreed to meet only as required now, reflecting diminishing occurrences, high vaccination rates (including boosters) and the reduced impacts of the milder Omicron variant.
- As lead agency under the Local Emergency Management Plan, the SES led the response to the Tsunami event on 15/16 January. Board staff assisted in their designated roles as LEMC Chair, LEMO and as LEMC members. No damage or injuries occurred as a result of the event.

Waste Management Facility

- Training of the Boards' work team staff in the more complex aspects of the Waste Management Facility operation have commenced. This will upskill staff so that there is a broader capability base to draw from, allowing key staff to take planned leave and providing coverage for unplanned leave.
- The logistics of compost sampling remain a challenge, with courier networks still unable to provide delivery pathways to the testing lab within the required timeframe.

COVID-19

- Increased cleaning has been maintained for the airport terminal and public toilets and hand sanitiser provided in public areas.
- LHIB workplaces Covid safety measures have been adjusted to align with NSW regulations as required.
- Covid check-in requirements at the airport have now been removed following the State Govt. easing of restrictions on 18 February.

Major Projects

HREP (Solar) Project

The outstanding HREP project obligations are being addressed, these include;

- Final reports
- Knowledge sharing
- Maintenance contract
- Asset management plan
- Interpretative signage
- Toilets (part of DA requirements)
- Revegetation of road-base storage area.

Fixing Local Roads Grant

A design consultant has been identified to prepare tender specifications and construction drawings for the Fixing Local Roads Round 3 grant program work. They have been engaged for an initial site inspection in late February for road condition assessment and development of treatment options.

It is planned that design work will follow and be completed by mid-April, with tendering for the main construction works to occur during April to mid-July. Depending on the outcome of the tender, and the availability of contractors, it is planned for major works to commence in August. This timing has been chosen to avoid the wetter winter period and the summer peak tourist season.

Due to the narrow road corridors on the island there is potential for significant disruption to property access while the works are in progress. This will need to be catered for in the roadworks design and community consultation will be critical.

Aviation fuel shed

All approvals have now been obtained and materials located. The builder had planned to have the shed components delivered to island on start work late February. However lack of available accommodation on the island has resulted in a delay to construction until May 2022. Aero Refuellers, the operators of the facility have been kept informed on the changing shed construction schedule.

Stronger Country Community Fund Grants

Round 2 – Lord Howe Island Skate Park – SCCF2-0536

Board staff are working with SCCF to complete the variation documentation and will have this completed by the end of February.

Round 2 – Stevens Reserve Walking Track change to Beach Access

The grant variation to provide disability beach access is being worked through with the funding body. Practicalities such as where the equipment is to be safely stored are being investigated with community representatives.

Round 3 – Upgrade Aquatic Club building and storage and purchase new sailing / water sport equipment – SCCF3-1557

The aquatic club have begun their build and are largely finished installing lockers and finalising the interior space. They will now move on to purchasing equipment.

Round 3 – Community Playground Upgrade – SCCF3-1561

The playground is finalised with \$30k of funds remaining. Board staff are looking at possible options of a solar water station.

Round 3 – CBD Amenities and Wastewater System

A scope of works is being developed with Whitehead consulting and Board staff to review waste water irrigation areas that will either qualify or disqualify current options.

Boat Ramp Load Line

The grant deed has been signed and the project is currently being scoped.

Windy Point Coastal Remediation

The beach profile and dune at Windy Point has remained relatively stable and vegetation is becoming established.

Of greater concern now is the dune erosion near the airport anemometer with less than 2 meters distance from the eroded dune face to the airport fence. Ongoing regular beach nourishment at this point is required. The cost is currently being met by limited remaining grant funds, however these costs will need to be included in future recurrent funding.

Boating Now Grant

This work will investigate design and operation improvements for the wharf to enable larger vessels to be lifted onto the wharf by the LHIB crane. This design can then be used in future to develop an upgrade to the jetty. A consultant has been engaged for the study which is expected to be completed by the end of April 2022.

Airport Biosecurity Room

The work is close to completion, updates have allowed for an airlock and ensuring the luggage room is secure.

Wharf Biosecurity Room

The works are complete and the facility is now in use for examining suspect cargo. Minor variations to the design to improve the operation have been identified and will be implemented when resources are available.

Emergency Operations Centre Upgrade

Equipment selection has been finalised and the equipment is now being procured. A trial of a new radio system will begin shortly.

Procurement of Excavator

Options for the replacement excavator are highly dependent on shipping options. A 20 tonne excavator was originally proposed, however wharf unloading limits at LHI would require prohibitive strip down and rebuild costs for a machine of this size. There is a possibility a complete machine could be transported in conjunction with cattle movement to the island by barge, or with transport of material for the road project. If neither of these options are feasible, a 15 tonne excavator can be transported by the Island Trader at an acceptable strip down and rebuild cost.

Waste Management Strategy

Preliminary investigations into a suitable project management resource have started.

Other projects to be commenced in the near future include Seabee Wall Condition Monitoring and Asbestos Removal from the Waste Management Facility

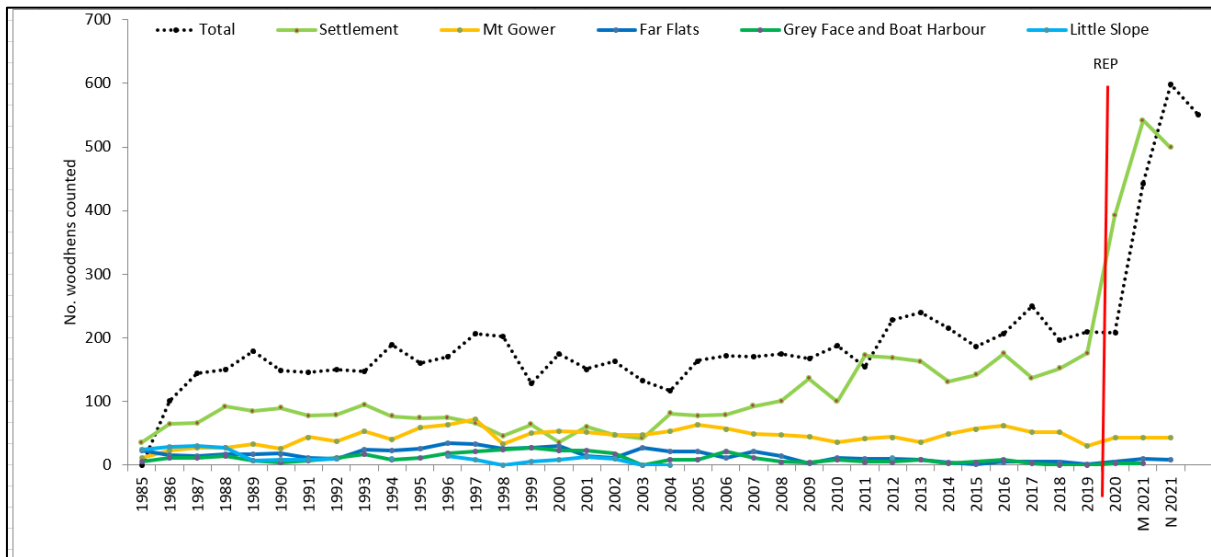
Prepared: Bill Paterson, Manager Infrastructure and Engineering Services

Endorsed: Suzie Christensen, Chief Executive Officer

CEO Board Report Environment and Community Services

Biodiversity Management

- The annual Woodhen survey was completed on the 10th December 2021 and recorded 565 woodhens with some weather constraints restricting the area surveyed (Attachment C). Since the previous survey in March 2021, which recorded 598 woodhen, over 100 Woodhen were found deceased including 50 deaths attributed to roadkill, 23 succumbed to rodenticide poisoning, 3 in rat traps, 2 found drowned in stock watering troughs, 2 suspected as owl kill, 2 suspected of being killed by a dog and 2 found dead entangled in fishing gear. Cause of remaining deaths could not be ascertained.



- A second summer/autumn woodhen survey is scheduled for 14th – 25th March 2022 in accordance with a Commonwealth permit for post REP monitoring. Surveys will then return to being conducted annually in late November/early December.
- There have been no further sign of Masked Owl since one sighted at the jetty on the evening of 7th November 2021. Nine song meters have been installed at strategic locations around the island and will be monitored for owl calls. The song meters are scheduled to record bird calls for a 2 hour period at dawn and dusk. These will be checked to determine presence/absence and assist to plan control strategies.
- A residual infestation of African Big-headed Ant (ABhA) has been detected adjacent to a former infestation area. This infestation will be delimited and treated and adjacent infestation area surveyed prior to winter 2022. Surveys of all former infestation areas will be scheduled once this residual infestation has been deemed free of ABhA for at least two years.
- DPIE research staff came to the island to survey for White Bellied Storm Petrel and Kermadec Petrel as well as set up artificial nesting structures for them in the hope these species may return to breed on the main island. They had noted significant numbers of LHI Gecko, Woodhen and Black-winged Petrel in areas where they were formerly in low abundance. During their mainly nocturnal surveys around the island they did not hear any Owls calling.

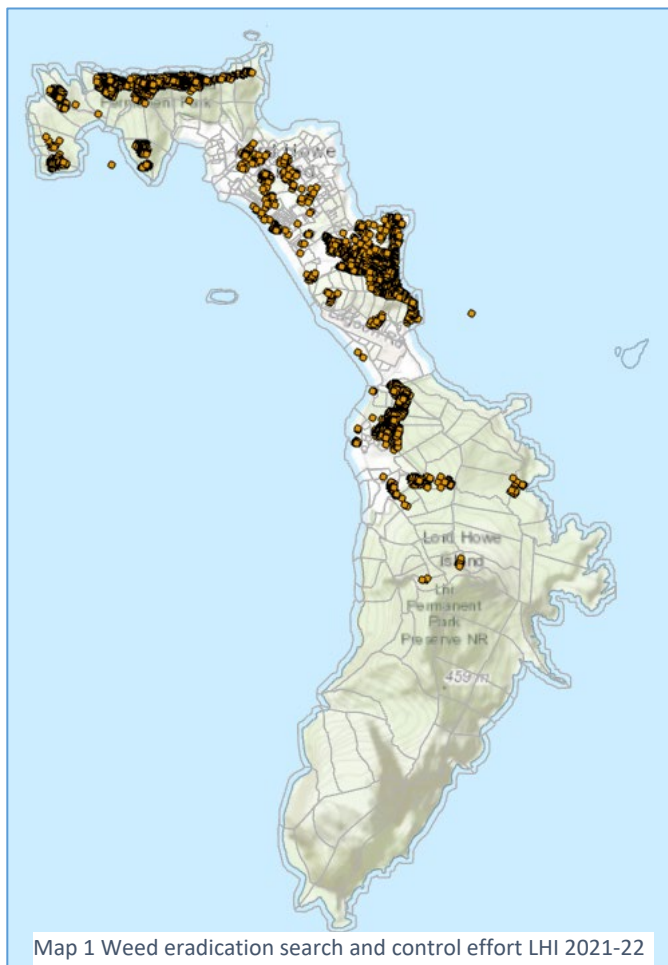
- On the evening of 9th February 2022 DPIE researchers observed several LHI Phasmids outside of the enclosure at the nursery. These were collected and sent to Melbourne Zoo veterinary staff researching disease profiles and genetics of the captive populations on LHI and Melbourne. Subsequent surveys over the following week did not detect any further Phasmids. The presence of Phasmids outside the enclosure is considered to be escapees following a clean out of forage earlier on the 9th, rather than establishment of a wild population. The Environmental Unit have reviewed husbandry procedures to reduce the risk of further escapes.
- The Board have established a Phasmid reintroduction planning team in conjunction with staff from Melbourne Zoo and DPIE research scientists with scope to develop a reintroduction plan for the Boards consideration and community consultation.
- Fish test results have been returned and found no detectable residue of brodifacoum in either flesh or liver of any of the target 5 species of fish. As per the REP licence conditions there is no longer any advice in place recommending against the consumption of fish liver.

Biosecurity

- Staffing levels in the biosecurity team have been increased with the recruitment of a new team leader (Chris Birmingham) and the addition of an additional two FTE biosecurity officers. These positions are grant funded until June 2022.
- The Individual Biosecurity Directive (IBD) placed on Birdon has been removed by the Department of Primary Industry as of Feb 5th. The Board biosecurity staff and mainland contractors continue to work with Birdon and other freight providers to enhance mainland biosecurity.
- As the time of writing, it has been 203 days (from 16/02/2022) since the last live rodent was detected, and 188 days (from 12/08/2022) since last deceased rodent detected.
- The independent review on Rodent Response Programs and surveillance networks has been finalised and is awaiting review.
- On-going biosecurity network has been modified and an increased number of monitoring devices have been deployed across the island, the most significant addition being 170 trail cameras.
- Rodent detection dog teams (contractors and Board staff) will be searching the settlement areas in March as part of ongoing biosecurity vigilance checks.
- Termite monitoring has been established at the necessary sites and is ongoing.
- One more Green Tree Frog has been found on the island (alive) and is currently in captivity and being used to train our biosecurity dogs to detect them.

Weed Management

- The LHI Weed Eradication program is currently working from four grant funded programs (Saving Our Species, Regional Landcare Partners, Weeds Action Plan and NSW Environmental Trust) supplementing LHIB resourcing.



- Areas of priority search include Intermediate Hill, Settlement, Transit Hill and in the islands south when weather permits.
- 122.56 hectares have been searched this financial year (see Map 1) applying 5,629 hours of effort. The current rate of hectares searched to date is below target, noting an annual target of 500ha/year. Covid restrictions and labour diversion to rodents has constrained capacity to meet on-ground targets, which has been exacerbated by a delay in receipt of funding to forward plan with confidence, the engagement of staff and contract labour, and wet weather conditions. Efforts are being ramped up to address.
- 25 target weed species have been detected removing over 21,000 individual weed plants (refer to Table 1 below). Ground Asparagus is the most abundant weed removed. The percentage of mature weeds detected is <10% of the total. Enhanced search frequency to prevent weeds maturing is the key to driving a stronger eradication trend.

Table 1. Eradication Priority weeds removed from July 1 – Feb 16th 2021

Priority Pest Weeds Eradication Target	Seedling	Juvenile	Yng Mat	Peak Mat	Regrowth	Total
Ground Asparagus	4,949	7,846	1,110	3	126	14,033
Ochna	501	1,541	56	211	5	2,314
Bridal Creeper	290	1,387	234	3	21	1,935
Sweet Pittosporum	235	750	17	0	1	1,003
Cherry Guava	77	475	66	19	2	639
Blue Passionflower	150	178	25	0	3	356
Silky Oak	185	6	4	0	15	210
Climbing Asparagus	38	130	14	0	7	189
Madeira Vine	95	63	17	0	7	182
Palm Grass	52	57	12	0	3	124
Mother-Of-Millions	35	15	9	0	0	59
Bitou Bush	21	29	4	0	3	57
Flame Tree	2	15	25	0	6	48
Night Jasmine	3	21	9	0	4	37
African Boxthorn	0	15	12	1	1	29
Castor Oil Plant	1	15	7	0	2	25
Camphor Laurel	2	7	1	0	10	20

White Cedar	2	10	0	0	1	13
Rose Apple	1	8	0	1	0	10
Cotoneaster	0	1	2	1	0	4
Ginger Lily	1	3	0	0	0	4
Freckle Face	3	0	0	0	0	3
Umbrella Tree	0	2	1	0	0	3
Privet - Narrow-Leaf	0	2	0	0	0	2
Holly Fern	0	1	0	0	0	1
Totals	6643	12577	1625	239	217	21300

Threatened plants

- Threatened plant recovery actions continue to be implemented according to the LHI Saving Our Species (SOS) program; now running a five year contract period, with funding availability subject to yearly reporting.
- The Critically Endangered Lord Howe Morning Glory *Calystegia affinis* at Old Settlement continues to receive treatment to reduce Flea Beetle *Arispoda sp.* impact..
- The Critically Endangered Phillip Island Wheat Grass (Elymus) *Anthosachne kingiana subsp kingiana* remains established at eight translocation sites on LHI. This perennial grass is thriving with plants at translocation sites seeding down and regenerating.
- The Endangered Sand Spurge *Euphorbia psammogeton* population on Blinky Beach continues to persist with seed collection aiding the effort to establish an ex-situ population at Pine Trees dune.
- The endemic and rare vine *Passiflora herbertiana subsp insulae – howei* has been found in flower and fruit. This is the first record of this species fruiting since 2004, if not longer.
- Repeat survey of the Critically Endangered Little Mt Palm *Lepidorrharcis mooreana* monitoring transects was undertaken in November 2021.

Compliance and Enforcement

- Investigations into three instances of potential development without approval are ongoing.

Community Programs & Education

- Discovery day was successfully run with in-kind support from the Board.
- Board planning to provide in-kind support for the upcoming Rockfest.

Visitor Infrastructure

- The Middle Beach north steps will remain closed until further notice. Storm activity has resulted in the lower steps being washed away, and LHIB staff have identified concerns with the stability of the slope that the lower portion of the steps are installed in. Expert geotechnical advice should be obtained prior to any reconstruction works being undertaken.

- Goat House walking track remains closed until further notice. The Review Of Environmental Factors to assess the potential impact of reopening the track along a preferred route has been completed. The Board are seeking quotes for materials, seeking Expressions of Interest for contractors to undertake the works, and for helicopter companies to drop materials to the site.

Marine Management / Moorings

- Mooring bookings continue to be steady over the summer period.

Human Resource Management

- The ECS staff are currently advertising to replace field officers who have recently resigned.
- The Team Leader Biosecurity has been filled (temporary full time until June 2022) by Mr Chris Birmingham who has extensive experience in biosecurity management for islands in New Zealand.
- Land and Property Officer Position to be advertised shortly (temporary part time until June 2030).
- Backfill has been arranged for one of the Ranger positions taking long service leave.

Environmental Assessment

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

Land Administration

- See business papers

Development Assessment and Land Use planning

- Lord Howe LEP 2010 (Amendment 6) – Stage 1 housekeeping amendments have been completed and the updated LEP was made on the 4th February. The updated LEP can be found at: <https://legislation.nsw.gov.au/view/html/inforce/current/epi-2010-0088#>
- Board staff continue to work with Spatial Services NSW to introduce rural addressing to Lord Howe Island. This provides each property on the Island with a unique address which in the coming years will be required to obtain or renew drivers' licences and access government services. It is anticipated that this will be complete in March 2022.

Prepared: Justin Sauvage, Senior Manager Environment and Community Services

Endorsed: Suzie Christensen, Chief Executive Officer

WOODHEN SURVEY NOV/DEC 2021

Terry O'Dwyer, Senior Scientist, DPE

Woodhen surveys in November/December 2021 were carried out in the Settlement Area, Far Flats (i.e. Little Island), and Mt Gower. The survey effort was the same as the 2020 November/December survey (i.e. 3 x 5 working days with some interruption for rain showers). The total number of juvenile and adult woodhens (i.e. >250g) recorded was 551 (Fig 1) and the total number of chicks (i.e. <250g) that were detected was fourteen. The number of birds recorded is higher than the corresponding Spring 2020 survey (443) but lower than the record high number found in March 2021 (598). The number of birds recorded in the Settlement area was 499 – again less than March 2021 but over a hundred more than recorded in the Nov/Dec 2020 survey. There were 43 birds recorded on Mount Gower – the same number that was recorded in 2020. However, the conditions on the summit of Mt Gower and on the ascent were very wet and slippery due to recent rain and persistent cloud cover on the mountain. Progress to, and on, the summit was therefore slower than expected and the survey could not be completed; approximately 20% of the summit was left un-surveyed. It is therefore likely that a further 8-10 birds were undetected, which would bring the total Gower population to more than 50 birds and the island-wide population to more than 560.

The total island wide population is likely to be considerably higher than that reported here considering that there is likely to be an unknown number of birds at Big Slope following the release of 15 birds there following the REP and that numbers of birds in un-surveyed areas may have increased in line with those in the settlement area. There are reports of more birds being seen in areas where they do not typically occur such as North Bay, Transit Hill, and Malabar Hill, so birds might be expanding into new territories as the population grows.

Of the juvenile and adult woodhens, 45% were new birds and 55 % were recaptured or resighted. The proportion of new birds that had brown or turning eyes (i.e. juvenile or sub-adult) across all areas was 34% compared to 39% in 2020.

There are several possible explanations for the decrease since March 2021 surveys. First, it may be that the population peaks in March at the end of the main breeding period. Following which there is some attrition over the Autumn and Spring. Second, with the much larger population size, there has been a higher than normal number of birds being killed on the roads. The latest tally of road-killed birds is more than 50 since March (i.e. almost 10% of the population). Third, the recent detection of rodents on the island led to a concerted baiting effort in parts of the Settlement. While bait stations were used, which restrict access to bait, it is possible that some woodhens were gaining access to bait stations in a similar manner to Buff-banded Rails during the REP and thus died of brodifacoum toxicosis.

Another March survey in 2022 is required to satisfy permit conditions associated with the rodent eradication project.

Table 1 The number of Lord Howe Woodhens recorded in November/December 2021 surveys. The total for 2021 is the actual number of new captures and recaptures in the Settlement Area and Far Flats and Mount Gower.

	TOTAL	Settlement	Boat Harbour	Far Flats	Mt Gower
New	252	231	0	2	19
Recapture	289	266	0	6	17
Seen/Heard	10	2	1	0	7
Chick	14	14	0	0	0
TOTAL (2021)	565	513	1	8	43

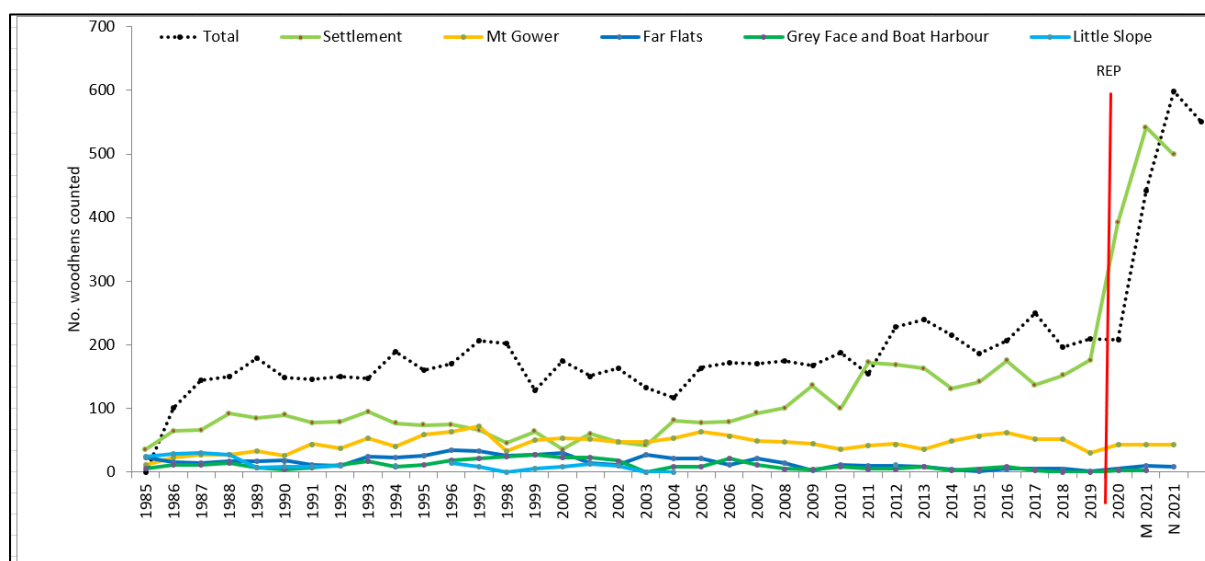


Figure 1 The number of woodhens recorded in surveys since 1985. N.B. No survey was undertaken in 2019. The 2019 numbers are the number of woodhens released from captive management after the REP

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Finance Update

Recommendations

1. **Note** the finance update

Current position

FY2020-21 Annual Report

FY2020-21 Annual Report had been published and is available on the board's website.

FY2021-22 Financial status – as at 31 January 2022

Account Ty	Restrictions	Category	YTD Actual	YTD Budget	Annual-Budget
Revenue	Unrestricted	Gain/Loss on disposal of asset	-	-	-
		Government contribution	2,800,754	1,553,417	2,663,000
		Grants	-	5,833	10,000
		Investment Income	172,512	230,417	395,000
		Other income	81,560	291,958	500,500
		Retained taxes, fees and fines	1,312,268	2,161,133	3,704,800
		Sale of goods and services	1,436,107	1,741,250	2,985,000
		Unrestricted Total	5,803,202	5,984,008	10,258,300
	Restricted	Grants	5,214,069	706,417	1,211,000
		Restricted Total	5,214,069	706,417	1,211,000
Revenue Total			11,017,271	6,690,425	11,469,300
LEC	Unrestricted	Personnel Services	2,374,893	2,853,083	4,891,000
		Unrestricted Total	2,374,893	2,853,083	4,891,000
	Restricted	Personnel Services	854,303	-	-
		Restricted Total	854,303	-	-
LEC Total			3,229,196	2,853,083	4,891,000
Opex	Unrestricted	Depreciation	2,023,872	2,111,667	3,620,000
		Finance Cost	63,064	86,333	148,000
		Grants and subsidies	55,000	70,000	120,000
		Operating expense	2,338,238	2,662,858	4,564,900
		Unrestricted Total	4,480,174	4,930,858	8,452,900
	Restricted	Operating expense	872,078	-	-
		Restricted Total	872,078	-	-
Opex Total			5,352,252	4,930,858	8,452,900
Capex	Unrestricted	#N/A	122,109	781,083	1,339,000
		Unrestricted Total	122,109	781,083	1,339,000
	Restricted	#N/A	305,406	65,917	113,000
		Restricted Total	305,406	65,917	113,000
Capex Total			427,515	847,000	1,452,000
Grand Total			- 2,008,308	1,940,517	3,326,600

Table 1: Financial Status (31 January 2022)

Key highlights

Revenue:

YTD Jan actual of \$11.0m (\$4.3m in favour of \$6.7m budget)

Unrestricted funds

- +\$0.4m due to timing of revenue
- \$0.4m due to drop in passenger fees & levy
- \$0.2m due to drop in liquor store sales

Restricted funds

- +\$0.3m due to timing of commonwealth grants (ARENA)
- +\$1.3m additional (unbudgeted) restricted grants
- +\$0.8m DPIE biosecurity grant
- +\$2.1m Fixing Local Roads grant

Labour Expenditure

YTD Jan actual of \$3.2m (\$0.4m in excess of \$2.9m budget)

- \$0.5m timing and savings due to vacancies and subsidies from grants
- +\$0.9m expenditure funded from Restricted funding

Operating Expenditure

YTD Jan actual of \$5.4m (\$0.4m in excess of \$4.9m budget)

- \$0.3m underspent (back loaded, expected to spend by year end)
- \$0.2m reduced liquor inventory due to drop in sales
- +\$0.9m funded from restricted grant

Attachments

Attachment	Title
Nil	

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Mervyn Yuen	CFO, Sr. Manager Business and Corporate Services

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Visitor and resident feedback – traffic, roads and road rules.

Recommendations

1. **Note** the concerns raised and consider the reformation of a traffic committee to engage the community in development of solutions.

Current position

Board members received a formal complaint from a regular visitor regarding the traffic and road use on the island over the thirteen year period of their visits. The matters raised included:

- perceived increase in the number of motor vehicles
- disregard for NSW road rules, including right of way, riding in the back of utes, lack of seatbelts and speeding, and
- safety implications and visitor experience of both

Suggestions were made for improvement, including increased regulation of road speed limits and enforcement of all NSW laws, along with ideas already in place such as regulating number of cars per household.

Wildlife deaths have also measurably increased, with over 50 woodhens being killed on the road in the last twelve months (10% of the population). Three have been reported as roadkill in the week prior to this paper being written.

It is recommended that a small committee of interested and relevant persons be established to develop a response plan, likely involving communication and enforcement. Community engagement in the development of solutions will be critical to success.

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Suzie Christensen	Chief Executive Officer

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Owner Consent approved under Delegated Authority status report.

Recommendations

1. **Note** the information provided in this report.

Current position

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.

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

OC	Applicant	Site	Proposal	Zone	Decision
2021.8	Denise Tokailagi	Lot: 351 DP: 1156660	Addition of covered deck to front of the house.	Zone 2 Settlement	Approved 13/12/2021 subject to 1 condition.
2021.4	Anthony Riddle	Lot: 1 DP: 1131292	Proposed Gin Distillery within existing shed at Leanda Lei.	Zone 2 Settlement	Approved 16/12/2021 together with DA2021.4.

Attachments

Attachment	Title
Nil	

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Belinda Panckhurst	Administration Officer

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Development Application approved under Delegated Authority status report.

Recommendations

1. **Note** the information provided in this report.

Current position

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).

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

DA	Applicant	Site	Proposal	Zone	Decision
MDC 2021.3.2	Diane Owens	Lot: 2 DP: 1261010	Modification of unit 1 approved change of use from staff room, office, storage and utilities room to additional transit room. Proposed Change of use Unit 1 at Lorhiti Apartments to additional transit room for Lorhiti guests is required due to Covid19 regulations. The capacity of the current Transit room is only 4 people.	Zone 2 Settlement	Approved 16/12/2021 subject to 3 amended conditions.
DA2021.4	Anthony Riddle	Lot: 1 DP: 1131292	Proposed Gin Distillery within existing Shed at Leanda Lei.	Zone 2 Settlement	Approved 16/12/2021 subject to 7 conditions.

Attachments

Attachment	Title
Nil	

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Belinda Panckhurst	Administration Officer

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Motor vehicle importation or transfer status report.

Recommendations

1. **Note** the information provided in this report.

Current position

Since the last Board meeting, eleven (11) vehicle applications to import or transfer were determined by the Chief Executive Officer under the 'Vehicle Importation, Transfer and Use Policy'.

The table below shows the vehicle applications determined since the December 2021 Board meeting. (Last vehicle approved for Dec 2021 paper – Dorothea Wilson 3/11/21)

Applicant	Vehicle Type	Preferred Vehicle	Use	Variation to Applicant	Comment
Erin Mayo	Trailer	N	Private	1	Approved 8/12/21
Marine Rescue NSW	Dual Cab Ute	N	Essential	1	Refused at Sept 2021 Board Meeting
Allen Thompson	Suzuki APV	N	Commercial	1	Approved 29/11/21 – transferred from Una Payten
D & A Ball – Butcher, Baker	Suzuki Car	N	Hire	0	Approved 16/12/2021 - Replacement
Peter van Gelderen	Trailer	N	Private	1	Approved 17/12/2021
Garth Nichols	Boat Trailer	N	Private	0	Approved 23/12/2021 - Replacement
Stephen Sia	Ute	N	Private	0	Approved 30/12/2021 - Replacement
Denise Tokailagi	Car	Y	Private	0	Approved 18/01/2022 - Replacement
Scott Wilson	Boat Trailer	N	Private	1	Approved 25/01/2022
Kevin and Sue Wilson	Station Wagon	N	Private	1	Approved 01/02/2022

NOTE: Variation column relates to the applicant and not the increase of vehicles to the island.

As at 23 November 2021

Registered Road Vehicles						
Essential	Commercial	Private	Hire	Plant & Equipment	Imported prior to Approval Policy	Total
34	111	166	8	26	66	411

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

Registered Road Vehicles						
Car/Utility	Bus	Motorcycle / Scooter	Truck	Plant & Equipment	Trailers	Total
193	26	39	14	40	99	411

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:

- 51 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.
- 1 vehicle, a mower was imported without approval in 2019.
- 1 vehicle, a mobility scooter was imported without approval in 2020.
- 9 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
5	0	9	4	6	42	66

Attachments

Attachment	Title
Nil	

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Lynda Shick	Administration Officer

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Review of Vehicle Importation, Transfer and Use Policy.

Recommendations

1. **Approve** the reviewed Vehicle Importation, Transfer and Use Policy (Attachment A to this report) including proposed changes being placed on exhibition for four weeks.
2. **Note** that a report be presented to the Board at its May 2022 meeting to consider submissions and a draft Policy for adoption.

Current position

Background

Implementation of this policy has given rise to the need for small amendments to improve clarity and alignment with policy intent. Specifically, the changes clarify that dimension restrictions do not apply to boat trailers, and that importation of a boat trailer is only permissible for boats belonging to permanent residents

Summary of proposed changes

A summary of the proposed changes is shown below. The numbered reference correspond to the relevant clauses in the Policy:

3.7, 3.8 – Dimensions

Note: this maximum size requirement does not apply to vehicles previously approved, **nor boat trailers designed specifically to accommodate the length and width of the associated boat.**

4 Vehicle types

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

4.2 Boat Trailers

Approval to import and use boat trailers will be at the discretion of the Board subject to application on the prescribed form. **Boat trailers must only be used to transport and store boats belonging to residents.**

Attachments

Attachment	Title
A	Draft policy with changes and comments shown - Open

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Suzie Christensen	Chief Executive Officer

LORD HOWE ISLAND BOARD POLICY

TITLE	Vehicle Importation, Transfer and Use Policy		
DATE ADOPTED	December 2006	AGENDA ITEM	8 (ii) December 2006
CURRENT VERSION	December 2021	AGENDA ITEM	14 (ii) December 2021
REVIEW	Biannually	RECORD NUMBER	ED17/765
ASSOCIATED LEGISLATION	<i>Lord Howe Island Act 1953 (NSW)</i> <i>Lord Howe Island Regulation 2014 (NSW)</i> <i>Local Government Act 1993</i>		
ASSOCIATED POLICIES	N/A		

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1 Policy Overview

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

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

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

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

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

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

2 Legislative Framework

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

84 Approval to import motor vehicles

(1) A person must not, except in accordance with the approval of the Board, bring a motor vehicle onto the Island.

Maximum penalty: 50 penalty units.

(2) An application for approval to bring a motor vehicle onto the Island must relate to one vehicle only.

86 Hire of motor vehicles

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

Maximum penalty: 50 penalty units.

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

87 Use of motor vehicles

(1) A person must not drive or ride a motor vehicle on the Island unless the Board has given its

approval to the use of that vehicle on the Island.

- (2) *A person who has obtained the approval of the Board under this clause may drive or ride the motor vehicle concerned only in accordance with that approval.*

2.1 Relevant Legislative Provisions Relating To Approvals:

Under Part 1, clause 4 (2) of the *Lord Howe Island Regulation 2014*, any approval given by the Board is subject to Chapter 7, Part 1, Division 3 of the Local Government Act 1993. This part of the Local Government Act (LG Act) specifies how approvals are to be applied for, made, amended and terminated. In particular, under Section 94 of the LG Act, the Board may apply conditions to any approval, and may apply a time limit on any approval. Under Section 103 of the LG Act, an approval, unless otherwise specified, lapses by default after five (5) years.

3 Definitions

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

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

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

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

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

3.2 Reside

As defined under the *Lord Howe Island Act 1953*.

3.3 Dwelling

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

3.4 Tenant

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

3.5 Essential Services

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

3.6 Vehicle Hire

To hire, attempt to hire, expose for hire or solicit for hire any vehicle on the island, to any person, for

money or other consideration of any kind.

3.7 Vehicles for Private Use

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

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

- a) Length 5330 mm (not including tow ball);
- b) Width 1855 mm (not including side mirrors); and
- c) Height 1815 mm (not including roof racks or roll bars or headboard on the tray).

Note: this maximum size requirement does not apply to vehicles previously approved, nor boat trailers designed specifically to accommodate the length and width of the associated boat.

3.8 Vehicles for Commercial Use

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

As a result of community concern over the number of oversized vehicles, the Board has introduced a maximum size of a standard vehicle for commercial use permissible on the island, which is based on the current model of a 2 wheel drive Toyota Hilux utility, which in 2020 was:

- a) Length 5330mm (not including tow ball);
- b) Width 1855mm (not including side mirrors); and
- c) Height 1815 mm (not including roof racks, roll bars or headboard on the tray).

Note: this maximum size requirement does not apply to vehicles previously approved, nor boat trailers designed specifically to accommodate the length and width of the associated boat.

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

3.9 Commercial Use

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

3.10 Power Assisted Pedal Cycle

A Power-Assisted Pedal Cycle under this policy is defined by the NSW RMS.

A Power-Assisted Pedal Cycle is designed to be propelled solely by human power and has one or more auxiliary (electric) propulsion motors attached to assist the rider. This means that it must be possible to propel the bicycle only by the rider pedalling it. The primary driving force should be the rider, and the motor is only intended to help the rider, such as when going uphill or cycling into a headwind, or to cycle at a speed they cannot maintain solely by pedalling.

Power Assisted Pedal Cycles are to meet NSW RMS vehicle standards and it is noted that they not be permitted to propel the bicycle when the rider is not pedalling (an optional low-speed start-up mode that allows the motor to power the cycle up to 6 km/h).

3.11 Motorised wheelchairs and mobility scooters

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

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

Motorised wheelchairs are only permitted for private use without approval. They are not allowed to be used for Hire purposes unless approval has been granted by the LHI Board.

3.12 Bull bars/Roo bars/Nudge bars

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

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

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

Note: this item does not apply to vehicles which have bull bars/roo bars and have previously been approved for importation to the Island .

It is noted that all vehicles must comply with Australian Design Rules to ensure they are safe. Therefore when a bullbar is removed from a vehicle it must be restored to a compliant condition including replacing any body or bumper panels to ensure pedestrian and occupant safety.

4 Vehicle Types

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

4.1 Preferred Vehicles

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

- a) A motor vehicle meeting the following requirements:
 - i. Have a Vehicle Kerb weight\mass of less than 1154kg; and
 - ii. Generate noise less than 82 dba (data on noise emissions provided in green vehicle guide www.greenvehicleguide.gov.au); and
 - iii. Have vehicle size "footprint"
 - Length 4000 mm (max)

- Width 1700 mm (max)
- Height 1720 mm (max)

b) Electric Vehicles:

- i. Electric vehicles include any vehicle that has battery storage and has an electricity plug-in recharge capacity. These vehicles (or the batteries for these vehicles) must have the ability to be plugged into an electricity power point connected to the LHI Grid.
- ii. Hybrid electric vehicles that do not have a plug in recharge capacity are not deemed electric vehicles for the purpose of this policy.
- iii. Electric vehicles for private use must not exceed the maximum vehicle footprint as defined under Section 3.

c) Motor Scooters:

- i. 4 stroke motor scooters with a maximum capacity of 250cc.

4.2 Other Vehicles

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

4.3 Boat Trailers

Approval to import and use boat trailers will be at the discretion of the Board subject to application on the prescribed form. Boat trailers must only be used to transport and store boats belonging to residents.

4.4 Box Trailers

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

4.5 Caravans

The importation of caravans is prohibited under this policy.

4.6 Specialist / Other Trailers

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

4.7 Plant and Equipment

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

This provisions of this Policy do not relate to:

- a) Ride-on Lawn Mowers, Dingo Diggers and similar plant. Importation and use of such plant by an eligible person will be deemed to be approved by the Board.

5 Fees

5.1 Importation or Transfer

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

6 Incentives

- a) Vehicles meeting the Board's Preferred Vehicle criteria will be exempt from the Board's wharfage fee for the vehicle.
- b) Box trailers will be exempt from the wharfage fee for the vehicle (limit of one exemption per lease).

7 Eligibility to Import and Use

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

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

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

7.1 Eligibility

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

7.1.1 Vehicles for Private Use

- 1) A person who resides in an approved dwelling on a Perpetual Lease, either as: the holder, owner, or sub-lessee of the lease or; as the owner-occupant of a multiple occupancy or ; by way of a current tenancy agreement under the *NSW Residential Tenancy Act 1987* and
 - a) has resided on the island for a continuous period of 24 months at time of application. (Proof of Tenancy will be required and should be supplied with application); and
 - b) has no existing approval for a commercial vehicle which is suitable for private use; and
 - c) does not reside with another person who has approval for a Commercial vehicle which is suitable for private use.
- 2) An employee of an Essential Service provider (other than the Board) who does not have access to the private use of a vehicle provided by the Essential Service may apply to import or transfer a preferred vehicle if they can demonstrate to the Board a genuine need for the vehicle. This

will only apply where the employee will occupy the position for a period greater than 12 months and is subject to any specification set out in the schedule of Essential Service entitlements. Any approval will be in accordance with this policy. Approval under this clause will be terminated at the cessation of employment with the Essential Service provider.

- 3) Lord Howe Island Board employees other than a person described in a), may after 12 months service staff apply to import a preferred vehicle in accordance with the Board's vehicle importation and use policy. Applications must demonstrate need for vehicle in accordance with this policy. Any approval will be in accordance with this policy. Approval to import vehicle will result in termination of private use rights of LHI Board vehicle. Approval under this clause will be terminated at the cessation of employment with the Board.
- 4) A person who can demonstrate exceptional circumstance which cannot be addressed by this policy. In such cases, the Board may exercise discretion, provided that the applicant has demonstrated that no viable alternative to the importation and use of a vehicle exists.

7.1.2 Vehicles for Commercial Use

A person as per **1)** under **Private Use Eligibility** who operates an approved business on the island and can demonstrate to the satisfaction of the Board that the business requires the use of a vehicle and that the business need cannot be met from the existing island fleet.

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

7.1.3 Vehicles for Essential Services

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

7.1.4 Vehicles for Hire

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

7.2 Use

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

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

7.3 Private and Commercial Use

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

Where a person has approval for a private use vehicle and a commercial use vehicle, the commercial

use vehicle cannot be used for private use.

7.4 Essential Services

Vehicles approved for essential services are to be used exclusively by the essential service provider and its employees or agents for its official business. Board approval is required for Private Use of Essential Service vehicles. Private use will be limited to transferred officers of the Essential Service where the Essential Service provider has a documented policy applying to its employees or agents which allows for other uses.

Use restrictions will be set out as conditions of approval.

7.5 Hire Vehicle Use

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

8 Allocations

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

8.1 Private Use

One (1) vehicle per approved dwelling.

8.2 Commercial Use

One (1) vehicle per approved business licence. Where a person holds multiple business licences, additional vehicles will only be considered where there is a demonstrated need. Access to private use vehicles will be considered when assessing need.

8.3 Essential Services Allocation

Essential Services will be eligible to import vehicles as follows:

8.4 Schedule of Essential Services

ESSENTIAL SERVICE	VEHICLE ALLOCATION
Lord Howe Island Board	A fleet comprising of all vehicle types, being the minimum number of vehicles required to ensure the safe, effective and efficient delivery of the Board's charter, to a maximum of 13 road going vehicles.
NSW Police	1 Vehicle
NSW MPA	1 Vehicle
Bureau of Meteorology	1 Vehicle
NSW Education	1 Vehicle
NSW Health	1 Vehicle – Ambulance
Doctor (GP)	1 Vehicle
NSW RFS	1 Vehicle – Fire Engine

NSW SES	1 Vehicle – Emergency Response Vehicle
NSW Marine Rescue	1 boat trailer (with RIB)

8.5 Additional Vehicle Allocation for Hire Car Use

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

Clause 86 of that Regulation states that:

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

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

In addition to any other allocation:

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

9 Review of Applications

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

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

10 Approval Periods – Importation and Use

10.1 Private Use Approval Period

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

10.2 Commercial Approval Period

- a) Approval to import a vehicle for Commercial Use will be three (3) months. If the vehicle is not imported within that time, the approval to import will lapse and a new application must be made.
- b) Approval to use a commercial vehicle on the island will cease when the business ceases, as evidenced by termination of a business licence.

- c) A commercial vehicle cannot be used for private use where a person also has approval for a private vehicle (other than when the private use vehicle is a motor bike, motor scooter etc).

10.3 Hire Vehicle Approval Period

- a) Approval to import a vehicle under Hire Vehicle allocation will be six (6) months. If the vehicle is not imported within that time, the approval to import will lapse and a new application must be made.
- b) Approval to use a Hire Vehicle on the island will, unless otherwise varied at the discretion of the Board, be for five (5) years, subject to annual review. At the end of the approval period, the owner of the vehicle must reapply to retain and use the vehicle on the island, based on a demonstrated business need. Note renewal fees apply.

11 Approval Conditions

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

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

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

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

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

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

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

11.1 Breach of Approval

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

Where the Board believes a Breach of the approval has occurred, the Board's Administration will write to the vehicle owner advising them of the alleged breach and asking them to respond to the allegation and justify as to why their approval should not be revoked. Vehicle owners will have 14 calendar days to respond. Failure to respond within the prescribed timeframe will result in immediate revocation of approval.

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

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

12 Vehicle Replacement

Unless a case for exceptional circumstances can be established to the satisfaction of the Board, replacement of vehicles will be on a 'one on – one off' basis,

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

13 Vehicle Transfers

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

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

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

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

14 Delegations

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

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

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

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

15 Reporting and Monitoring

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

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

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

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

16 Attachment: Application to Import a Vehicle

DRAFT

LORD HOWE ISLAND BOARD

APPLICATION TO IMPORT A VEHICLE

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

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

Please note that a non-refundable application fee (as listed in the Board’s annual fees and charges) applies to the importation of a motor vehicle.

APPLICATION FEE Total fees lodged: Receipt No.: Receiving Officer:
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APPLICANT DETAILS

Name:

Address, Lot and Perpetual Lease:.....

Type of dwelling (house, flat, staff accommodation):

Is this vehicle application for (please select one option):

- Private Use Commercial Use Essential Service Hire Use

On what basis are you eligible to apply for the importation and use of a vehicle under the policy? Please complete the Private, Commercial, Essential or Hire section below:

Private Use

Note: Refer section 7.1.1 and 8.1 of the policy.

Please indicate which of the following a,b,c,d or e private use descriptions apply to you:

- a. Is a person who resides in an approved dwelling on Perpetual Lease as either:
 - i. the holder/owner OR
 - ii. sub-lessee of the lease OR
 - iii. as the owner-occupant of a multiple occupancy OR
 - iv. by way of a current tenancy agreement under the NSW Residential Tenancy Act 1987AND Has resided on the island for a continuous period of 24 months at time of application. Proof of Tenancy will be required and should be supplied with application. OR
- b. An employee of an Essential Service provider (for more information refer to the Policy) OR
- c. Lord Howe Island Board employees other than a person described in a) (for more information refer to the Policy) OR
- d. A person who can demonstrate exceptional circumstance which cannot be addressed by this policy. Application demonstrates that there is no viable alternative to the importation and use of a vehicle as attached. OR
- e. A person as per a) under Private Use Eligibility who:
 - i. has no existing approval for a commercial vehicle which is suitable for private use
 - ii. Does not reside with another person who has approval for a Commercial vehicle which is suitable for private use.

Commercial Note: Refer section 7.1.2 and 8.2 the policy.
 A person who meets the private use eligibility (also complete private use section a – e above), who operates an approved business on the island and can demonstrate to the satisfaction of the Board that the business requires the use of a vehicle and that the business need cannot be met from the existing island fleet.

Name of approved business:.....

Essential Note: Refer section 7.1.3 and 8.4 the policy.
Name of essential service provider as per Schedule of Essential Services in the policy:

Hire Note: Refer section 7.1.4, 7.5 and 8.5 the policy.
Name of business licence and approved hire car permit holder:

VEHICLE TO BE IMPORTED

Make: Model:

Engine Capacity: No. of Cylinders:

Body Type (e.g. Hatch, Station wagon, Utility):

Unladen Weight (in Tonnes or Kgs):

4WD or 2WD: Registration No.:

Fuel Type (e.g. Petrol, Diesel, Electric):

Dimensions of vehicle: See maximum vehicle size limits in section 3.7 and 3.8 of this policy.

Length (mm): Width (mm): Height (mm):

Is this vehicle a preferred vehicle as per section 4.1 of the Vehicle, Importation, Transfer and Use policy?

- a) A motor vehicle meeting the requirements as per 4.1 (a) of the policy?
- b) Electric Vehicle meeting the requirements as per 4.1 (b) of the policy?
- c) Motor Scooters meeting the requirements as per 4.1 (c) of the policy?

If the vehicle applied for meets the Board’s preferred vehicle criteria, the Board will give preference, by way of incentives, to the importation and use of small and low impact vehicles (see section 5.1 (a) and 6 (a) of the policy). To receive the incentives, please provide a copy of your vehicle’s registration paper and wharfage invoice on importation of your vehicle and a short letter or email requesting reimbursement of the incentives.

Is this vehicle electric or hybrid?

Yes No

Is a Bull bars/Roo bars/Nudge bar fitted? Refer section 3.12 of the policy and demonstrate that the winch is essential to the vehicle’s use.

Yes No

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Do you own or have use of other vehicles on the island?

Yes No

NOTE: 'Vehicle' includes a road registered/registrable motorcycle or scooter.

If yes, please specify:

MAKE	MODEL	REGISTRATION	APPROVED USE e.g. Private, Commercial, Essential

Will the vehicle to be imported replace one of the above vehicles?

Yes No

If yes, which vehicle is being replaced?

NOTE: Unless otherwise approved by the Board, the vehicle being replaced must be removed from the island within the timeframe specified by the Board.

Please provide a detailed justification of why you require a vehicle and the specific vehicle applied for:

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NOTE: Please attach an additional sheet if space is inadequate.

17 Attachment: Application to Transfer a Vehicle

DRAFT

LORD HOWE ISLAND BOARD

APPLICATION TO TRANSFER A VEHICLE

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

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

Please note that a non-refundable application fee (as listed in the Board’s annual fees and charges) applies to the transfer of a motor vehicle.

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

APPLICATION FEE
Total fees lodged: Receipt No.: Receiving Officer:

TRANSFEROR DETAILS (Person selling vehicle)

Name:

Address, Lot and Perpetual Lease:.....

TRANSFEEEE DETAILS (Person buying vehicle)

Name:

Address, Lot and Perpetual Lease:.....

Type of dwelling (house, flat, staff accommodation):

Is this vehicle application for (please select one option):

- Private Use Commercial Use Essential Service Hire Use

On what basis are you eligible to apply for the importation and use of a vehicle under the policy? Please complete the Private, Commercial, Essential or Hire section below:

Private Use Note: Refer section 7.1.1 and 8.1 of the policy.

Please indicate which of the following a,b,c,d or e private use descriptions apply to you:

- a. Is a person who resides in an approved dwelling on Perpetual Lease as either:
 - i. the holder/owner OR
 - ii. sub-lessee of the lease OR
 - iii. as the owner-occupant of a multiple occupancy OR

- iv. by way of a current tenancy agreement under the NSW Residential Tenancy Act 1987 AND Has resided on the island for a continuous period of 24 months at time of application. Proof of Tenancy will be required and should be supplied with application. OR
- b. An employee of an Essential Service provider (for more information refer to the Policy) OR
- c. Lord Howe Island Board employees other than a person described in a) (for more information refer to the Policy) OR
- d. A person who can demonstrate exceptional circumstance which cannot be addressed by this policy. Application demonstrates that there is no viable alternative to the importation and use of a vehicle as attached. OR
- e. A person as per a) under Private Use Eligibility who:
 - i. has no existing approval for a commercial vehicle which is suitable for private use
 - ii. Does not reside with another person who has approval for a Commercial vehicle which is suitable for private use.

Commercial Note: Refer section 7.1.2 and 8.2 the policy.
 A person who meets the private use eligibility (also complete private use section a – e above), who operates an approved business on the island and can demonstrate to the satisfaction of the Board that the business requires the use of a vehicle and that the business need cannot be met from the existing island fleet.

Name of approved business:

Essential Note: Refer section 7.1.3 and 8.4 the policy.
Name of essential service provider as per Schedule of Essential Services in the policy:

Hire Note: Refer section 7.1.4, 7.5 and 8.5 the policy.
Name of business licence and approved hire car permit holder:

VEHICLE TO BE IMPORTED

Make: Model:

Engine Capacity: No. of Cylinders:

Body Type (e.g. Hatch, Station wagon, Utility):

Unladen Weight (in Tonnes or Kgs):

4WD or 2WD: Registration No.:

Fuel Type (e.g. Petrol, Diesel, Electric):

Dimensions of vehicle: See maximum vehicle size limits in section 3.7 and 3.8 of this policy.

Length (mm): Width (mm): Height (mm):

Is this vehicle a preferred vehicle as per section 4.1 of the Vehicle, Importation, Transfer and Use policy?

- a) A motor vehicle meeting the requirements as per 4.1 (a) of the policy?
- b) Electric Vehicle meeting the requirements as per 4.1 (b) of the policy?
- c) Motor Scooters meeting the requirements as per 4.1 (c) of the policy?

If the vehicle applied for meets the Board's preferred vehicle criteria, the Board will give preference, by way of incentives, to the importation and use of small and low impact vehicles (see section 5.1 (a) and 6 (a) of the policy). To receive the incentives, please provide a copy of your vehicle's registration paper and wharfage invoice on importation of your vehicle and a short letter or email requesting reimbursement of the incentives.

Is this vehicle electric or hybrid?

Yes No

Is a Bull bars/Roo bars/Nudge bar fitted? Refer section 3.12 of the policy and demonstrate the essential use below.

Yes No

.....
.....

Do you own or have use of other vehicles on the island?

Yes No

NOTE: 'Vehicle' includes a road registered/registrable motorcycle or scooter.

If yes, please specify:

MAKE	MODEL	REGISTRATION	APPROVED USE e.g. Private, Commercial, Essential

Will the vehicle to be imported replace one of the above vehicles?

Yes No

If yes, which vehicle is being replaced?

NOTE: Unless otherwise approved by the Board, the vehicle being replaced must be removed from the island within the timeframe specified by the Board.

Please provide a detailed justification of why you require a vehicle and the specific vehicle applied for:

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NOTE: Please attach an additional sheet if space is inadequate.

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Application to transfer part PL1954.26 from the Estate of Tasman Charles Douglass to Veronica Douglass

Recommendations

1. The Board make the following recommendations to the Minister to be submitted concurrently but carried out in sequential order:
 - a. The Board recommend to the Minister that a 59% share of PL1954.26 being Lot 1 of DP 1202416 be transferred to Veronica Dawn Douglass from the Estate of Tasman Charles Douglass Snr as tenants in common with Tasman Charles Douglass Jnr and Lauren Maree Douglass who are joint tenants in the 41% share of the lease.
 - b. The Board Recommend to the Minister that Tasman Charles Douglass and Lauren Maree Douglass be declared to have obtained or retained the status of an Islander under s3(d) of the *Lord Howe Island Act 1953*
 - c. The Board recommend to the Minister that the share of PL1954.26 held by Veronica Dawn Douglass to be transferred to Tasman Charles Douglass and Lauren Maree Douglass as Joint Tenants.
 - d. The Board recommend to the Minister to accept the application to transfer 100% of PL1954.26 held by Tasman Charles Douglass and Lauren Maree Douglass to Veronica Dawn Douglass by way of sublease.

Current position

All land on Lord Howe Island vests in the Crown and may only be dealt with in accordance with the provisions of the *Lord Howe Island Act, 1953* (the Act). The Minister may grant perpetual leases of vacant Crown Land for the purposes of residence (section 21 LHI Act).

Section 23 of the Act governs the transfer of perpetual leases, with subsections (10) to (13) dealing with the transfer of leases the subject of a will or intestacy.

The Board Administration has received applications for the following:

1. Application for consent to transfer 59% share of PL1954.26 from the Estate of Tasman Charles Douglass Snr to Veronica Douglass as tenants in common with Tasman Charles Douglass Jnr and Lauren Maree Douglass who are joint tenants in the 41% share of the lease.

A statutory declaration was also received from Mrs Veronica Douglass stating that she has resided on Lord Howe Island continuously for a period of 18 years.

2. Request from Tas and Lauren Douglass to the Board to recommend to the Minister that they be declared Islanders as per the Act (Attachment A).
3. Application for consent to transfer 59% share held by Veronica Douglass to Tasman Charles Douglass and Lauren Maree Douglass.
4. Application for consent to transfer by way of sublease PL1954.26 from Tasman Charles Douglass and Lauren Maree Douglass to Veronica Douglass.

The lease is currently mortgaged to Westpac Banking Corporation and on 8 December 2021 a letter supporting the transfer of the 59% share of Perpetual Lease (PL) 1954.26 to Veronica Dawn Douglass was received from Westpac Banking Corporation.

Veronica Dawn Douglass resides on PL1954.26 and holds no other perpetual lease on Lord Howe Island. The transfer of the lease from the estate of the late Tasman Charles Douglass Snr to Veronica is required to discharge the estate in accordance with the will. Veronica resides on the island, and meets the definition of as an Islander as required under the Act.

The transfer of lease from Veronica Douglass to Tas and Lauren is complicated by the fact that they currently do not reside on the island, and they have not presented documentation to demonstrate that they are 10 year Islanders as defined in the Lord Howe Island Act. Tas and Lauren have previously been declared 10 year Islanders when they obtained their original share of the lease. However a person who acquires 10 year islander status can subsequently lose that status if they move off the island for reasons other than absences permitted in the Act. This is outlined in the publically available information sheet on Islander status – see Attachment B.

As part of the application the applicants have submitted a letter requesting that the Board make a recommendation to the Minister that they be declared Islanders. It is open to the Board to make this recommendation in accordance with section 3(1)(d) of the Act.

Islander means, subject to subsection (2), a person who—

- (a) resided on the Island immediately before the commencement of Schedule 1 (2) (c) to the *Lord Howe Island (Amendment) Act 1981*, and was an Islander within the meaning of this Act as in force immediately before that commencement,
- (b) has resided on the Island continuously since that commencement and for the period of 5 years that immediately preceded that commencement,
- (c) resides on the Island and has so resided continuously during the immediately preceding period of 10 years, or
- (d) is, on the recommendation of the Board made in special circumstances, declared by the Minister, by order published in the Gazette and for the time being in force, to have retained or acquired the status of an Islander.

Tas and Lauren already hold a 41% share of PL1954.26 however this has no bearing on their Islander Status at the time of the application to hold the remaining 59% of the lease. It is open to the Board to construe that the reasons provided as meeting the standard of “special circumstances” as required by the Act. Specifically, Tas Douglass is directly related to heritage islander, Lauren has spent extensive time on the island, and the fact that Tas and Lauren already hold a 41% share of the PL1954.26.

The final part of the transfer chain is for the Lauren and Tas Douglass to transfer 100% of the lease back to Veronica Douglass by way of a sublease. By doing this Tas and Lauren are able to discharge the requirement to reside on their lease set out in section 21(7) of the Act.

(7) Subject to this subsection and subsections (7A) and (7B), a condition of residence on the lease shall attach thereto in perpetuity, and shall be performed by the holder or sublessee thereof for the time being, and residence shall commence within six months after the granting of the application or such further period as the Minister on the recommendation of the Board may approve. Where the holder or the owner (subject to mortgage) or sublessee of the lease has been or shall be prevented by sickness of himself or herself or family or other adverse circumstance from performing such condition, the Board may, upon application as prescribed, and on sufficient reason being shown, suspend such condition for such period and subject to such conditions as the Board may approve.

As Veronica Douglass currently resides on the lease, the sublease arrangement discharges the requirement to have an Islander reside on the lease. This paper recommends that the Board endorse the sublease arrangement.

The transfer documents have been reviewed by Board staff and it has been confirmed that all the details provided are accurate and in accordance with the Lord Howe Island Act.

Attachments

Attachment	Title
A	Letter – Request to be declared Islanders – Tas & Lauren Douglass - CLOSED
B	Information Sheet 4 – Who is a Lord Howe Islander

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Justin Sauvage	Senior Manager Environment & Community Services



LORD HOWE ISLAND BOARD

PLAIN LANGUAGE GUIDE TO THE LORD HOWE ISLAND ACT

Information Sheet 4: Who is a Lord Howe Islander?

The *Lord Howe Island Act 1953* (the Act) defines a group of people as Lord Howe Islanders and gives them certain legal privileges. For example, Islanders have the first option to lease land on the Island and only Islanders may be elected as members of the Board that administers the affairs of the Island.

How do you become a Lord Howe Islander under the Act?

Generally speaking, to be an Islander under the Act a person must have either:

- Resided on the Island continuously for the previous 10 years (referred to below as a “10 year” Islander); or
- Resided on the Island immediately before 1 January 1982 and held, or have been closely related to someone who held, a permissive occupancy before 22 April 1954 (referred to below as a “1981” Islander).

What does ‘closely related’ mean?

Although not defined in the Act, closely related in this context means that the person must be the spouse or lineal descendant of the “pre 22 April 1954” permissive occupancy holder, or the spouse of such a lineal descendant. A lineal descendant of a person is their child, grandchild, great grandchild and so on.

Can you be granted Islander status?

In special circumstances and on the recommendation of the Board, the Minister has the power to make someone an Islander, including someone who has lost Islander status as mentioned below. A person wishing to obtain or reinstate Islander status on this basis would need to make a detailed submission to the Board, justifying their claim.

What is meant by residing on the Island and what about absences from the Island?

The Act defines what is meant by residing on the Island at a particular time. Broadly, it means that the Island is the person’s usual home, continually, and in good faith, at that time, with no other habitual residence.

There are 2 exceptions where absence from the Island will not affect residency on the Island. A person will be regarded as having continued to reside on the Island if the person is only absent from their usual home on the Island:

- To attend an educational institution off the Island; or
- To gain employment experience off the Island where the periods of absence for this purpose do not total more than 10 years.

These absences are referred to below as permitted absences.

Can Islander status be lost?

The answer depends on how Islander status was acquired under the Act. As noted above there are 2 ways that Islander status could have been acquired.

Yes, “10 year” Islanders can lose that status if they cease to reside on the Island for reasons other than the permitted absences referred to above.

In contrast, “1981” Islanders cannot lose their Islander status and do not have to continue to reside on the Island to retain it.

However, if the Islander holds a perpetual lease, ceasing to reside on the Island (because of a non-

permitted absence) may trigger a requirement to transfer or sublease the perpetual lease in accordance with the Act.

The Board may suspend this residential requirement but only if the Islander can demonstrate that he or she is prevented from living on the Island because of family illness or other adverse circumstances.

This is because the Islander will no longer be able to comply with the on- going residential requirement applying to perpetual leases.

Other legal fact sheets forming part of this series include the following titles:

- Information Sheet 1: History of the Lord Howe Island Act 1953
- Information Sheet 2: NSW and Commonwealth Laws on Lord Howe Island
- Information Sheet 3: Owning and Inheriting Land on Lord Howe Island
- Information Sheet 5: Perpetual Leases on Lord Howe Island
- Information Sheet 6: Special Leases on Lord Howe Island
- Information Sheet 7: Permissive Occupancies on Lord Howe Island

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Land Swap – Fletcher Owens

Recommendations

1. **Approve** The Board support in principle the land swap agreement detailed below subject to the applicant entering into an agreement outlining the following conditions:
 - a. The applicant is responsible for undertaking all steps, and covering all costs required to initiate and progress the planning proposal for the rezoning of the southern part of PT 2 DP 1261010 from Settlement to Environmental Protection, and the rezoning of Portion 174 DP 757515 from Recreation to Settlement.
 - b. A formal valuation be undertaken to determine the increase in value arising from any future subdivision potential arising from the land swap and a separate report be presented to the Board to determine what fee the applicant should pay for the acquisition of Portion 174 DP757515.
 - c. The applicant submit and have approved the necessary DA amendments to ensure that the waste water irrigation areas that currently rely on the southern portion of PT2 DP1261010 are amended so that the combined waste water systems remain compliant.
 - d. Advise the applicant that any agreement is conditional upon the above terms being fulfilled, noting that approval for any and all is not guaranteed.

Summary

Fletcher Owens has approached the Lord Howe Island Board with a land swap proposal. This paper recommends that the land swap proposal be conditionally supported. The applicant should be required to meet the Board's out of pocket costs and difference in valuation as there is negligible benefit to the Board from the exchange.

Current position

Background

In November 2021 the Lord Howe Island Board received an unsolicited proposal from Fletcher Owens to support a land swap of two parcels of land, allowing the applicant to consolidate two currently non-contiguous parcels of land into one contiguous parcel of land detailed at Attachment A and Attachment B.

Figure 1 below provides a view of the location of the parcels of land that form part of the land swap relative to other parts of the island.



Figure 1 Locality view of proposed parcels of land that form part of the land swap proposal

Proposal in detail

The proposal is for the southern portion of PT2 DP1261010, consisting of approximately 3162m² of land zoned Settlement currently held under Perpetual Lease 2021.02 held by Fletcher Owens to be swapped with Portion 174 DP757515 approximately 3463m² of land zoned Recreation currently held by the Lord Howe Island Board (LHIB). Table 1 summarises the key feature of the land swap.

Table 1 Summary of the key features of the proposed land swap parcels of land

	Southern portion of PT2 DP1261010	Portion 174 DP757515	Net loss or gain
Tenure	Fletcher Owens, PL2021.02	Lord Howe Island Board	N/A
Approximate Area of land	3162m ²	3463m ²	LHIB loses approximately 300m ² land
Zoning under Lord Howe Island Local Environment Plan 2010	Settlement	Recreation	N/A
Significant Native Vegetation	100% coverage	Approximately 95% coverage	LHIB loses approximately 172m ² of SNV currently under its control*

Development Potential	Nil	Nil with current land use zoning. Approximately 174m ² if rezoned Settlement.	Applicant gains approximately 174m ² of development potential.
Encumbrances	There is currently a DA approving the use of this parcel of land for irrigation area for waste water treatment system servicing Lot 1 and PT2. Currently the infrastructure associated with this DA has not been installed.	Easement in Common for right of access – driveway servicing Lot 1 and PT2. Easement is located in the south eastern corner of the portion.	

Figure 2 illustrates the portions of land that form part of the land swap. The parcel of land highlighted in purple is currently held by the LHIB, whilst PT2 highlighted in yellow is one lot that is currently bisected by Anderson Road.

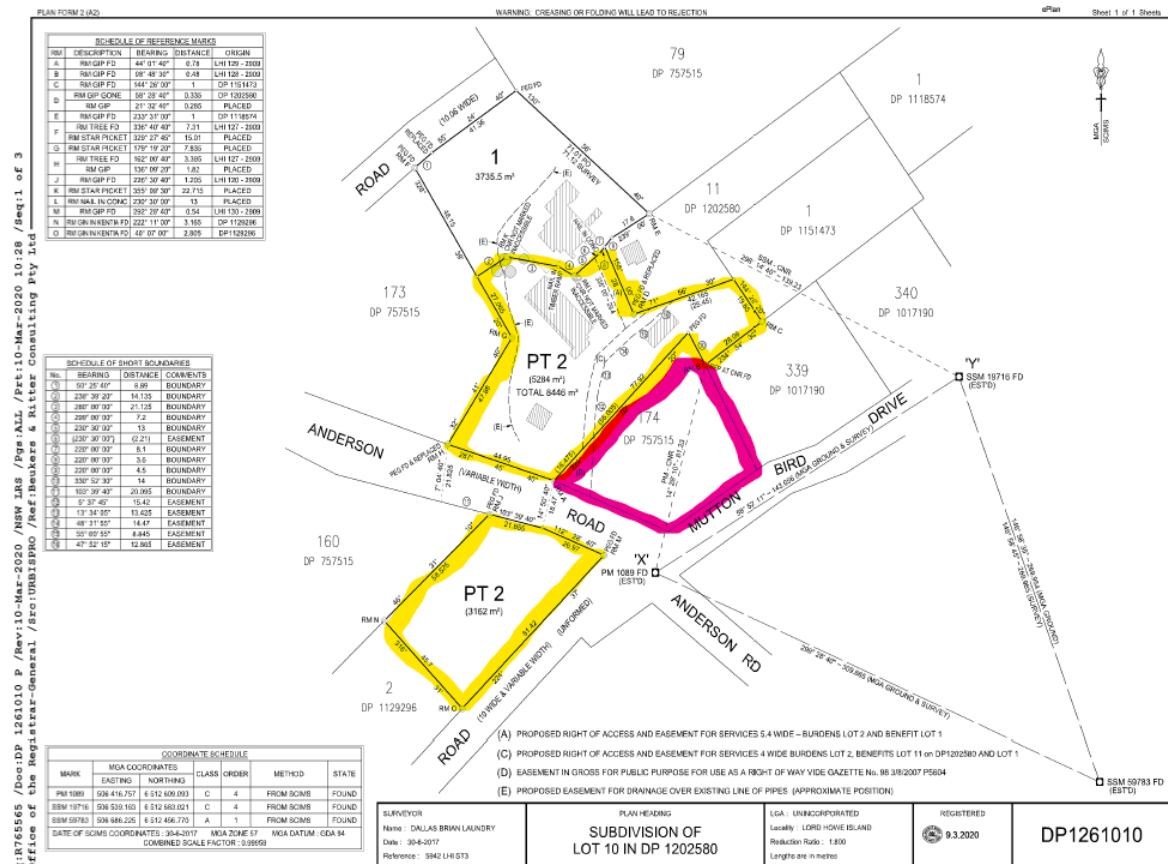


Figure 2 Lots Highlighted in yellow identify the existing single lot, currently dissected by Anderson Road. The Applicant proposes to swap the southern portion of Lot PT2 with the parcel of land outlined in purple

Merits of the proposal

Environmental

The proposal as presented would not result in a significant net loss to the LHIB or environmental values the LHIB seeks to protect. It does result in a small net loss of the total area of Significant Native Vegetation (SNV) currently under LHIB control, but the area of land lost is small, and there is no net change to the total area of SNV.

If the planning proposal was to proceed it is recommended that concurrent to the rezoning of portion 174 from recreation to settlement that consideration be given to the southern portion of PT2 being rezoned from Settlement to Environmental Protection. This zoning is consistent with the future development potential of this parcel and is the same zoning as Stevens reserve immediately to the south east of this lot.

The land swap may create a future subdivision opportunity for the applicant, allowing for a new lot to be created and possibly sold off as a separate Perpetual Lease, potentially resulting in a significant financial gain for the applicant. This paper also recommends that a valuation be undertaken to ensure that the land swap proposal represents fair value to the Board. This valuation will also capture any future subdivision potential created by this proposal, and any difference in the price of the two parcels should be paid by the applicant to the Board, less administration fees paid. The applicant should be advised that in the unlikely event that the Board's Lot is valued higher, the Board will not recompense the applicant.

Financial

The proposal requires a significant amount of administrative steps including but not limited to:

- Preparation of the land swap agreement between the applicant and the Lord Howe Island Board.
- Preparation, submission and exhibition of a Planning Proposal for the rezoning
- Amendments to Perpetual Leases
- Survey of land boundaries
- DA for subdivision (amalgamation of new lots)

It is proposed that the applicant be responsible for facilitating and covering all costs associated with the planning proposal, DA's and any other services that require external professional services to complete.

It is proposed that the Board, engage a property valuer to undertake a valuation of the proposed land swap, and that a future report be presented to the Board to determine what, if any, fee should be charged to applicant for the difference in relative values of land that the applicant will realise if the land swap agreement proceeds.

Figure 3 Lots Highlighted in yellow identify the existing single lot, currently dissected by Anderson Road. The Applicant proposes to swap a portion of Lot PT2 with the parcel of land outlined in purple

Recreation zone are:

- (1) The objectives of Zone 6 Recreation are as follows—
 - (a) to set aside land for open space,
 - (b) to provide opportunities for the passive and active enjoyment of open space areas,
 - (c) to provide utility services that are essential to the community's needs in a manner that is in sympathy with the World Heritage values of the natural environment of the Island.

Currently this land is not actively used for recreation, in part due to its heavily vegetated nature and isolation from other reserve areas on the island, nor currently used to provide for utility services. A transfer of this parcel of land into private ownership will not result in any meaningful loss of recreation area to the community. As flagged earlier in this report, the acquisition of

the southern portion of PT2 DP1261010 creates the opportunity in the long term to link Stevens Reserve from Lagoon Road to Anderson Road.

Conclusion

The land swap proposal creates limited additional benefit to the Lord Howe Island Board, but does allow the applicant to consolidate two currently physically separated parcels of land. It has the potential to create a subdivision opportunity in the future for the applicant, but to date the applicant has not expressed an intent to do this. This paper proposes recommendations to minimise the out of pocket expenses to the Board, whilst ensuring that proposal provides fair value to the Board and the broader community.

Attachments

Attachment	Title
A	Lorhiti Land Swap Proposal – Portion 174 – CLOSED
B	Land Swap Cover Letter – CLOSED

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Justin Sauvage	Senior Manager Environment and Community Services

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Application to surrender and create four perpetual leases – Ian Hutton – Chad Wilson – Kevin Wilson – Keith and Kelly Galloway

Recommendations

1. The Board recommend to the Minister to accept transfer of the following part leases:
 - a. Part of PL1954.05 to Kelly and Keith Galloway by way of gift
 - b. Part of PL1983.02 to Chad Wilson by way of gift
 - c. Part of PL1954.48 to Chad Wilson by way of sale.

2. The Board recommend to the Minister to accept application to surrender the following Perpetual Leases:
 - a. PL1954.48 held by Ian Hutton
 - b. PL1983.02 held by Kelly Galloway and Keith Galloway
 - c. PL1954.05 held by Kevin Wilson
 - d. PL1978.02 held by Chad Wilson

3. The Board recommend to the Minister to grant a lease in perpetuity using the standard Perpetual Lease Conditions for the purpose of a residence for the following lots and lease holders:
 - a. Lot 1 DP1279044 to Chad Thomas Bryant Wilson
 - b. Lot 2 DP1279044 to Kelly Anne Galloway and Keith Galloway as Tenants in Common.
 - c. Lot 3 DP1279044 to Kevin Bryant Wilson
 - d. Lot 4 DP1279044 to Ian John Hutton

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.

The Lord Howe Island Board have received three applications to facilitate land swaps and boundary adjustments between three adjacent Perpetual Leases, reflecting DA2021.07 Subdivision of Lot 347, Lot 201, Lot 204 and Portion 69.

The purpose of this boundary adjustment to facilitate the exchange of accommodation licences from Ocean View to family members and in exchange for the acquisition of land from the Perpetual Lease held by Ian Hutton.

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 leases (1954.05, 1954.48, 1983.02, 1978.02) must be delivered up for cancellation.

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

- The proposed lease holders: Chad Wilson, Kelly and Keith Galloway, Ian Hutton, and Kevin Wilson satisfy the definition as an Islander under the Act
- The minimum Lot sizes for a perpetual lease are maintained in compliance with the Lord Howe Island Local Environment Plan 2010
- The prospective lease holders already reside on their respective leases and do not hold a second lease therefore satisfy the requirement to reside on their respective perpetual leases.
- The transfer of part of the Perpetual Lease from Kevin Wilson to Kelly and Keith Galloway, and from Kelly and Keith Galloway to Chad Wilson is by way of gift, and therefore do not require consideration to determine if the value of the sale exceeds the Valuer General valuation as per s23 (1)(a) of the Act.

Attachment A considers in closed session consideration of the sale of land from Ian Hutton to Chad Wilson and its compliance with s23(1)(a) of the Act.

Requests for the transfer of accommodation licenses and any subsequent DA's associated with tourist accommodation have not been received by the Lord Howe Island Board and will be dealt when the applications are submitted.

Attachments

Attachment	Title
A	Transfer of Part lot 1954/48 to Chad Wilson – compliance with s21(1)(a) of the Act – CLOSED
B	Agreement – Proposed Subdivision and Transfer of Tourist Accommodation Licence – CLOSED
C	Certificate of Valuation – Part Lot 69 in DP757515 – Valustate – CLOSED

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Justin Sauvage	Senior Manager – Environment and Community Services

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Handley Review – Review of Compliance with Residency Condition of Perpetual Leases

Recommendations

It is recommended that the Board note a review has been undertaken.

Current position

Recommendation 2 of the final *Handley Review of Land Allocation on Lord Howe Island* (“the Handley Review”) stated that:

“Properly police and enforce the residency condition in perpetual leases, with forfeiture as a last resort.”

A review of residency status of all lessees was undertaken in late 2017 by the administration with advice from local Board members. This paper provides an update on the status of the residency on lease investigations.

Comment

The policing of residency on lease requires the Board to prove in the positive that a resident is not residing on their lease. This makes investigations into residency status resource intensive and challenging.

The Board administration seeks to investigate all potential non-compliance with lease matters. Investigations into non-compliance are prioritised according to the degree of non-compliance. For example, in the two scenarios below:

1. A lease that is not being occupied by its lease holder and is otherwise vacant
2. A lease that is not being occupied by its lease holder, but is being occupied by an Islander.

Both scenarios are in breach of the Lord Howe Island Act, however scenario two can be remedied by way of a sublease arrangement that would be permissible under the Act. While the Board would intend to investigate and pursue compliance for both scenarios, scenarios where there is no obvious administrative solution will have a higher priority than scenario two.

There are currently eight investigations underway and one investigation has been resolved since the April 2021 meeting. Actions undertaken since the last Board meeting include four follow up letters sent as part of ongoing investigations into potential breaches of residency on lease.

Attachments

Attachment	Title
A	Review of Compliance with Residency Condition on Perpetual Lease - Closed

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Justin Sauvage	Senior Manager Environment and Community Services

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Mobile Phone Coverage

Recommendations

1. **Approve** That the administration conduct a high level feasibility and needs assessment for the provision of mobile phone service, include a survey of island residents and visitors.

Current position

Mobile phone service is currently unavailable on Lord Howe Island. A number of local businesses currently provide a limited pay-for-use WiFi hotspot service.

On the 21 April 2020 the Honourable Paul Fletcher, Minister for Communications, Urban Infrastructure, Cities and Arts announced funding for the Mobile Black Spot Program for 25 new locations including Lord Howe Island. Since the announcement there has been limited communication with the Lord Howe Island Board however it is understood the current proposal is for funding to construct a micro tower that will address a limited portion of the settlement area, though no formal application seeking approval to install a mobile phone base station has been received by the Lord Howe Island Board.

At least two local solutions are being promoted to as a substitute for access to a mobile phone network including expanding the Wi-Fi network primarily across the immediate settlement areas, and a text via satellite option.

The current landline service is unreliable, expensive, provides limited functionality and likely at the end of its useful life as Telstra moves all mainland services to NBN. There are no known long term plans for island wide mobile phone coverage.

Resident and visitor sentiments may vary regarding their desire to access a mobile service at a similar level to that available on the mainland. Anecdotally, they range from a strong desire to see improvements in both mobile phone and internet service, to ambivalence, to a desire to maintain status quo including reports that some visitors report that they enjoy the 'freedom' from mobiles and internet.

The Board has received a direct request from a resident to consider the issue, citing the limitations to daily life resulting from lack of mobile service (banking and other two factor authentication requirements, cost, and most importantly safety. Recent experiences with COVID and inability to contact trace, and emergency response capabilities support this case.

Conversely, the Board administration has also received a direct request *not* to investigate solutions, primarily citing an alternative option that was being offered and that any investment by Telstra or other mobile phone provider would undermine local business initiatives.

It has been two decades since the island's needs with respect to mobile phones have been assessed in a systematic way.

It is recommended that a high level feasibility and needs assessment is undertaken, including resident and visitor surveys.

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer

Preparer	Position
Suzie Christensen	Chief Executive Officer



Telstra's Response to Lord Howe Island Board

4G-lite Satellite Small Cell Budgetary Proposal

CVR-2633

2 September 2022

Telstra Corporation Limited
ABN 33 051 775 556





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PROPOSAL TERMS & CONDITIONS

This proposal and any associated documents provided to you as part of it (Proposal) is subject to the following:

Validity of Proposal

This Proposal is an indicative proposal not capable of acceptance. The proposal is valid for 90 days from its date of submission. Some or all of the prices in this Proposal may be subject to certain pricing conditions (including minimum volume amounts or early termination charges), our standard customer terms (including Telstra's Our Customer Terms) and may change from time to time.

From time to time we may introduce new generation services and rationalise legacy services (including as a result of the NBN roll out). We will discuss relevant developments with you as the review of our services and the NBN roll out continues.

Confidential Information

The information in this Proposal is confidential and may only be used by you to evaluate this Proposal. They must not be disclosed to any third party without our consent, unless required to do so by law.

You acknowledge that in order for us to deliver and support the products and services described in this Proposal, we may need to use third party suppliers and disclose your information (including confidential and personal information) to them. In some instances this may involve the transfer, storage, use of and access to such information outside of Australia.

Intellectual Property Rights

We, our related companies, and our suppliers retain ownership of all intellectual property in the contents of this Proposal.

Our Understanding of Your Requirements

This Proposal is based on our current understanding of your requirements. We may need to perform technical appraisals to better determine whether we are able to provide the services to you to the specifications you require. This Proposal (including price) may change if we determine that additional design or construction work is required to provide the services or our understanding of your requirements change.

Network Speeds

Actual user speeds may be lower than the speeds set out in this Proposal due to a range of network, device capability and location factors. We can provide you with further information if you need it.

Taxes

Unless otherwise stated, all prices in this Proposal are exclusive of GST and other transactional taxes. All taxes payable for the services are payable by you.

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EXECUTIVE SUMMARY

Lord Howe Island Board have requested a proposal to provide mobile voice and data coverage at Lord Howe Island to compliment the planned Satellite Small Cell to be deployed at Telstra Exchange under the Mobile Black Spot Program. It has been identified that Telstra has no existing mobile coverage at the customer nominated location.

Telstra propose the installation of a 4G-lite Satellite Small Cell at Lord Howe Island Airport. The solution will provide both 4G data coverage as well as voice capability on VoLTE compatible devices.

The Telstra 4G-lite Mobile Satellite Small Cell provides affordable access to 4G services on the Telstra mobile network for people living and working in remote areas of Australia. This new technology gives customers access to email and basic data and voice calls and text with a compatible device, in areas where it would otherwise be difficult to do so. The Small Cells are installed and maintained by Telstra and have a flexible design that can meet the varied needs of remote communities and businesses.

This coverage solution is only available where there is no existing Telstra mobile coverage and is suited to small rural and remote communities such as small mines, tourism hotspots, remote roadhouses, and centres of stations or agri-business. Telstra will work with you to assess the viability of the candidate location for this product.

Please note that Telstra is currently working on its next generation satellite small cell solution, we expected this to be available from late 2023 so we are unable to provide a firm cost to proceed to built at this time. Once our next generation solution becomes available, we can provide an updated proposal.



Lord Howe Island



KEY CONTACTS

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PROPOSED SOLUTION

Telstra will provide a satellite backhauled 4G-lite Small Cell for a one-off customer contribution towards the installation cost. The proposed site meets the engineering and commercial eligibility requirements for Telstra to subsidise the provision of coverage at this location.

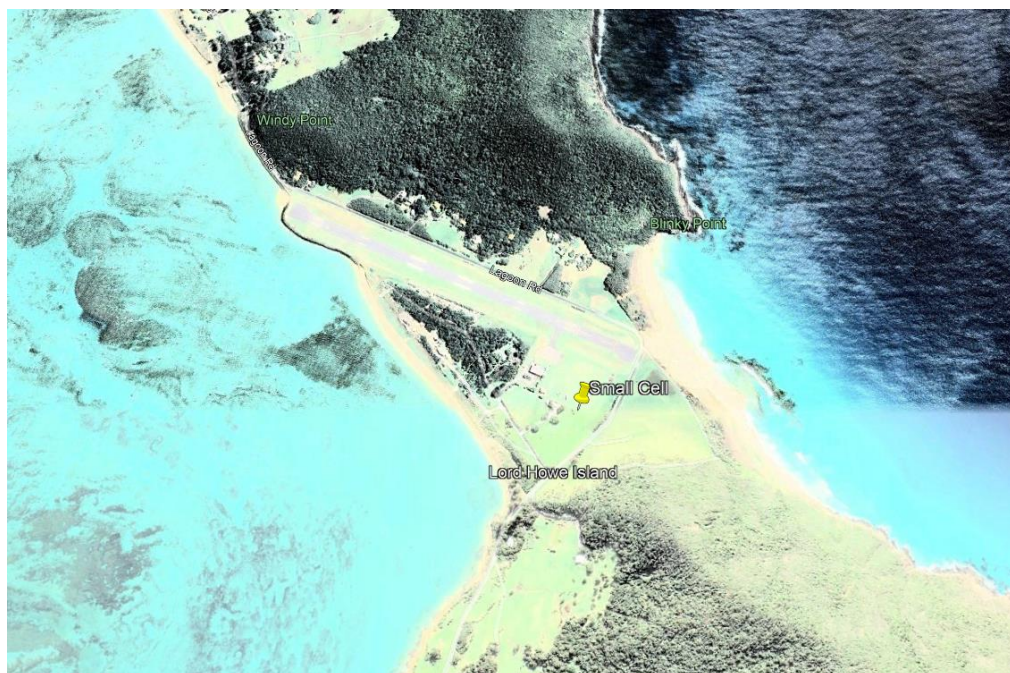
Please note that this proposal assumes the following key requirements:

- There is no existing 3G or 4G Telstra coverage.
- Constant (24x7) mains power is made available to Telstra at no on-going cost (single 10 amp circuit).
- Rent free access to a suitable location to install our antenna(s) and equipment. Note that if you are not the land owner, you will need to assist us in obtaining their consent.
- You will provide a cleared and level area of approximately 5m x 5m, compacted ground at a minimum of 100kpa.

Lord Howe Island Airport

- Nominal Location: -31.541597, 159.079198.
- The Satellite Small Cell equipment is proposed to be installed on a small purpose-built 3.2m x 3.2m precast concrete base.
- We require that power be extended to the Small Cell location via a 2 core cable with 1m of free cable out of the ground. If a specific location has been selected which requires an extension of mains power, it is assumed that this will be completed by you prior to the installation.
- The satellite dish and equipment will be installed on the precast concrete base.
- The proposal includes a 24 hour battery reserve provision.
- The antennas are proposed to be mounted on a skid mounted 9m pole.

This location has been selected to complement the planned Satellite Small Cell to be deployed at Telstra Exchange under the Mobile Black Spot Program. That site will provide coverage to the main town/residential area of the Island. This additional Satellite Small Cell will provide improved coverage to the area surrounding the Airport to the south of the main town.



Proposed Small Cell Location

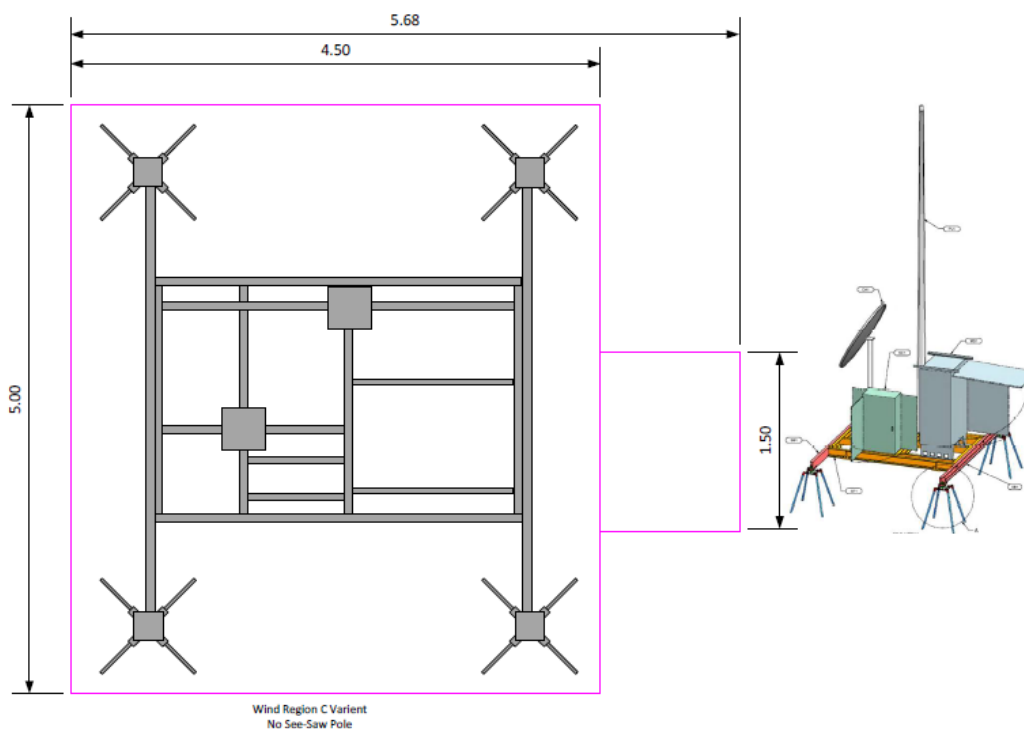
The following items are included as part of Telstra's proposed solution:

- a) An integrated 4G 700MHz Small Cell Radio Base Station Skid, which includes a 9m pole, 1.8m satellite dish and a 24 hour battery backup,
- b) Single omni serving antenna, including feeders and cables etc,
- c) Power connection to the local customer supplied point,
- d) Configuration and optimisation of the satellite link which requires an unobstructed view of the northern sky,
- e) Installation, commissioning and testing of the proposed solution,
- f) Ongoing operational support and maintenance for the solution's commercial life.



Example of a Satellite Small Cell mounted on the skid with a 9m structure

Site Layout



Example of a Satellite Small Cell location with a 5m x 5m layout

Customer Obligations

Telstra requires the customer to provide the following, at no cost, to allow the provisioning of the outlined solution:

- Access for construction and ongoing 24/7 maintenance including inductions at no cost to Telstra.
- We require that power be extended to the Small Cell location via a 2 core cable with 1m of free cable out of the ground. If a specific location has been selected which requires an extension of mains power, it is assumed that this will be completed by you prior to the installation.
- Access to the customer supplied mains power switchboard and local supply point.
- Customer to aid with compliance notification process, including printing and mounting signage.
- Arrange for ground leveling of the proposed site to the required dimensions (5m x 5m) and ensure the site:
 - Is level and accessible by a semi-trailer, road train, Franna or 15MT vehicle crane,
 - The topsoil and any organic materials have been removed to a minimum of depth of 100mm below ground level,
 - Backfill compound area with compacted road base to achieve a minimum of 95% dry compaction or 100kpa safe bearing,
 - Ensure compound surface is level for water to drain away and not to pool in the compound area.
- Where not otherwise explicitly obliged, provide best efforts for assistance with the build.
- Any induction requirements and specialist safety procedures or plans for our employees, agents and subcontractors who are required to work on the site.



Assumptions

In preparing this proposal it has been necessary to make the following assumptions. Any agreement or contract negotiated should be conditional on the successful resolution of these issues as they may affect cost and timing.

- This proposal assumes that you are the landowner, or that you are readily able to obtain consent to proceed from the landowner.
- This proposal is based on a desktop study of the information provided by the customer regarding the nominated location.
- The solution and cost may be impacted if Telstra's contractor encounters additional approvals or works required to complete the installation to allow the project to proceed (e.g. land access or landowner consent issues).
- Assumes that the proposed locations have been prepared before construction commences.
- All construction work is based on a single mobilisation.
- The method of installing, operating and maintaining the Telstra facilities is at our discretion, although we must comply with all applicable laws.
- The estimated constructions times are indicative only. They are largely reliant on;
 - Telstra's manufacturers delivering the required material within the forecasted time period,
 - The satisfactory outcome to any land access issues and availability of resources to complete the works at the time of acceptance of this proposal.



BUDGETARY PRICE & TIMING

Telstra is pleased to present this budgetary pricing for construction, as tabled below.

Item	Customer Contribution (ex GST)
4G-lite Satellite Small Cell ✓ Structure: 9m pole ✓ Power: Fully independent solar array with battery backup	\$254,000
Ongoing Operations and Maintenance	Included

Notes:

1. *The amount quoted is a budgetary cost. Telstra is currently working on developing its next generation satellite solution, we expect this to be available late 2023. Once this solution is available Telstra will be able to update this proposal and should be able to provide a firm price and indicative deployment timeframes.*
2. *The cost assumes zero or \$1 (peppercorn) ongoing rent for the life of the installation.*
3. *Assumes a suitable location to install the satellite small cell equipment is provided by the customer.*
4. *Assumes a suitable levelled location to install the satellite small cell equipment is provided by the customer prior to construction.*
5. *The price does not include a provision for native title, heritage or environmental overlay approvals. If these are applicable to the site, they will be passed on at cost.*
6. *The product transmits on Telstra's 4G band (4G 700 MHz) only. A 4G capable device will be required for data connectivity and a Voice-Over-LTE (VoLTE) or HD Calling device will be required for voice calls.*

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

50th Anniversary of Airstrip construction celebration - October 2024

Recommendations

Approve that the CEO advise Lt Colonel Barker of the Board's in-principle support for a celebration of the 50th Anniversary of Airstrip construction celebration, to be held in October 2024.

Current position

The Board has been approached by retired officer Lt Colonel Gary Barker requesting in principle support for a celebration of the 50th Anniversary of the construction of the airstrip by the Australian Defence Force (attachment 1).

It is recommended that the Board indicate our support, and encourage ongoing communication regarding their plans. The group are aware of the need to forward book accommodation and travel.

Attachments

Attachment	Title
A	Letter from Gary Barker regarding 50 th Anniversary

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Suzie Christensen	Chief Executive Officer

gary.barker3@bigpond.com
0409 446 475

Ms S. Christensen
Chief Executive Officer
Lord Howe Island Board
PO Box 5
Lord Howe Island NSW 2898

129 Grassy Road
Currie
King Island, Tas, 7256
19 January 2021

50th Anniversary – Completion of the Lord Howe Island Aerodrome

Dear Ms Christensen,

Congratulations on your recent appointment as the CEO for the Board, and I appreciate that you may not be aware that the Island aerodrome's 50th anniversary will be in October 2024. The reason for constructing the airstrip was that the then Ansett Airlines had notified the NSW Government that it would be ceasing the flying boat service by mid-1974. The Government decided that unless an airstrip was constructed the Island would be isolated.

The civilian aerodrome is somewhat unique in that it was funded by the NSW Government, but constructed by the Australian Defence Force. This involved a detachment of Army construction engineers from a unit based in Holsworthy, near Sydney, supported by Navy crews manning Landing Craft for the deployment of equipment and stores from the mainland, and subsequent return. The project started in late February 1974 and was completed in September that year. It was completed within budget, noting that this included the sealing of the runway that was not originally costed.

The Army engineers were accommodated in the Leanda Lei Motel for the deployment and participated in the 1974 Anzac Day ceremony and other social and sporting events.

Many of the Army and Navy members survive, and I am writing to you on their behalf. My involvement as a young Lieutenant was to set the site out for construction, based on design drawings issued by the NSW Public Works Department. I have never forgotten the project and, despite the challenges of the time, remain immensely proud of what was achieved. Over the last eight months a small team has identified the names of 140 people who were involved and have established contact with 64 people, still surviving. This includes the command team of the then Captain Tony Coyle and Warrant Officer Terry Melbin. Without exception, all have pride in the project and ongoing respect for Lord Howe Islanders.

I am aware that there has been a ceremony held every decade at the aerodrome, generally involving the Royal Australian Air Force on account of their support for medical air evacuations. This is not a case of inter-service rivalry, but the surviving Army and Navy team members request that the Board recognise their contribution by allowing us to participate in the 50th anniversary in 2024. With the challenges of COVID it is possible that the Board has not planned an event, however, because of the logistics associated with travel and accommodation, time, as usual, is of the essence. It is estimated, with partners, that around 100 people would be able to travel.

The Board's agreement in principle would be appreciated, so that we can follow up with the NSW and Federal Governments for support.

Yours sincerely



Gary Barker
Lieutenant Colonel (Retired)

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Thompson Family Grave research

Recommendations

1. **Approve** support and funding of \$5,000 for research into historic gravesites across Lord Howe Island (Option 1. below).

Current position

The Board has been approached for possible funding for research work relating to historic gravesites across the Island including in the area of the Thompson family graveyard. The outcomes of this research are expected to inform better protection of the Islands' heritage, and allow family descendants and others to respect early residents.

A report commissioned by the Board in 2012 recommended, amongst other things, to:

11. Take steps, with the owner's or leaseholder's permission and/or cooperation to encourage conservation of significant grave sites on leasehold land;

The report is available on the Board's website [here](#). This research will contribute to that recommendation, with interested parties advising they have conducted detailed searches of island records, and that they are willing to undertake repairs to the fence and site to restore and protect it. A memorial plaque is contemplated.



Researcher Andrew Frost, under Dr Ian Moffat, ARC DECRA Senior Research Fellow in Archaeological Science at Flinders University, has been identified to do the research work using ground penetrating radar equipment. Ian and Andrew have experience all over Australia including Norfolk Island.

<http://www.flinders.edu.au/people/ian.moffat>

Support requested is for travel and accommodation costs and freight (from Sydney) for the machine, at an approximate cost of \$6,600 with Andrew offering his services in-kind.

Two options are available:

1. Direct Board support by way of a small budget allocation of up to \$5,000 and use of research centre in-kind for accommodation.

2. Advise the interested parties to submit an application through the community grants scheme yet to be run this year.

In light of the significance of the research to the history and heritage of the island, and to minimise administration costs, it is recommended that Option 1. Is supported, with the Board directly booking flights and paying freight invoices.

Attachments

Attachment	Title
Nil	

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Suzie Christensen	Chief Executive Officer

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Proposed quarterly board meeting dates for the 2022 calendar year.

Recommendations

1. **Approve** the proposed board meeting dates for the remainder of the 2022 calendar year.

Current position

The quarterly board meetings are generally held 3 months apart except for a short turn-around in the March to June period.

It is proposed to set the remainder quarterly meeting dates and proceed with travel bookings to secure flight and accommodation bookings for the coming year.

Availability has not been confirmed by Atticus Fleming or Matthew Retmock.

The proposed board meeting dates for the remainder of the 2022 calendar year is:

	Proposed Dates	Board Member Availability
Meeting 2	25 th & 26 th May 2022	B Baird not available
Meeting 3	7 th & 8 th September 2022	All available
Meeting 4	7 th & 8 th December 2022	All available

Alternatively the following dates have also been proposed:

	Proposed Dates	Board Member Availability
Meeting 2	18 th & 19 th May 2022	B Baird not available C Bath not available
	or 1 st & 2 nd June 2022	Availability not checked
Meeting 3	14 th & 15 th September 2022	All available
	or 21 st & 22 nd September 2022	All available
Meeting 4	30 th November & 1 st December 2022	All available

Attachments

Attachment	Title
A	LHIB 2022 Calendar

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Belinda Panckhurst	Administration Officer

LHIB CALENDAR 2022

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
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2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
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30	31																										
MAY							JUNE							JULY							AUGUST						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
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8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
														31													
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
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25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

Public Holidays	School Holidays + Pupil Free Day	Start of Pay Week - Timesheets Due	Board Meeting	Business Papers to CEO and finalised	Business Papers distributed by Admin in morning	Business Papers distributed to Board Members by COB
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