

Agenda

Lord Howe Island Board



Meeting	Board Meeting December 2023
Location	Lord Howe Island Community Hall
Date/Time	Tuesday 05 th December 2.30pm – Closed Session Wednesday 06 th December 9:00am to 10:30am – Open Session Wednesday 06 th December 10:30am to 11:00am – Morning Tea with Community Wednesday 06 th December 11:00am to 1:00pm - Open Session
Chairperson	Atticus Fleming AM , A/Coordinator General, DPE
Board Members	Bruce Baird AM , Appointed Member (Tourism) Chris Bath , Appointed Member (Conservation) Gary Crombie , Elected Member James Lonergan , Elected Member Matthew Retmock , Elected Member Therese Turner , Elected Member (Deputy Chair)
Attendees	Suzie Christensen , Chief Executive Officer Paula Pollock , Senior Manager, Environment and Community Services Michael Chalmers , Senior Manager, Business and Corporate Services Bradley Josephs , Acting Senior Manager, Infrastructure and Engineering Services
Invitees	
Minutes	Chelsea Holden , Executive Assistant

Tuesday 05th December Agenda Items – Closed Session

2:30pm	In-Camera Session		Board members only
3:30pm	1. CONFLICT OF INTEREST DECLARATIONS		Presenter: A Fleming
	2. WH&S AND RISK MANAGEMENT		
	2.1. WH&S and Risk Management Update	Note	Preparer: J Spivey
	Attachment A: CAMMS Incident Summary Report – 01/11/2022 to 31/10/2023		Presenter: S Christensen
	3. OPERATIONS AND SERVICES		
	3.1. Business Cases for Marine Freight Service and Waste Management Facility	Note	Presenter: S Christensen Preparer: S Christensen
	Attachment A: Presentation – Critical Infrastructure		
	3.2. MOU with EHG and Delivery of Critical Infrastructure	Decide	Presenter: S Christensen Preparer: S Christensen
	Attachment A: MOU with EHG for Critical Infrastructure Program		
	3.3. People Matter Employee Survey Results	Note	Presenter: S Christensen Preparer: S Chambers Skeggs
	3.4. Draft Workforce Plan 24-26	Note	Presenter: S Christensen Preparer: S Christensen
	Attachment A: Organisational Design		
	4. LEASING AND LAND ADMINISTRATION		

Agenda

Lord Howe Island Board



Meeting	Board Meeting December 2023		
	4.1. The Crooked Post DA compliance Attachment A: Crooked Post Complaints Attachment B: Combined Conditions File Note Attachment C: Letter - Incoming - Response - DA20~.02 - Cruikshank Timothy - Potential Breach of DA conditions	Note	Preparer: P Pollock Presenter: P Pollock
	4.2. PL1954.23 - Compliance with Residency Condition - Whistler Phillip	Note	Preparer: P Pollock Presenter: P Pollock
	4.3. Creation of an Easement over Portion 109 - Wilson Bradley	Decide	Preparer: P Pollock Presenter: P Pollock
	5. FINANCE AND BUSINESS MANAGEMENT		
	5.1. Finance Report as at 30 th October	Note	Preparer: M Chalmers Presenter: M Chalmers
	5.2. Feedback and Complaints Attachment A: Policy – Complaints and Allegations Attachment B: Report – Historical Feedback Complaints Report Attachment C: Draft Policy Attachment D: DPE Unreasonable Complaint Procedure	Note	Preparer: C Holden Presenter: S Christensen
6:30pm	Closed Session Concludes		
Wednesday 06 th December Agenda Items – Open Session			
9:00am	6. MINUTES OF PREVIOUS MEETING – NOTICE OF ADOPTION		
	Attachment A: Board Meeting Minutes September 2023 – Closed	Decide	Preparer: C Holden Presenter: S Christensen
	Attachment B: Board Meeting Minutes October 2023 - Closed		
	7. OUT OF SESSION MATTERS STATUS REPORT		
	Attachment A: Out of Session Result Summary Sheet – Open	Note	Preparer: C Holden Presenter: S Christensen
	Attachment B: Out of Session Result Summary Sheet - Closed		
	8. ACTIONS FROM PREVIOUS MEETING STATUS REPORT		
	Attachment A: Action Sheet from Previous Board Meetings - Closed	Note	Preparer: C Holden Presenter: S Christensen
	9. CHIEF EXECUTIVE OFFICER'S REPORT		
	Attachment A: Infrastructure & Engineering Services	Note	Preparer: S Christensen Presenter: S Christensen
	Attachment B: Environment & Community Services		
	Attachment C: Biosecurity Compliance		
	Attachment D: Projects		
	10. FINANCE AND BUSINESS MANAGEMENT		

Agenda

Lord Howe Island Board



Meeting	Board Meeting December 2023		
	10.1. Financial Status Update - Verbal	Note	Presenter: M Chalmers Preparer: M Chalmers
	10.2. Increase of Annual Rentals for Permissive Occupancies Attachment A: Increase of Annual Rentals for Permissive Occupancies	Decide	Preparer: M Chalmers Presenter: M Chalmers
	10.3. Perpetual & Special Lease Fees Attachment A: Perpetual & Special Lease Fees Attachment B: Out of Session Minute 5.3	Decide	Preparer: M Chalmers Presenter: M Chalmers
10:30am	MORNING TEA		
11:30am	11. POLICY AND STRATEGY		
	11.1. Motor Vehicle Importation or Transfer – Status Report	Note	Preparer: L Shick Presenter: S Christensen
	11.2. Amendment to Vehicle Importation Transfer and Use Policy Attachment A: Vehicle Importation Transfer and Use Policy – February 2023 – Current Attachment B: Letter – Request to amend policy – add trailer to essential service schedule – NSW SES Attachment C: Result Summary – Out of Session – Maximum size requirements for commuter buses Attachment D: Dimensions 2023 – Toyota Hilux Utility Attachment E: Dimensions 2023 – Toyota Hiace 12-seater bus	Decide	Preparer: L Shick Presenter: S Christensen
	11.3. Tasman Thompson Shick Vehicle and Trailer Applications - Exceptional Circumstance Attachment A: Application to transfer a private vehicle – Josh Owens to Tasman Thompson Shick – Exceptional Circumstance	Decide	Preparer: L Shick Presenter: M Chalmers
	11.4. Community Engagement Attachment A: Presentation Community Strategic Plan Attachment B: Stakeholder Engagement Survey Results Attachment C: LSPS Letter – Diss Craig	Note	Preparer: D Matassoni Presenter: S Christensen
	11.5 Telecommunications Option Survey Results Attachment A: Telecommunication Options Survey Results Attachment B: Downer Owners Consent Application	Decide	Preparer: L Phillips-Page Presenter: S Christensen
	12. DEVELOPMENT APPLICATIONS		
	12.1. Owner Consent Approved Under Delegated Authority Status Report	Note	Preparer: L Shick Presenter: P Pollock

Agenda

Lord Howe Island Board



Meeting	Board Meeting December 2023		
12.2.	Development Applications Approved Under Delegated Authority Status Report	Note	Preparer: L Shick Presenter: P Pollock
12.3.	Owners Consent Four Dwelling Allocations Attachment A: Eligibility assessment – Sharon van Gelderen and Matthew van Gelderen - Closed Attachment B: Eligibility assessment – Ian Fitzgerald and Aaron Ralph & Lisa Ralph - Closed Attachment C: Eligibility assessment – Bradley Wilson and Jessica Owens - Closed Attachment D: Eligibility assessment – Bruce Thompson, Leilani Thompson and Kristina Thompson - Closed Attachment E: Letter from Bradley Wilson to the LHI Board ED23/7448 - Closed	Decide	Preparer: P Pollock Presenter: P Pollock
12.4.	Owner Consent - Category A Dwelling - Taaffe Karen and Thompson Bertha	Decide	Preparer: P Pollock Presenter: P Pollock
13. LEASING AND LAND ADMINISTRATION			
13.1.	Status of Public Accommodation Licence Transfer Applications Attachment A: Report – Quarterly Status of Public Accommodation License Transfer Applications – Closed	Note	Preparer: L Shick Presenter: P Pollock
13.2.	Review of Compliance with Residency Condition on Perpetual Leases Attachment A: - Review of Compliance with residency condition on Perpetual Leases - Closed	Note	Preparer: P Pollock Presenter: P Pollock
13.3.	Cattle Grid SL2011.02	Decide	Preparer: C Holden Presenter: S Christensen
14. BUSINESS ARISING FROM PREVIOUS MEETING			
15. GENERAL BUSINESS AND QUESTIONS ON NOTICE			
1:00pm	Meeting Closed		
	NEXT MEETING: TBC		

LORD HOWE ISLAND BOARD

Declaration of Pecuniary and/or Other Conflicts of Interest

In accordance with the Lord Howe Island Act 1953, Schedule 1A, Part 2 – Members, 8 (1) (a) (b), Board Members are required to disclose, as soon as possible after the relevant facts have come to the Member's knowledge, any pecuniary and/or other conflicts of interest.

This form constitutes disclosure in accordance with Schedule 1A, Part 2 – Members, 8 (1) (a) (b), of the Act. Members should peruse the accompanying meeting papers and, where required, notify the Board by way of this form of any pecuniary and/or other conflicts of interest in relation to an agenda item or items. This form should be returned to the Board a minimum of two (2) working days prior to the date of the relevant Board meeting. Information received on notification forms will be collated into a Schedule of Pecuniary and/or other conflicts of interest, which will be provided to the Board Chairperson prior to the commencement of the meeting. Schedules will be compiled into a Register of Interests, in accordance with the Act.

Board Meeting Date:

Board Member Name:

Agenda Item in which Member has an Interest

Item No:

Item Description:

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Description of Interest:

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In providing the above information, I am making disclosure to the Board of a pecuniary and/or other conflicts of interest in accordance with the requirements of the **Lord Howe Island Act 1953**, and undertake to provide any further information the Board may require to consider this disclosure. I further understand that, in accordance with the Act, as a result of making this disclosure, I will not, unless otherwise determined by the Minister or the Board: be able to be present during any deliberation of the Board with respect to the matter in which I have disclosed interest; take part in any decision of the Board with respect to the matter.

Board Member Name:

Signature: Date:

Board Meeting: December 2023	Agenda Number: 06.00	Record Number: ED23/8510
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Adoption of minutes of previous meeting.

Recommendations

1. **Endorse** the September 2023 and October 2023 Board meeting minutes.

Current position

Process for Distribution of Board Meeting Minutes

The Board updated the adopted process for distributing Board minutes at the March 2022 Board meeting as follows:

- Draft minutes will be produced within five working days of a Board meeting and distributed 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 in writing no later than 10 working days after date of posting distribution.
- 10 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.

Endorsement of Board Meeting Minutes

Minutes of the September and October 2023 meeting were distributed to each Board member and were endorsed as per the above process.

A copy of the amended draft minutes is attached.

Attachments

Attachment	Title
A	Board Meeting Minutes – September 2023 – CLOSED
B	Board Meeting Minutes – October 2023 – CLOSED

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Chelsea Holden	Executive Assistant

Board Meeting: December 2023	Agenda Number: 07.00	Record Number: ED23/8511
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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 September 2023, two matters were considered out of session.

Attachments

Attachment	Title
A	Out of Session Result Summary – Open Session
B	Out of Session Result Summary – Closed Session

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Chelsea Holden	Executive Assistant

OUT OF SESSION RESULT SUMMARY SHEET

OPEN SESSION				
No.	Date	Application	Vote	Comment
September 2023				
	Nil			
October 2023				
1	25/10/2023	Amendment to Josh Owens Vehicle Approval to allow for the old vehicle to remain on island until December 2023 while Tasman Thompson' application to transfer is assessed.	<ul style="list-style-type: none"> • Atticus Fleming • Bruce Baird • Chris Bath • Gary Crombie • Therese Turner • Matthew Retmock 	Approved
November 2023				
1	08/11/2023	Amendment to a Board resolution consenting to transfer by way of sale 50% of PL1992.01 being Lot 313 of DP821319, from Richard James Shick and Debra Lee Smith	<ul style="list-style-type: none"> • Atticus Fleming • Bruce Baird • Chris Bath • Gary Crombie • Therese Turner • Matthew Retmock • Gary Crombie 	Approved

Board Meeting: December 2023	Agenda Number: 08.00	Record Number: ED23/8512
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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 September 2023 Board meeting, and previous meetings, is attached for the Board’s information.

Attachments

Attachment	Title
A	Action sheet from previous Board meetings – CLOSED

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Chelsea Holden	Executive Assistant

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Chief Executive Officer's report 01/09/2023 – 23/11/2023

Recommendations

1. **Note** the Chief Executive Officer's report including attachments

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, and the Senior Project Officer.

Effective Leadership and Governance

Steady progress is being made on the Efficiency and Effectiveness review implementation plan as per below:

- *Workforce Planning* – see 03.04 (Closed session)
- *IT and Systems* – LHIB are still awaiting a receipt of costings for provision of corporate services through DPE, to inform a cost benefit analysis and business decision regarding transition to corporate services. Some uncertainty exists in light of announced Machinery of Government (MoG) changes, and processes are in place to establish the best solution for People and Technology Harmonisation (PaTH) services and transition timeframes for the entire EHG group that will become a part of the new Department of Climate Change, Environment, Energy, and Water (DCCEEW). Internal controls have been improved and cybersecurity training undertaken by staff, however full cybersecurity maturity cannot be achieved until the PaTH decision has been made.
- *MOU with EHG* – Revisions to the draft MOU are on hold until the MoG has been effected and will be with the new DCCEEW.
- *Engagement strategy* – See 11.04 (Open session)
- *Community Strategic Plan (CSP)* – in kind support has been negotiated with the Port McQuarie Council to support the community engagement and drafting for the CSP. This represents a significant cost saving to the Board, along with delivering the overarching framework for operational planning and the LEP.
- KPMG has been contracted and onboarded to establish a project management system consistent with government policies and procedures, improve compliance

and consistency, and ensure contractual delivery on approximately \$60 million of projects over the next 5 years. They will also lead many of the smaller pieces of work outlined in the EER implementation plan (see Attachment x - Projects)

The Biosecurity Team Leader position has finally been filled, and Darryl Birch and his family will join us from the UK in January. Darryl has extensive experience internationally and has worked on the Island in the past.

The annual report was submitted to the Minister for tabling in Parliament as required.

Arrangements have been agreed with the Electoral Commission for oversight of the election for four islander Board members next year. The election polling day will be held on 15th February.

Sound Infrastructure and Services

Significant effort continues to ensure successful delivery of a long-term marine freight service and upgraded waste management facility. Both projects have been through INSW's Health Check in Development process as required by Treasury. A tender has been released to procure integrated project management services

Progress continues through Dept Public works to undertake jetty maintenance and road upgrades, and backload waste on westbound voyages.

Outstanding Environment

The heliops program postponed in February due to Myrtle rust has commenced and will continue until mid-December. The majority of the environment team are involved, along with contractors. This intensive effort enables direct access to hard-to-reach locations, maximising time on ground and minimises fatigue experienced walking in and out. It is an essential component of the 30 year Weed Eradication Program. A second heliops operation will take place in early 2024.

Ongoing biosecurity surveillance and myrtle rust inspections continue.

Responsible Land Management

The current systems and resourcing in place to undertake statutory and strategic planning are being reviewed, through the external project management office. A longer term, sustainable solution is urgently required, and the project team have been prioritising that work.

The dwelling allocation process is complete – see paper 12.04 (Open Session)

Lease transfers, development application assessments and compliance with residency-on-lease and other conditions continue.

Strong and Sustainable Economy

Visitor numbers indicate that the Island is approaching pre-Covid visitation. The Lord Howe Island Tourism Association have overseen the development of a new Destination Management Plan (DMP), which will be available in draft in the next few months, and presented a strategic approach to future marketing of the Island once it has been completed.

The critical infrastructure project roll out will see a secure long-term biosecure marine freight service, and an upgraded modern and compliant waste management facility, both vital services that support the tourism led and local economy and community. The Administration continues to liaise with Transport for NSW on the future contract for the Regular Passenger

Transport Route (RPT) from Sydney. Detailed planning will be undertaken in the first quarter of 2024.

Support a Strong and Engaged Community

Improved access to beach activities for people with a disability or mobility issues is being further enhanced with the installation of a beach mat, complementing the beach wheelchair and roller now available for use by the community and visitors. A mat is being trialled on the dozer trail that will enable the chair to be used from the top of the dune, further increasing accessibility.

Engagement activities have included consultation on the engagement strategy, a survey about future telecommunications options, working group meetings to plan and upgrade to the facilities and technology in the Community Hall and/or other public facilities and explore provision of a library service, and for the redesign of the skatepark.

Attachments

Attachment	Title
A	IES report
B	ECS report
C	Biosecurity Compliance
D	Projects

Approval and contact

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

CEO BOARD REPORT

INFRASTRUCTURE AND ENGINEERING SERVICES

OPEN SESSION

Item

Core Service Streams

1. Aerodrome Operations
2. WMF Operations
3. Electricity Generation and Distribution Operations
4. IES public operations and assets

Major Projects, Major Maintenance Items and Procurements

5. Jetty Maintenance
6. Roads Project

Summary of Activities and Issues

1. Aerodrome Operations

Maintenance and operations of assets has continued over the period with no major interruptions encountered due to proactive maintenance at the site. Commercial operators have continued to utilise the airstrip without experiencing interruptions from airstrip availability.

Works recommended within the 2023 Annual Technical Inspection have commenced. Works on the northern runway strip to minimise the effects of Parramatta Grass have been completed and rideability of this section of the runway strip has improved.

Next set of scheduled works include trimming vegetation with the Obstacle Limitation Surface, repainting the windsocks posts and fencing works around the runway area.

2. WMF Operations

Maintenance and operations of assets have continued over the period with a total of 102 tonnes being transported off the island during this reporting period, with approximately 40% of the waste being diverted from landfill.

On the 31st October the Environmental Protection Agency (EPA) completed their annual inspection on the Waste Management Facility. As a result of EPA's inspection new Pollution Response Program's (PRP's) have been negotiated between the Lord Howe Island Board (LHIB) and the EPA and are now currently on the LHIB license.

The current PRP's have been developed in conjunction with the WMF's redevelopment. The first set of PRP's solely focus on site remediation, which includes but is not limited to Site Remediation (Clean Up) Plan, interim chemical & liquid waste community drop-Off arrangements and an interim grease trap waste management procedure.

Board Meeting: December 2023 **Agenda Number:** 09.00 **Rec No:** ED23/8513.01 **OPEN** Attachment: A

Site remediation officially began on the 13th November. Works are currently on schedule with approximately 40% of the stockpiled waste now wrapped and ready for shipping off island. Barges scheduled to come to the island for the road project will be utilized for waste transport westbound.

Operations have continued smoothly over this period with minor maintenance required on the composting unit and waste water treatment system.

3. Electricity Generation and Distribution Operations

The total energy demand for this reporting period was 614700kWH with diesel generation totalling 126700kWH and solar generation totalling 526700kWH (approx. 85% solar). Fuel consumption for the reporting period was 34200 litres which is a difference of 13700 litres for the same reporting period last year. Fuel energy efficiency for the reporting period was 17.97 kWh/L.

Unfortunately, savings cannot yet be passed on to customers due to the ongoing minimum fuel freight costs contractually enforced by Birdon.

There are currently 297 customers connected to the electrical supply system.

There was 1 planned customer supply interruption associated with the replacement of the Transformer in Substation No. 8 Airport. There were no unplanned customer supply interruptions to the distribution system during the period.

The replacement of the radiator core and fuel cooler associated with Generating Unit No. 2 radiator was completed. All 3 radiator cores and fuel coolers have now been replaced. The upgrade of Substation No.8 Airport Transformer was completed. It was upgraded from a 50 kVA to 100 kVA unit. The replacement of faulty Inverter No.2 on the solar system was completed, as well as the replacement of 3 broken solar panels. Representatives from TESLA visited and performed their annual Maintenance on the TESLA Battery Storage System.

Powerhouse staff are pleased to report that up to the current reporting period there has been no Island wide loss of supply due to generation plant failure on either the hybrid solar system or diesel generator system for a total of 32 months.

4. IES operations

Ongoing maintenance and operational efforts continue to make a significant impact across the entire island, with a notable increase in the utilization of BBQ facilities. Both Chemcert and Chainsaw training sessions have been successfully completed, enhancing the competency of the team.

In preparation for the predicted dry summer ahead, strategic measures have been taken to increase water storage capacity. Additional water tanks have been procured and installed, providing a crucial resource to address potential water scarcity during the warmer months.

Furthermore, a proactive approach to infrastructure safety is being to ensure the structural integrity of Middle Beach stairs. This initiative reflects a commitment to maintaining a secure and accessible environment for residents and visitors alike.

5. Jetty Maintenance

In October, the jetty maintenance contract was awarded to Polaris Marine Construction. Polaris recently conducted a site visit to ensure alignment between the required works and their company's recommendations, ensuring a seamless and efficient process during the

Board Meeting: December 2023 **Agenda Number:** 09.00 **Rec No:** ED23/8513.01 **OPEN** Attachment: A

actual implementation. A few adjustments were made to optimize the scheduled works. The revised scope includes:

1. Replacement of 7 fenders (5 cone fenders, 2 cell fenders).
2. Replacement of 3 fender piles, rubbing strips, and an enhancement of the clamping system to prevent rotation on impact.
3. Cutting down of rubbing strips to a level that prevents chafing from ship mooring lines.
4. Replacement of 4 shear chains.
5. Wharf piles (66) - Full unwrapping, treatment, priming, and rewrapping.
6. Replacement of select hardwood kerbs and decking (quantity to be determined).
7. Fastening of 1 hardwood block to which the cone fender is attached.
8. Treatment of timber fasteners.
9. Full inspection and report on timber fender piles.
10. Maintenance schedule for the future.

Polaris aims to commence the works on 05/03/2024, with completion anticipated by 04/04/2023.

6. Roads Project

In September, the NSW Public Works (NSWPW) fee proposal was accepted and their engagement finalised. A detailed pre-tender estimate for the project, including a breakdown of proposed work portions, has been updated to ensure accurate shipping calculations by correcting conversion rates from square meters to tonnage. The revised estimate indicated a minor increase in project costs.

Design and tender documents have undergone a review, and a meeting with the incumbent design consultant has taken place. The market sounding process with All Island Service has been completed, confirming their suitability for the project. A briefing note to proceed with direct negotiation with All Island Service is awaiting approval.

The specifications for roadworks are confirmed to remain consistent with the original contract, following Auspec via Northern Rivers Council specifications. The scope is limited to approximately a 1km stretch of Anderson Road, with no other roads included for optional additional works or provisional sums. Any changes will likely be handled through a formal variation process.

Preparation of design procurement and contract documentation is well advanced and when finalised will see supply of materials, shipping services and construction services managed by NSWPW. Backloading of excess waste and plant/equipment from LHI is being coordinated concurrently.

The plan is to initiate all three procurement activities before the Christmas shutdown, with the actual works to be undertaken in the new year.

Board Meeting: December 2023 **Agenda Number:** 09.00 **Rec No:** ED23/8513.01 OPEN Attachment: A

Attachments

Attachment	Title
Nil	

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Brad Josephs	A/ Manager Infrastructure and Engineering Services

CEO BOARD REPORT

ENVIRONMENT AND COMMUNITY SERVICES

OPEN SESSION

Item

This report is a brief summary of ECS activities and issues covering the period August 2023 to December 2023.

Core Service Streams

1. Biodiversity Management
2. Biosecurity
3. Weed Management
4. Threatened Plants
5. Visitor Infrastructure
6. Marine Management / Moorings
7. Environmental Assessment
8. Environmental Health Assessment
9. Land Administration
10. Development Assessment and Land Use Planning
11. Spatial and data

Summary of Activities and Issues

Summary of Activities and Issues

1. Biodiversity Management

Operations

Myrtle rust surveillance

The Lord Howe Island Myrtle Rust Response and Management Plan is being implemented, following detection of an isolated active myrtle rust infection earlier in November.

Comprehensive settlement searches undertaken in recent weeks are summarised below:

Start date	Search focus	Result
3 October	Routine spring search across the settlement, Crown land and the PPP	No sign of myrtle rust detected
2 November	Revegetation sites and nurseries that have a high proportion of myrtaceous seedlings or new growth	Two small potted mountain rose seedlings displaying typical signs of myrtle rust infection
3 November	Buffer around infection site, Crown lands and high risk areas	No sign of myrtle rust detected
15 November	All myrtaceous species in the settlement checked for the presence of myrtle rust	No sign of myrtle rust detected

Board Meeting: December 2023 **Agenda Number:** 09.00 **Rec No:** ED23/8513.02 OPEN Attachment: B

Since 1 October 2023, 2,227 myrtaceous plants have been inspected for myrtle rust, and 1,068 of those inspections were following the detection of active myrtle rust on a mountain rose seedling. No other cases of active myrtle rust or signs of past infections have been detected.

Hygiene protocols remain in place on the Island. Residents and visitors have been asked to continue to use the boot scrub bays at track heads and ensure that their hiking gear and clothing are sanitised either by laundering or spraying with 70% methylated spirits/bioethanol. A hygiene station remains at the Lord Howe Island Board Administration Office (near the Liquor Store). Spray bottles can be refilled at the Board or at the Airport (around the plane schedule). Spray bottles have been returned to the track heads.

Regular searches for myrtle rust will continue across the Island during the warmer months, and future householders will keep the community informed of results.

The After-Action Review (AAR) of the response to the myrtle rust incursion in February 2023 has not yet been completed by the Fire and Incident Operations Branch of NPWS. Observational data from all partners, participants and the Lord Howe Island community has been collated, but is yet to be analysed for insights and lessons learned. A third party will be engaged in the coming weeks to bring this project to completion.

Hallux entrapment

In September 2022, Charles Sturt University (CSU) researchers banded 20 Currawongs with two ABBS approved size 10 coloured metal bands. These bands have proven to be problematic, trapping the hallux of some birds. Recently, CSU researchers invested considerable effort over a six-week period to find, catch and de-band LHI Currawongs fitted with double metal bands across the Island.

Up to October 2023, thirteen size 10 double metal bands had been removed from individual birds through prior interventions. Efforts over October/November saw only a single extra bird identified with size 10 double metal bands fitted. This bird was captured and the bands removed. Juvenile LHI Currawongs generally experience high mortality rates (pers comm Nicholas Carlisle), and the likelihood of the remaining six double banded birds persisting is low.

Additionally, the CSU researchers surveyed all the territories where currawongs were observed with coloured *plastic* double bands (historically applied by other parties) and invested effort to capture these birds. Plastic coloured bands were removed from twenty-two birds.

Local efforts to detect double banded birds will continue, and these bands will be opportunistically removed as encountered.

Biodiversity Benefits Monitoring Project

The Biodiversity Benefits Monitoring Projects continue, including invertebrates, vegetation, little shearwater, and food web analysis, and Placostylus surveys. LHIB has partnered with scientists in the Department of Planning and Environment to complete the work so that we can understand how the environment is responding to the absence of rodents.

Over the last three months, NSW Department of Planning and Environment and Australian Museum scientists visited the island to monitor, snails, Little Shearwaters, vegetation, and invertebrates. Results so far are showing increases in numbers, recruitment, and/or breeding

Board Meeting: December 2023 Agenda Number: 09.00 Rec No: ED23/8513.02 OPEN Attachment: B

success compared to monitoring that took place before the removal of rodents from the island. Lord Howe Island Gecko monitoring is due to commence in 2024.

Planning and Strategic

Training

Refresher training for the safe handling, use and storage of chemicals and the use of chainsaws was completed by relevant staff in November to continue to safely complete work for the LHIB and the community.

Infrastructure

Priority track and asset maintenance is being completed ahead of the peak tourist season. This includes maintenance of the stairs on the Smoking Tree Ridge track, Transit Hill bridges, Max Nicholls track, and new signage.

Refurbishment of the facilities at North Bay are scheduled to be completed early in the new year. This includes a new interpretive sign that is being collaboratively designed with Marine Parks to provide important information to visitors about the North Bay area.

Annual audits of the rope and track networks have been completed to ensure continued safe experiences in the PPP. Dean Hiscox replaced a badly worn and dangerous rope at the Get Up Place on 21 November, and a number of other ropes have been identified for replacement.

An additional comprehensive examination of the rope and anchor points in the southern mountains is to be conducted by Safety Access and Rescue's Bill Proctor in the new year.

A geotechnician and a structural engineer have assessed the integrity and location of the stairs at both ends of Middle Beach. Design options are being investigated and materials needed to upgrade the beach access will require delivery via Helicopter outside of Shearwater nesting months. Unfortunately, substantial shifting of the stairs at the southern end of Middle Beach in recent weeks has been observed, making them unsafe to use, resulting in temporary closure. Emergency works are underway to make safe and reopen pending a longer-term fix in March.

Resourcing and recruitment

- A recruitment process to fill the role of Ranger has been completed. Liam Murphy commenced on 17 November, just in time to assist with the helicopter weeding operations.

2. Biosecurity

Operations

Eastern Air Services

The LHIB is working with Eastern Air Services on the creation on a Passenger and Freight Biosecurity Management Plan. The Plan will ensure that biosecurity risks are identified and mitigated with regard to air-freight and passenger services provided by EAS to Lord Howe Island. The Plan will also set out biosecurity management actions and responsibilities and guides each party in their efforts to uphold the principles and General Biosecurity Duty of the NSW *Biosecurity Act 2015*.

Dogs

Board Meeting: December 2023 Agenda Number: 09.00 Rec No: ED23/8513.02 OPEN Attachment: B

The Biosecurity team are seeking a new detection dog to fill the hole left by the passing of hard-working Zuma in September. Senior Biosecurity Officers and key contacts are actively searching Australia wide to source best options for the Island.

Resourcing and recruitment

- Recruitment for the Team Leader Biosecurity is concluding and will see Darryl Birch commence duties in January. Darryl is moving his family from the UK to take up the role for a 4-year period (Visa application in train). This appointment follows various attempts to recruit the position, including consultation of all relevant NSW government talent pools.
- Ashley Hooper and Erin Mayo have stepped up alongside Tim Solomon to share the load of leading the Biosecurity team over the past 11 months in the absence of a Team Leader, including through the intensive Checkpoint Program.
- Matt Van Gelderen surrendered his fulltime Biosecurity Officer role to start his own business and Breanna Potter is taking leave for 12 months. Recruitment to fill vacant positions is ongoing. Brent Madden has been appointed to a Biosecurity Officer in an ongoing capacity.

3. Weed Management

Operations

Helicopter Operations

Helicopter winch operations will occur over 14 days between Monday 20 November and 15 December, pending presentation of a suitable weather window. A Helitack helicopter arrived on Sunday 19 November, and a crew of 19 Board staff and contacted bush regenerators have been assembled and trained to implement weed control actions in remote areas of the Island.

Remote area weed control work is identified as a priority Lord Howe Island Biodiversity Management Plan 2007, and the Lord Howe Island Weed Management Strategy 2016-2025.

Helicopter winch operations have been occurring in steep and remote terrain in the southern mountains regularly since 2010. The last operation was completed in 2020. The program is behind schedule, and back-to-back helicopter winch operations are planned this financial year aim to advance search and control efforts .

The helicopter will also be utilised to remove remaining gear from the Goat House track build and deliver building materials to remote or hard to reach areas for priority projects commencing in coming months.

Resourcing and recruitment

- Recruitment processes continue in an effort to fill vacant Bush Regenerators roles.

4. Threatened plants

Operations

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.

5. Environmental Assessment

Operations

Property Inspections

The environment team continues to provide assessment services to the community on an as needs basis, generally for development and tree removal applications. This service is not currently charged.

Resourcing and recruitment

- The Team Leader World Heritage continues to provide basic environmental assessment service for low impact development proposals.

6. Marine management and moorings

Operations

Mooring contractors Sea Marine and Diving Services visited the Island to inspect and service the Boards moorings between 21 to 31 October. All 18 moorings were inspected by the specialised divers, and a report on the works undertaken is in preparation. Regular mooring inspections and general maintenance will continue quarterly by LHIB staff.

In the last quarter, 23 visiting vessels were moored in the lagoon, including vessels seeking safe harbour in poor weather.

Training

Essential training is to be undertaken by identified Board staff to meet requirements for safe diving during mooring inspections and maintenance, and to ensure continued compliance with regulations.

7. Land Administration

Operations

See business papers 4.1, 4.2,4.3, 13.1, 13.2, 13.3

8. Development Assessment and Land Use planning

Operations

See business papers 12.1, 12.2, 12.3, 12.4

Resourcing and recruitment

- The Boards contracted planning consultant, All About Planning, has had limited availability due to planned and unplanned leave.
- KPMG are providing additional planning support, to assist with priority tasks, to address a range of legacy planning issues, to establish an enduring solution for the Boards statutory planning service, and to build community capacity to engage with the NSW planning system.

9. Spatial and data management

Operations

The technical capability of the Boards operational units and data management systems continues to build with a focus on:

Board Meeting: December 2023 Agenda Number: 09.00 Rec No: ED23/8513.02 OPEN Attachment: B

- Training staff in GIS software and data collection
- Creation of mobile data collection applications for projects and business operations such as Myrtle Rust Inspections, Phytophthora Sampling, Water Testing, Vector Monitoring, Fieldwork Hazards, Track Audits and Trackwork
- Refining mobile data collection applications, including for Biosecurity and Weed Eradication Program, and developing dashboards for reporting and management
- Creating field data collection apps for Infrastructure and Environmental Services and training staff in their use
- Data visualisation
- Improving accuracy of currently held datasets (Lot, Roads, Tracks etc)
- Investigating areas where new technology may be used to increase efficiency and reduce workload for units

Imagery capture

The NSW Department of Primary Industries (NSW DPI) and LHIB have partnered to capture new high-resolution aerial imagery and terrain mapping (LiDAR) for LHI. While aerial capture was completed successfully between 16 - 18 June, issues with data analysis resulted in the initial delivery of imagery and LiDAR that did not meet the specified resolution and accuracy standards. Spatial Services have been liaising with the provider to reanalyse both products to ensure a high-quality final products.

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Paula Pollock	Senior Manager Environment and Community Services

LORD HOWE ISLAND BIOSECURITY UPDATE DECEMBER 2023 BOARD MEETING

Lord Howe Island Biosecurity Update 1 August 2023 to 31 October 2023.

Background

Routine plane and vessel checks at Port Macquarie (PMQ) and Lord Howe Island (LHI), rodent monitoring, and six weekly checks remain critical tasks for the Biosecurity Team. Other key priorities progressed in this period have included improving biosecurity facilities and procedures at Port Macquarie points of departure, staff establishment and training and working closely with Birdon Shipping on refining biosecurity planning and procedures.

Biosecurity Inspection and Reporting Details

1. Rodent Report

Most recent confirmed rodent sign 12 August 2021.

Rat on a Rodent (ROAR) Notifications

Months	Reports	Evidence Collection	Investigations	Outcome
1 August – 31 October 2023	0	0	0	N/A

All reports are investigated intensively over a 7-day period.

Aircraft (other than the Island Trader) and Vessels Report

All vessels and aircraft arriving at Lord Howe Island were inspected.

Period	Aircraft			Vessels	
	Qantas	Private	Eastern	Private	Commercial
1 August – 31 October 2023	141	13	113	10	
% Met	100%	100%	100%	100%	

Island Trader Report

Seven voyages occurred during this period. All voyages at both PMQ and LHI were thoroughly checked by the biosecurity team during loading and unloading activities.

Period	PMQ Inspections	LHI Inspections
1 August – 31 October 2023	6	6
% Met	100%	100%

Inspections at the PMQ Birdon site include inside and outside cargo storage areas and surrounds. The Island Trader is inspected both inside and outside the hold. A range of biosecurity risk materials continue to be identified and treated at PMQ. The ongoing identification of biosecurity risk material at this site demonstrates a high risk and

Board Meeting: December 2023 Agenda Number: 09.00 Rec No: ED23/8513.03 OPEN Attachment: C

substantiates the efforts working with Birdon to attempt to reduce the risk of pest incursion on LHI.

Inspections on arrival at LHI are conducted on the jetty and surrounding cargo storage areas. Due to the high standard of inspections at PMQ by contracted operators Tate Animals, limited biosecurity risk materials were detected on arrival.

2. Biosecurity monitoring

Table 1. below provides a status update of the rodent biosecurity monitoring effort undertaken to date against the monitoring frequency set out in the Surveillance Plan used by Bode and Brown in their efficacy modelling of the surveillance network.

The camera array and static monitoring components have been fully active over the reporting period. The static monitoring network consists of two distinct networks of passive monitoring devices. The first network located around the Jetty and Airport is monitored on a weekly basis, whilst a second more geographically spread monitoring network is checked monthly. Dog searches have been occurring on a 12-weekly cycle for all settlement blocks and 6-weekly cycle for unoccupied Crown settlement blocks. Contract dog teams continue to be used for full settlement searches or as required.

Device	Number of devices	Check frequency target	Status	Comments – Including Actual checks completed or status
Camera array	161	Monthly	Met	Images analysed by eVorta AI software (and human) <ul style="list-style-type: none"> • August: 53,651 • September: 76,367 • October: 68,836 No rodents seen.
Static monitoring devices (kill traps, wax tags, bait stations, chew cards, tracking tunnels)	260	Monthly	Met	Completed.
Airport and Jetty static monitoring devices (kill traps, wax tags, bait stations, chew cards, tracking tunnels)	83	Weekly	Partially Met	Every 7 - 10 days. Jetty rounds complete on average every 7 days, Airport complete on average every 9 days.
Dog searches	Full sweep of the settlement	Twelve-weekly	Met. 314 Settlement Blocks Checked.	Search Rounds completed as follows: <ul style="list-style-type: none"> • 2-16 October • Next round is scheduled for 5-19 January 2024
Dog searches	Settlement Crown Block Search	Twelve-weekly	Met 72 Crown Settlement Blocks Checked.	Search Rounds completed as follows: <ul style="list-style-type: none"> • 18-25 August • 15 – 22 November

Table 1: Rodent biosecurity monitoring effort: 1 August – 16 November 2023

CEO BOARD REPORT

PROJECT REPORT

OPEN SESSION

Item

This report is a brief update of progress on current projects. The budget reflects the full spend of the project to date across the project's lifetime. Current year budget and expenditure is presented in the financial update (3.01).

IES

- SCCF – CBD Amenities
- SCCF – Skatepark
- Emergency Operations Centre
- ARENA – Solar Project
- SCCF - Communications Solution and Community Hall Activation
- Jetty Maintenance Project
- Commercial Property Maintenance (Historical)

CEO

- Efficiency and Effectiveness Review

ECS

- Biosecurity NPP Project
- Improved Biosecurity Measures (Training)
- Lagunaria Swamp Project
- Threatened Plant Monitoring & Survey
- Conservation of LHI Stick Insect
- Biodiversity Benefits Monitoring
- Middle Beach Stairs
- Restoring Blackburn Island
- Reveg - Pinetrees Paddock

Summary of Activities and Issues

R	Red	Project is likely to deliver late/over budget/has insufficient resourcing
A	Amber	Project has missed some targets but overall end date/budget is not at risk
G	Green	Project on track

	Project Title	Schedule	Budget	Resources	Overall RAG
IES	SCCF – CBD Amenities	R	G	A	R
	SCCF – Skatepark	R	G	A	R
	Emergency Operations Centre + Emergency Communications Plan	R	G	A	R
	SCCF - Beach Access				
	ARENA - Solar Project	R	G	A	R
	SCCF - Community Hall Facilities Activation	G	G	G	G
	SCCF - Communications Solution				
	Jetty Maintenance Project	R	G	G	R
	Commercial Property Maintenance (Historical)	G	G	G	G

Board Meeting: December 2023 Agenda Number: 09.00 Rec No: ED23/8513.04 OPEN Attachment: D

CEO	Efficiency and Effectiveness Review Project (<i>Sub-projects listed individually below</i>)	R	G	A	A
	<i>Community Strategic Plan (CSP)</i>	G	G	G	G
	<i>Workforce Plan</i>	A	G	A	A
	<i>Local Environment Plan</i>	R	G	G	R
	<i>Asset Management Plan</i>	R	G	A	R
	<i>Policy Review</i>	A	G	G	G
	<i>Revenue Review</i>	A	G	G	G
	<i>Engagement Plan</i>	G	G	G	G

IES Reports

SCCF – CBD Amenities

Site plans have been drawn up and a composting toilet system has been tentatively chosen for the site. The project has been taken up by our external project office to coordinate and build and the DA process will be started once our final stakeholder meeting takes place (30/11/23).

SCCF – Skatepark

On 15th November Convic visited Lord Howe Island to conduct a community workshop as part of the redesign process for the skate park project. The workshop took place in the community hall annex. Items discussed were building challenges on Lord Howe Island, community preference in designs and understanding how to make the skate park uniquely Lord Howe Island. A site walk was conducted with the workshop group to get a true feel of the challenges, environment, and design requirements around the skatepark.

Over the course of 14 weeks, a series of online workshops will be conducted to refine the design of the project. These workshops will provide an opportunity for further collaboration and feedback, ultimately leading to the final design of the project. The final product will allow the LHIB to begin the DA process.

Emergency Operations Centre

Since Karera Communication's visit to the Island in July, feedback has been gathered with the aim to improve communication and emergency response capabilities for emergency agencies on the island.

The radio system upgrade has been a complex undertaking due to the diverse needs of each agency involved. Each radio has been programmed with a specific profile that determines the channels, talk groups, and functions available. The primary goal has been to enable efficient day-to-day communication while ensuring effective inter-agency communication during emergency responses.

Feedback has been collected from various agencies after the upgrades, and it has been incorporated into the system based on their experiences during rescues and emergency events. Constable Joel Marchant has reported positive feedback regarding the phone interconnect function, which allows him to receive phone calls while outside of the station. This feature has enabled a more rapid response to incidents and emergencies. Whilst the hospital has yet to fully utilize the system's capabilities, efforts are ongoing to work with them to implement the phone interconnect function as per their requirements.

Board Meeting: December 2023 **Agenda Number:** 09.00 **Rec No:** ED23/8513.04 OPEN Attachment: D

Additionally, a portable repeater is in development, weighing approximately 9 kgs and designed to be carried using a backpack. This portable repeater will facilitate radio communications for emergencies and remote work situations.

A mobile emergency generator arrived on the island in October, capable of covering a substation in the event of a transformer failure. This generator enhances the island's resilience during power outages.

A roaming Starlink and grab-and-go battery have been acquired specifically for setting up communications anywhere on the island during emergency response situations. This equipment ensures reliable connectivity and power during critical incidents.

All outstanding grant items have been covered. The grant has been successfully acquitted, and a report detailing the full upgrade developed.

Emergency Communications Plan

The emergency communications plan is still being developed. Once the new VHF radio network changes are finalized, they will be incorporated into the plan, making it a current and reliable reference document. Currently, we have established a solid structure for the plan, including PACE plans for ship, shore, and air communications, an operational communications flow chart for emergencies based on the consequence management guides of the EMPLAN (all agencies), and specific LHIB roles, responsibilities, and communication procedures during emergencies according to the CMG's. Once our emergency communications network is finalized, we can begin to further improve the plan.

SCCF - Beach Access

The all-terrain wheelchair and walker are currently available for hire.

The location for the access mat has been determined as the Dozer Track, this decision considers multiple elements, namely the convenience of enabling individuals to access the mat by driving up to it. Its location also allows accessibility for a larger portion of the community (and visitors) due to its central placement. As part of the current plan, the mat will be left in place throughout the peak season.

The minor earthworks necessary to create a level surface beneath the mat will be completed in November, and the mat itself will be tested. A variation was sort to use the contingency funds to purchase an additional beach access mat and once this has occurred the grant will be acquitted and complete.

ARENA - Solar Project

Final items of the Solar project are being progressed. signage, revegetation and an amenity block are currently being scoped to finalise the project.

Community Hall Facilities activation:

Still in the planning phases, good progress been made. A community working group was established to understand the priority issues hindering more frequent use of this community space. In addition, multiple ideas were put forward to create a community inspired space for all to use. Acoustics along with age and usability of current equipment were highlighted as key issues. This is where the initial focus has been. Consultants have been engaged with to provide the most appropriate solutions that can make this a more usable space again. The concept of a public library book sharing initiative has been explored, and the team are currently in the process of developing initial designs and operational procedures. This includes determining how the book sharing system will be implemented, managed, and maintained.

Board Meeting: December 2023 Agenda Number: 09.00 Rec No: ED23/8513.04 OPEN Attachment: D

SCCF - Communications Solution:

A survey was presented to the Lord Howe Island community to gauge their sentiment towards the communication options presented in Respiro's high level communications options paper. Data from this survey has been collected to assist the LHIB in planning for LHI's communications network future (please see **December 2023 Business Paper 11.06 and 11.07** for more details).

Jetty Maintenance Project

In June of this year, discussions were initiated with NSW Public Works who subsequently undertook the process of securing a specialized marine works company for the execution of our Jetty Upgrade project - addressing the immediate maintenance concerns raised in the 2022 Advisian report.

In October, the contract was awarded to Polaris Marine Construction. Towards the end of the same month, they conducted a site visit to ensure alignment between the required works and their company's recommendations, ensuring a seamless and efficient process during the actual implementation. Polaris aims to commence the works on 05/03/2024, with completion anticipated by 04/04/2023.

Commercial Property Maintenance (Historical)

Following the recent asset review done by Matt Greski in preparing the Asset Management Plan for the LHIB, a list of required historical maintenance and essential infrastructure upgrades was developed. Josh Owens has been contracted to coordinate this work over an 18-month period, beginning in April 2023.

Josh is working with local trades and specialised contractors as needed to attend to this list. 30% of actions have been completed since April 2023 with a further 24% scheduled or being worked on currently.

Access to available trades is a risk that is being closely monitored to ensure appropriate timeframes are met.

CEO Projects

See Chief Executive Officers Report for full update.

ECS Projects

See ECS Report - Attachment B of CEO's Report for full update.

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Darcelle Matassoni	Senior Project Officer

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Board Meeting: December 2023	Agenda Item: 10.02	Record Number: ED23/7965
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Increase of annual rentals for Permissive Occupancies (PO).

Recommendations

1. **The Board recommend** to the Minister to approve the increase of annual rentals for Permissive Occupancies, at the valuation rates identified Table 1 of this report, effective 1 January 2024.

Current position

Section 31A (1) Permissive Occupancies of the *Lord Howe Island Act 1953* (the Act) provides that the Minister on the recommendation of the Board may grant permissions to occupy vacant Crown lands or Crown lands the subject of a reservation under this Act, whether above or below high-water mark, for such purposes and upon such terms and conditions as the Minister may impose on the recommendation of the Board.

The Board has resolved to ensure that a market based strategic and business-like approach is adopted for all of the Board's revenue raising activities so that the Board realises maximum benefit from the private use of public assets.

The revaluation of the Permissive Occupancies rental values occurs every five years and then an additional consumer price index (CPI) increase annually until the next revaluation. The previous revaluation was in 2018. The current revaluation affects 20 Permissive Occupancy holders. The income generated was \$67,045 in 2018, in 2023 it is \$77,838, an increase of \$10,793 over the five-year period.

In August 2023, the Board engaged Valustate to provide an assessment of the current market rental value of various properties under the control of the Lord Howe Island Board including Permissive Occupancies. Community groups and the Island's churches were not included in the revaluation as their Permissive Occupancies are retained at a "peppercorn" rental per annum.

The full Valuation Report is Attachment A, and the resulting valuations per annum are shown in Table 1 below :-

#1 NOTE: There is a discrepancy with the area / boundaries of Mr William Thompson's PO (PO1975.01) which has not been endorsed by the Board or the Minister. The Nursery has built infrastructure (igloos and a poison shed) on the PO significantly reducing the available area to 874m². There was an agreement with Mr Thompson capping the rent on the PO at \$50 per annum until such time as the PO boundary adjustment is finalised and approved. Mr Thompson passed away on 04/07/2019 and as such, this agreement is now null and void, and the PO is due for cancellation.

P/O No. File No.	Occupier	Description	Use	Area	Previous Valuation 2018	Current Valuation 2023
2016.01 P/O 134	Kevin Bryant Wilson	Lagoon Foreshore	Boatshed (Commercial Use)	51.92m ²	\$5,320 (+ annual CPI increases)	\$6,430 (+ annual CPI increases)
1964/02 1968.04 P/O 105	The Estate of Patricia Dignam	Lagoon Foreshore	Boatshed (Passive Use) Slipway (Boatshed & slipway on one PO)	25.3m ² (Valued area 58.02 m ²) 132.8 m ²	\$2,440 \$800	\$2,775 \$950
2016.02 P/O 135	Kevin Bryant Wilson	Lagoon Foreshore	Slipway	88.5m ²	\$800 (+ annual CPI increases)	\$950(+ annual CPI increases)
1982/01	Neil De Rusett	Lagoon Foreshore	Boatshed (Passive Use)	38m ²	\$2,080	\$2,320
2020.01 P/O 138	Pinetrees Lodge Pty Ltd	Lagoon Foreshore	Boatshed (Semi Commercial Use)	162m ² (Valued area 75.8m ²)	\$3,920 (+ annual CPI increases)	\$4,125 (+ CPI increases)
2002/01 P/O 123	Thompson & Payten	Lagoon Foreshore	Boatshed (Passive Use)	44.5m ²	\$3,320	\$3,825
2002/02 P/O 124	Dean & Ros Hiscox	Lagoon Foreshore	Boatshed (Commercial Use)	32m ² (Valued area 33m ² ex. surrounding land)	\$4,240	\$4,815
2007/01 P/O 129	Karen Giles	Neds Beach Shed	Beach Hire Business	8m ² (ex. ancillary area)	\$1,820	\$2,080
2007/02 P/O 130	John Green	Neds Beach Road	Outdoor Dining Area	60m ²	\$9,750 (+ annual CPI increases)	\$10,500 (+ annual CPI increases)
2006/03 P/O 127	Bureau of Meteorology	Off Anderson Road	Land of 2 Met Houses	1,597m ²	\$7,500 (+ annual CPI increases)	\$9,075 (+ annual CPI increases)
2006/04 P/O 128	Bureau of Meteorology	Lagoon Road	Met Station Land	8,203m ²	\$5,750 (+ annual CPI increases))	\$7,330 (+ annual CPI increases)
1969/04 P/O 106	Brian Young	Pt Rec Reserve 12	Well & Pipelines	N/A	\$350	\$450
1989/01 P/O 106	A Wilson & J Riddle	Portion 16	Well	1,214m ²	\$390	\$510
1975/01 P/O 109	William Thompson	Part Portion 28	Garden	2,529m ²	\$50 #1 \$600	\$660
1986/01 P/O 113	Diane Owens	Part Portion 79	Garden	1,500m ²	\$420	\$845
1996/01 P/O 113	The Estate of Hazel Payten	Portion 29	Garden	4,000m ²	\$880	\$975
2014.02 P/O 133	Dept Industry, Skills & Regional Development	UCL	Residence	2,763m ²	\$5,775 (+ annual CPI increases)	\$6,600 (+ annual CPI increases)

P/O No. File No.	Occupier	Description	Use	Area	Previous Valuation 2018	Current Valuation 2023
2015.01 P/O 132	Andrew Wilson	Part Portion 180	Aircraft Hangar	127.8m ²	\$2590 (+ annual CPI increases)	\$2,900 (+ annual CPI increases)
2018.01 P/O 136	NSW Police Force	Portion 10	Police Station and Residence	1,214m ²	\$4,950 (+ annual CPI increases)	\$6,188 (+ annual CPI increases)
2021.01 P/O 139	Volunteer Marine Rescue NSW	UCL	Operations Centre	200m ² (Valued area 115 m ²)	\$3,300 (+ annual CPI increases)	\$3,535 (+ annual CPI increases)

Table 1

In March 2013 (refer business paper 10(iii)) the Board resolved in relation to POs:

- The feasibility of introducing service level agreements for commercial rentals and Permissive Occupancies (PO's) be investigated and a report be prepared for the Board.
- The Board endorse a review of POs to ensure, where appropriate, areas actually used by PO holders are included in the PO and a fair rental charged, and
- The Board endorse a review of POs to ensure the accuracy of the areas stated in the PO documentation.

To date, the resources required to give effect to the recommendations from the March 2013 meeting has exceeded the resourcing capacity of the Board's Environment and Community Services unit. Additional project management resource will now be applied to support the delivery of the review over the next two years.

Permissive Occupancies held by deceased estates due for cancellation

At the February 2023 Board Meeting, the Board resolved to cancel the POs for deceased PO holders, consistent with the Permissive Occupancy Policy 2007:-

P/O	Portion	Area	No	Holder	Usage	Rent	Deceased
105	12	25.3 (Valued area 58.02)	1964.02	The Est of Patricia Dignam	Boatshed	\$2,775	06/07/2012
105	12	132.8	1968.04	The Est of Patricia Dignam	Slipway	\$ 850	06/07/2012
109	28	2,529	1975.01	The Est of William Thompson	Garden	\$ 660	04/07/2019
119	29	4,000	1996.01	The Est of Hazel Payten	Garden	\$ 975	04/06/2018

Letters actioning this resolution are to go out directly, following receipt of legal advice. PO fees have continued to be charged to the Estates of the deceased PO holders until such time as the Minister approves the cancellation.

Attachments

Attachment	Title
A	Valuation – Final – Current Market Rental – Permissive Occupancies, Residential House, Commercial Premises – Valustate – Closed – October 2023

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Michael Chalmers	Senior Manager Business & Corporate Services



**THIS REPORT HAS BEEN PREPARED FOR THE
LORD HOWE ISLAND BOARD
MARKET RENTAL VALUATIONS**



**LORD HOWE ISLAND BOARD RESIDENTIAL HOUSING
LORD HOWE ISLAND BOARD COMMERCIAL PREMISES
LORD HOWE ISLAND PERMISSIVE OCCUPANCIES**

DATE OF REPORT: 13 OCTOBER 2023

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TABLE OF CONTENTS

INSTRUCTIONS.....	2
Client Details	2
Valuation Purpose	2
Independence of Valuer.....	2
Dates of Inspection	2
Date of Valuation.....	2
Identification	3
DISCLAIMERS.....	3
LORD HOWE ISLAND BOARD - RESIDENCES.....	4
Overview of Residences	5
Definition of Market Rental Value	5
Market Rental Assumptions	5
Market Rental Methodology	6
LORD HOWE ISLAND BOARD – COMMERCIAL PREMISES	10
Overview of Commercial Properties.....	11
Definition of Market Rental Value	11
Market Rental Assumptions	12
Market Rental Methodology	12
LORD HOWE ISLAND BOARD – PERMISSIVE OCCUPANCIES	17
Overview of Permissive Occupancies	18
Permissive Occupancy Valuation Methodology	18
Overview of Permissive Occupancies	19
Boatshed PO Rental Overview	21
Slipway PO Rental Overview	21
Beach Use Neds Beach PO Rental Overview	22
Outdoor Seating PO Rental Overview	22
Meteorology PO Rental Overview	22
Airport Hangar PO Rental Overview.....	23
Residential Land PO Rental Overview	23
Wells & Pipeline Land PO Rental Overview	24
Garden Land PO Rental Overview	24

Market Rentals – Lord Howe Island Board – August 2023

INSTRUCTIONS

Client Details

Lord Howe Island Board
PO Box 5,
Lord Howe Island NSW 2898

Refer: Michael Chalmers
Manager - Business and Corporate Services
Lord Howe Island Board

Valuation Purpose

The purpose of this valuation report is to provide an assessment of the current market rental value of various properties under the control of the Lord Howe Island Board, **LHIB**.

The properties to be valued are contained within three categories comprising;

1. LHIB Residential Housing,
2. LHIB Commercial Premises, and
3. LHIB Permissive Occupancies.

The full list of the subject properties may be reviewed within the rental valuation tables that form part of this report.

This report addresses each of the three general categories of properties that require valuation advice. The three sections include an overview for each with a table listing the properties that are valued with a rental valuation assigned to them as at the date of valuation, being 17 August 2023.

Independence of Valuer

I hereby certify that the valuer and the valuation firm do not have any direct, indirect or financial interest in the properties or client described herein.

Dates of Inspection

10th – 13th July 2023

Date of Valuation

17th August 2023

Market Rentals – Lord Howe Island Board – August 2023

Identification

The subject properties have been identified by on-site inspection and in consultation, if required, with aerial photography and relevant plans either supplied by the LHIB or as held in house from prior valuation work undertaken on those properties.



Derek Hill FAPI CPV
Director
Valustate Pty Ltd

DISCLAIMERS

This report is for the use of and may be relied upon only by the party to whom it is addressed. No other party is entitled to use or rely upon it and the valuer shall have no liability to any party who does so.

This valuation is current as at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value. Without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of three months from the date of the valuation, or such earlier date if you become aware of any factors that have any effect on the valuation.

Market Rentals – Lord Howe Island Board – August 2023

LORD HOWE ISLAND BOARD - RESIDENCES

Market Rentals – Lord Howe Island Board – August 2023

Overview of Residences

Market rental advice is required on the residential properties under control of the LHIB. They include:

- Residence – Government House
- Residence – “Dolls House”
- Residence – Medical Officer
- Residence – TC Douglass Drive
- Residence – MEWH
- Residence – Anderson Road
- Residence – Met House 3
- Residence – Met House 4
- Residence – Nurses Flat No. 1
- Residence – Nurses Flat No. 2

Definition of Market Rental Value

Market Rental Value is defined, as per the recognised definition of the Australian Property Institute, API, and the International Valuation Standards, IVS, as:

“The estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm’s length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.”

Market Rental Assumptions

The following market rental valuations for the subject LHIB Residential properties have been based upon the following assumptions that:

1. The subject premises is vacant,
2. A standard landlord and tenant residential tenancy agreement is in place,
3. The tenure for the subject properties is of a leasehold interest for a minimum of six months. Peak and short-term holiday rentals have been disregarded,
4. Fixture and fittings form part of the improvements,
5. The tenant is responsible for costs associated with utility services, and
6. The property is unfurnished, except for basic white goods.

Market Rentals – Lord Howe Island Board – August 2023

Market Rental Methodology

The rental valuations for the residential properties have been undertaken utilising the “direct comparison” method of valuation. This method allows for adjustments to be made for comparability from the rental evidence to reflect the rental value of the subject property.

Consideration has been given to, but not limited to, the location, size and number of bedrooms, property condition, and views in comparison from the rental evidence to that of the subject.

In the assessment of the subject rentals I have had regard to residential rental evidence on Lord Howe Island transacting on long term style leasing. The rental evidence has been sourced from various lessors, both private and government, on the Island over a range of differing style of residential properties.

The evidence obtained has been sourced primarily on a confidential basis and therefore will not be provided within this report.

From the information sourced, and relied upon, I provide an overview of the type of properties and their rental range on a per week basis. They are:

- ❖ One bedroom \$300 - \$450 per week
- ❖ Two bedrooms \$350 - \$550 per week
- ❖ Three bedrooms \$500 - \$700 per week
- ❖ Four bedrooms \$550 - \$800 per week
- ❖ Five bedrooms + \$700 > per week

The rental valuations are based upon the number of bedrooms, as outlined in this report, as been correct. If it is found that the actual building description differs from that in the table following, then this valuation may require to be returned for review.

Market Rentals – Lord Howe Island Board – August 2023

LORD HOWE ISLAND BOARD RESIDENCES					
Asset No.	Description	Address	Building	Bedrooms	Rent @ DoV
336	Nurses Quarters – Flat 1	LHI Hospital	Semi attached unit	Two	\$400 p.w.
	Nurses Quarters – Flat 2	LHI Hospital	Semi attached unit	Two	\$425 p.w.
338	Government House	Off Lagoon Road	Single storey house	Four	\$675 p.w.
339	Residence - Dolls House	Middle Beach Road	Two storey house	Four	\$650 p.w.
340	Medical Officer	Middle Beach Road	Single storey house	Five	\$725 p.w.
341	TC Douglass Drive	TC Douglass Drive	Single storey house	Three	\$525 p.w.
342	MEWH	Middle Beach Road	Single storey house	Three	\$525 p.w.
343	Residence	Anderson Road	Single storey house	Four	\$550 p.w.
344	Met House 3	Off Anderson Road	Single storey house	Three	\$550 p.w.
345	Met House 4	Off Anderson Road	Single storey house	Three	\$525 p.w.

Market Rentals – Lord Howe Island Board – August 2023



Nurses Flat No. 1



Nurses Flat No. 2



Government House



Accountants Residence - "Dolls House"



Medical Officers Residence



TC Douglass Drive Residence

Market Rentals – Lord Howe Island Board – August 2023



MEWH - Rangers Residence



Senior Electrical Officers Residence



Met House 3



Met House 4

Market Rentals – Lord Howe Island Board – August 2023

LORD HOWE ISLAND BOARD – COMMERCIAL PREMISES



Market Rentals – Lord Howe Island Board – August 2023

Overview of Commercial Properties

Market rental advice is required on the commercial properties under control of the LHIB. They include:

Neds Beach Road/Lagoon Road

- The Beach Boutique
- Diamonds – ex Co-Op
- Island Showcase
- Marine Park Office
- LHI Post Office
- Jetty Storage Facilities

Lagoon Foreshore

- LHI Boatshed No. 1
- LHI Boatshed No. 2
- LHI Boatshed No. 3 – front and mid & rear tenancies
- LHI Boatshed No. 4

Airport

- Qantas Tenancy Area
- Eastern Air Services Tenancy Area
- Airport Kiosk
- Aviation Refuelling Shed

Definition of Market Rental Value

Market Rental Value is defined, as per the recognised definition of the Australian Property Institute, API, and the International Valuation Standards, IVS, as:

“The estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm’s length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.”

Market Rentals – Lord Howe Island Board – August 2023

Market Rental Assumptions

The following market rental valuations for the subject LHIB Commercial properties have been based upon the following assumptions that:

1. The subject premises is vacant,
2. A standard lessor and lessee commercial tenancy agreement is in place,
3. The tenure for the subject properties is of a leasehold interest for a minimum of twelve months. Peak and short-term commercial rentals have been disregarded,
4. The tenant is responsible for costs associated with utility services,
5. The property is unfurnished, and the fit out is of the tenant, and
6. The rentals are exclusive of GST.

Market Rental Methodology

The rental valuations for the commercial properties have been undertaken utilising the "direct comparison" method of valuation. This method allows for adjustments to be made for comparability from the rental evidence to reflect the rental value of the subject property.

Consideration has been given to, but not limited to, the location, the leased area of the property, condition, ancillary benefits and exposure/access in comparison from the rental evidence to that of the subject.

In the assessment of the subject rentals I have had regard to commercial rental evidence on Lord Howe Island transacting on long term style leasing. The rental evidence has been sourced from various lessors on the Island over a range of differing style of commercial properties. The evidence obtained has been sourced primarily on a confidential basis and therefore will not be provided in this report. Furthermore, regard has been given to the past rentals paid on the subject properties with consideration as to the state of the commercial market from the previous rentals to that market as at the date of valuation.

From the information sourced and relied upon I provide an overview of the type of properties, and their rental range based upon a rate per square metre of area. They are:

❖ Secondary Retail	\$100/m ² - \$200/m ² p.a. of area
❖ Prime Retail	\$225/m ² - \$375/m ² p.a. of area
❖ Boatshed (Commercial)	\$250/m ² - \$350/m ² p.a. of area
❖ Commercial	\$225/m ² - \$600/m ² p.a. of area
❖ Industrial/Storage	\$75/m ² - \$150/m ² p.a. of area

The rental valuations are based upon the building areas, as outlined in this report, as been correct. If it is found that the actual building description differs from that in the table following, then this valuation may require to be returned for review.

Market Rentals – Lord Howe Island Board – August 2023

LORD HOWE ISLAND BOARD COMMERCIAL PROPERTIES					
Asset No.	Description	Address	Building	GBA	Rent @ DoV
Neds Beach Road/Lagoon Road					
354	Beach Boutique	Neds Beach Road	Retail Shop	33m ²	\$11,550 p.a.
354	Diamonds	Neds Beach Road	Retail Shop	55m ²	\$11,825 p.a.
355	Island Showcase	Neds Beach Road	Retail Shop	15m ²	\$2,250 p.a.
490	Marine Parks Office	Lagoon Road	Shop/Office	35m ²	\$7,525 p.a.
490	LHI Post Office	Lagoon Road	Shop/Office/Storage	115.1m ²	\$24,200 p.a.
490	Jetty Storage Facilities	Lagoon Road	Storage	30m ²	\$3,900 p.a.
Lagoon Foreshore					
365	Boatshed 1	Lagoon Foreshore	Retail Boatshed	33m ²	\$8,250 p.a.
366	Boatshed 2	Lagoon Foreshore	Retail Boatshed	36.5m ²	\$12,775 p.a.
353	Boatshed 3 – Leanda Lei	Lagoon Foreshore	Retail Boatshed	34.4m ²	\$10,332 p.a.
353	Boatshed 3 – Island Cruiser	Lagoon Foreshore	Retail Boatshed	57.3m ²	\$16,620 p.a.
367	Boatshed 4	Lagoon Foreshore	Passive Boatshed	39.6m ²	\$3,600 p.a.
Airport					
507	Qantas	LHI Airport	Air Transfer/Ancillary	42.39m ²	\$20,135 p.a.
507	Eastern Air Services	LHI Airport	Air Transfer/Ancillary	9.36m ²	\$5,195 p.a.
507	Airport Kiosk	LHI Airport	Kiosk	19.1m ²	\$4,775 p.a.
438	Aviation Refuelling Shed	Off LHI Airport	Storage	170.4m ²	\$14,480 p.a.

Market Rentals – Lord Howe Island Board



"The Beach Boutique"



"Diamonds" - ex-Co-Op



"Island Showcase"



Marine Parks Office



LHI Post Office



Jetty Storage Facilities

Market Rentals – Lord Howe Island Board



Lord Howe Island Boatshed No. 1



Lord Howe Island Boatshed No. 2



LHI Boatshed No. 3 – Islander Cruisers



LHI Boatshed No. 3 – Marine Adventures



Lord Howe Island Boatshed No. 4

Market Rentals – Lord Howe Island Board



Qantas Tenancy Area



Eastern Air Services Tenancy



Airport Kiosk Tenancy Area



Aviation Refuelling Shed

Market Rentals – Lord Howe Island Board

LORD HOWE ISLAND BOARD – PERMISSIVE OCCUPANCIES

Market Rentals – Lord Howe Island Board

Overview of Permissive Occupancies

A permissive occupancy, **PO**, is a form of tenure held over Crown land authorising an occupation or use. As per Division 6A of the Lord Howe Island Act, 1953

31A Permissive Occupancies

(1) The Minister on the recommendation of the Board may grant permissions to occupy vacant Crown lands or Crown lands the subject of a reservation under this Act, whether above or below or beyond high water mark, for such purposes and upon such terms and conditions as the Minister may impose on the recommendation of the Board.

(2) A permission to occupy such Crown lands or a permissive occupancy of Crown lands granted or purporting to have been granted before the commencement of the Lord Howe Island (Amendment) Act 1967, and whether or not a tenancy was created or purported to have been created thereby, shall be deemed to have been validly granted and to have and always to have had force and effect subject to the terms and conditions thereof.

(3) A permission to occupy Crown lands or a permissive occupancy of Crown lands re- to in subsection (2) or a permission to occupy Crown lands granted under subsection (1) shall be terminable at will by the Minister on the recommendation of the Board. Division 7 Trespass on Crown lands or dedicated lands.

Permissive Occupancy Valuation Methodology

As per your instructions valuation advice has been requested to provide market rental valuation advice for Crown land occupied by PO's on Lord Howe Island.

In the assessment of the rental value for PO land, regard is had to the "Purpose" or the stated use to which the Crown land may only be used. Restrictions, which inhibit free dealings in land or affect the uses to which it can be put must be considered in determining its value. A further consideration is the occupancy forms a tenancy at will and restrictions to this prohibit the subletting, sale or transfer of the permission to occupy the land.

The rental valuations of the Crown land have taken into consideration that any improvement/s on the subject PO's were constructed and/or bought and maintained by the occupant of the PO and this valuation considers the rental value of the Crown land only.

There are various valuation methodologies that may be used in the assessment of rental value on Crown land occupied by PO's. The methodology is dependent upon the use of the land.

Regarding the subject PO's, I have utilised three differing valuation techniques in the assessment of the land rental value. A general overview of each of the valuation methodologies are:

Market Rentals – Lord Howe Island Board

- 1. Residual Valuation** - the market rental value of the subject Crown land has been undertaken by utilising the "Residual Valuation" technique. This style of valuation consists of capitalising an assessed net rental by an appropriate yield thus providing an improved value.

From the improved value is the deduction of the initial set-up components such as construction costs, professional fees and holding costs. The resultant value is the site value, i.e. the value of the Crown land.

The land rental is then determined from what would be considered an appropriate percentage return on the vacant land value to the Lord Howe Island Board.

- 2. Ground Rental** - a current market rental value from the land is driven by what is an appropriate capital value of the land, considering the use of the occupancy, allowing for a return on this type of investment on the land.

An investment of this specialised nature would be considered to return in the vicinity of 4 - 8 percent per annum, depending upon its use.

- 3. Market Rental Value** - *"The estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion."*

The valuations for the PO's, as listed within this report, are based upon information as supplied by the LHIB and measurements either supplied by the LHIB or undertaken by the valuer as at the relevant, or past, inspection dates. If the actual use of the occupancy, the location or area listed herein is different to the actual then this report may require return for review.

An overview as to the PO's to be valued on Lord Howe Island are as follows.

Overview of Permissive Occupancies

Market rental advice is required on the PO lands under control of the LHIB. They include:

Boatsheds - Lagoon Foreshore Land

➤ 1964/02	Est. Patricia M Dignam	Boatshed (Passive)
➤ 1982/01	Neil F De Rusett	Boatshed (Passive)
➤ 2002/01	B Thompson & G Payten	Boatshed (Passive)
➤ 2020/01	Pinetrees Lodge P/L	Boatshed (Semi Commercial)
➤ 2016/01	K.B Wilson	Boatshed (Commercial)
➤ 2002/02	D & R Hiscox	Boatshed (Commercial)

Market Rentals – Lord Howe Island Board

Slipways - Lagoon Foreshore Land

- 1968/04 Est. Patricia Dignam Slipway
- 2006/02 K.B Wilson Slipway

Beach Use – Neds Beach

- 2007/01 K Giles Neds Hire Shed

Outdoor Seating – Neds Beach Road

- 2007/02 J Green Outdoor Seating

Meteorology – Off Anderson Road & LHI Airport Land

- 2006/03 BoM Land of two Met houses – Met 1 & 2
- 2006/04 BoM Land of the Meteorological Station

Aircraft Hangar – LHI Airport Land

- 2015/01 A Wilson Aircraft Hangar

Residential – Customs House & Police Land

- 2014/02 DIS&RD Customs Residential House Land
- 2018/01 NSW Police Police Residence & Station Land

Marine Rescue – Lagoon Road Land

- 2021/01 Marine Rescue NSW Operations Centre

Wells & Pipelines Land

- 1969/04 BRC Young Well & Pipeline
- 1989/01 J Riddle & A Wilson Well

Garden Land

- 1975/01 Est of WF Thompson "Vegetable Garden"
- 1986/01 D.E Owens "Vegetable Garden"
- 1996/01 Est of Hazel Payten "Maintaining a Garden"

Market Rentals – Lord Howe Island Board

Boatshed PO Rental Overview

The boatsheds are located at various locations along the foreshore of the Lagoon and are used either for:

- Maritime retail and/or commercial purposes, or
- Maritime passive purposes

The rental value of the PO's that contain a maritime commercial use considers the commercial operations that the land may be utilised for, such as, tour operations, dive shops, boat hire etc. It is noted the Pinetree's boatshed use is utilised in conjunction with, and as an ancillary use with, the tourist accommodation complex.

The passive maritime use considers the limited commercial potential of such operations as they lend themselves more to marine storage and marine workshop facilities.

There is no comparable market evidence of ground rental leasing transactions for boatshed use on Lord Howe Island. The market rental value of the subject Crown land has been undertaken utilising the "residual valuation" as the appropriate method of valuation.

The PO areas, outlined within the following table, has been assessed from measurements undertaken previously of the building improvement footprint. The area generally does not include any other ancillary land the PO holder may be utilising unless stated.

Slipway PO Rental Overview

The two slipway PO's on the Island are located within the Lagoon foreshore area and have the potential to be utilised by the larger boating vessels that operate from the Island and possibly those visiting. It is noted that as at the date of inspection that one of the slipways contained rails whilst the slipway of the Estate of Patricia Dignam was unused, and any slipway improvement may in fact be below the sand level.

It is considered that the frequency of slipway use would be low due to the number of large boats that require these facilities. Though this is an important service, and one that is required on the Island, the commercial reality is that the potential commercial viability regarding the rentals for the use of the slipways in comparison to the cost of operating and the maintenance of improvements are minimal.

The slipway PO's have been valued on a ground rental basis where the capital value of the land, considering the permitted use, is assessed, and deriving a return to the LHIB the use of such land.

It is noted that the site area of both slipways is slightly different though as they have the potential to perform the same function for their permitted use, they are considered to have similar rental values.

It is noted that the PO holder of each slipway also is the holder of the adjoining boatshed PO. Though the PO's are valued independently of the adjoining same interest, it does create a benefit to that holder as it secures against any other party raising a potential use on that PO land.

Market Rentals – Lord Howe Island Board

Beach Use Neds Beach PO Rental Overview

Use: “For the purposes of a beach hire business”

The un-manned beach hire store within the Neds Beach shed represents a commercial usage for its operator. The operations work under an honesty system over the twelve-month period. The outlet is too small and turnover too low to warrant a full/part-time employee on site.

The market rental per annum of the subject PO has been assessed having regard to the operations expected turnover over a twelve-month period less cost of sales/operational costs. From this value is then what rent the market would expect to pay on such commercial activity potential.

Outdoor Seating PO Rental Overview

Use: “Solely for the purpose of outdoor dining in association with the existing restaurant business known as Humpty Micks”. (As per original lease agreement)

The subject PO is used for outdoor or alfresco dining in which the restaurant operator leases the land for outdoor seating in conjunction with the adjoining café operations. The rental valuation of the subject PO land has been assessed utilising two valuation methodologies. They are,

1. On a ground rental basis where the capital value of the land, considering the permitted use, is assessed, and deriving a return to the LHIB for the use of such land.
2. Current market rental valuation. It has been established on retail ventures on the mainland that there is a relationship between the rental achieved for the internal retail premises and the reduced rental rate paid for an adjoining outdoor area, such is the subject. The market rental differential between the internal and external area falls in the line of 30-50% paid for the external area in comparison to the rental paid for the adjoining internal space. For the purposes of this valuation I have adopted 40%.

Meteorology PO Rental Overview

2006/04	Bureau of Meteorology	“Area of land currently occupied by Bureau of Meteorology used as the Meteorological Station”
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The Bureau of Meteorology requires land over various areas of the Australian mainland, Islands etc to maintain their service operations.

Market Rentals – Lord Howe Island Board

Meteorological Station Permissive Occupancy

The land utilised has been valued on a Ground Rental basis where the capital value of the land, considering the permitted use, and deriving a return for the use of such land.

Airport Hangar PO Rental Overview

2015/01	Andrew Wilson	Aircraft Hangar land
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The market rental value of the subject Crown land that is utilised by the PO holder has been undertaken by utilising the "Residual Valuation" technique. This style of valuation comprises the assessment of the improved value of a new development on the land.

From the improved value is the deduction of the initial set-up components such as construction costs, professional fees and holding costs. The resultant value is the site value, i.e. the capital value of the Crown land.

The land rental is then determined from what would be considered an appropriate percentage return on vacant land value to the LHIB.

Residential Land PO Rental Overview

2006/03	Bureau of Meteorology	“Area of land currently occupied by two Bureau of Meteorology staff residences and is in the area delineated by the contiguous formed garden surrounding both homes” Met House 1 & 2
2014/02	DIS&RD	Customs House land – Anderson Road
2018/01	NSW Police Force	Police House & Station land – TC Douglass Drive

The PO holders are Government agencies that provide an essential service to the Island. As part of the PO arrangement to use the subject land it is understood that the land cannot be sold, the improvements upon the land cannot be sublet without consent, the tenancy may be terminated by either party and that the structures on the land, if required, be removed at the lessees cost without compensation.

In the assessment of the land rental for the PO regard is had to the use to which the Crown land may only be used. Restrictions, which inhibit free dealings in land or affect the uses to which it can be put, must be considered in determining its value. A further consideration is the occupancy forms a tenancy at will and restrictions to this prohibit the subletting, sale, or transfer of the permission to occupy the land.

Market Rentals – Lord Howe Island Board

The valuation technique I have adopted in this review is to ascertain the ground rental of such occupied land is as follows. The current market rental value from the land is driven by what is an appropriate return on the capital value of the land, considering the restrictions to use, allowing for a return on this type of investment on the land. Residential house yields for regional locations, and on Lord Howe Island, are currently yielding within the range of 4 - 6%. Land rents should be at the lower end of this range due to lower risks of not having to maintain depreciating improvements.

From the adopted value for land, unrestricted in residential use, will require an adjustment down to reflect the PO restrictions placed upon the subject land. From the adopted value an adjustment back of 33% from that of the land unaffected by restrictions to use. Restrictions to use include the prohibition of the subletting, sale, or transfer of the permission to occupy the land. This adopted percentage is also one that has been utilised, and accepted, on other similar PO land agreements on the Island.

From the value of restricted land value reflecting the nature of the PO restrictions a ground rental return is applied to achieve a yearly, and equated, weekly rental.

Wells & Pipeline Land PO Rental Overview

- 1969/04 B.R.C Young "Well & Pipelines"
- 1989/01 A Wilson & J Riddle "Maintaining a well"

The two wells are used to supplement the existing occupants own water supply in the provision of irrigation, septic and non-human consumption water. The water from such source is a valuable one in times of rainwater shortage as extra demands are not placed upon existing freshwater supplies. This benefit is measured in the fact that if this well supply was not in existence then the lessee would require setting up additional tanks on their own land. This would encompass the PO holder to set up a new water tank site, provide a catchment area, purchase tanks, and maintain the improvements.

The PO land has been valued on a ground rental basis where the capital value of the land, considering the permitted use, and deriving a return for the use of such land.

Garden Land PO Rental Overview

- 1975/01 Est. of W Thompson "Vegetable Garden"
- 1986/01 D.E Owens "Vegetable Garden"
- 1996/01 Est. of H Payten "Maintaining a Garden"

The garden of the Estate of W.F Thompson appears to be of a "hobby" farm nature and not of a commercial enterprise. One factor which limits the commercial viability of this site is its site area and the surrounding vegetation as to the length of sun access, i.e. palms and natives that limits the sun exposure to the PO garden land.

Market Rentals – Lord Howe Island Board

This benefit is measured in the fact that if the garden area were not in existence, then the occupier would require setting up a garden area on their own land. This may not be possible due to existing native vegetation, soil quality or available space on their perpetual leases. As it does not appear that the occupancy could sustain a commercially viable business it is acknowledged that there is a benefit derived in the produce for self-sustainment and/or small market enterprise.

The garden use of the Estate of H Payten though is large enough to sustain a small commercial enterprise. The PO is of 4,000 square metres and is situated in an area of good soil quality.

The PO land of D Owens does not appear to be operating a vegetable garden as at the date of inspection and was generally an open grassed area.

The rental value of the three permissive occupancies has been valued on a ground rental basis where the capital value of the land, considering the permitted use, and deriving a return for the use of such land.

Market Rentals – Lord Howe Island Board

LORD HOWE ISLAND BOARD PERMISSIVE OCCUPANCIES					
PO No.	Description	Address	Building & Use	Area	Rent @ DoV
Boatsheds – Lagoon Foreshore Land					
1964/02	Est. Patricia M Dignam	Lagoon Foreshore	Boatshed – Passive Use	58.02m ²	\$2,775 p.a.
1982/01	Neil F De Rusetf	Lagoon Foreshore	Boatshed – Passive Use	38.00m ²	\$2,320 p.a.
2002/01	Thompson & Payten	Lagoon Foreshore	Boatshed – Passive Use	44.50m ²	\$3,825 p.a.
2002/02	D & R Hiscox	Lagoon Foreshore	Boatshed – Commercial	33.00m ²	\$4,815 p.a.
2016/01	K.B Wilson	Lagoon Foreshore	Boatshed – Commercial	51.92m ²	\$6,430 p.a.
2020/01	Pinetrees Boatshed	Lagoon Foreshore	Boatshed – Semi Commercial	75.8m ²	\$4,125 p.a.
Slipways – Lagoon Foreshore Land					
1968/04	Est. Patricia M Dignam	Lagoon Foreshore	Slipway	132.8m ²	\$950 p.a.
2016.02	K.B Wilson	Lagoon Foreshore	Slipway	88.5m ²	\$950 p.a.
Gardens					
1975/01	Est. W F Thompson	Part Portion 28	Garden	2,529m ²	\$660 p.a.
1986/01	D E Owens	Part Portion 79	Garden	1,500m ²	\$845 p.a.
1996/01	Est. H A Payten	Portion 29	Garden	4,000m ²	\$975 p.a.
Wells & Pipelines					
1969/04	BRC Young	Pt Rec Reserve 12	Well & Pipelines	Nominal	\$450 p.a.
1989/01	Wilson & Riddle	Portion 16	Well	1,214m ²	\$510 p.a.

Market Rentals – Lord Howe Island Board

LORD HOWE ISLAND BOARD PERMISSIVE OCCUPANCIES					
PO No.	Description	Address	Building & Use	Area	Rent @ DoV
Beach Use					
2007/01	K Giles	Neds Beach Shed	Beach Hire	8m ²	\$2,080 p.a.
Meteorology – Residential (Met House 1 & 2) Land & Meteorological Station Land					
2006/04	Bureau of Meteorology	Adjacent LHI Airport	Land - Met Station	8,203m ²	\$7,330 p.a.
Residential & Ancillary – Land					
2006/03	Bureau of Meteorology	Off Anderson Road	Land - Met House 1 & 2	1,597m ²	\$9,075 p.a.
2014/02	Dept Industry, Skills & Regional Dev	Anderson Road	Land – Customs House	2,763m ²	\$6,600 p.a.
2018/01	NSW Police Force	TC Douglass Drive	Land – Police Res & Station	1,214m ²	\$6,188 p.a.
Aircraft Hangar – Land					
2015/01	A Wilson	Adjoining LHI Airport	Aircraft Hangar	127.8m ²	\$2,900 p.a.
Marine Rescue - Land					
2021/01	Marine Rescue	Lagoon Road	Operations Centre	115m ²	\$3,535 p.a.
Outdoor Seating - Land					
2007/02	Land Adjoining Restaurant	Neds Beach Road	Outdoor Dining Land	60m ²	\$10,500 p.a.

Market Rentals – Lord Howe Island Board



PO – Est Dignam – Boatshed



PO - Est Dignam – Slipway



PO – Kevin Wilson – Boatshed



PO – Kevin Wilson – Slipway



PO – N De Ruset – Boatshed



PO – Thompson & Payten – Boatshed

Market Rentals – Lord Howe Island Board



PO – R & D Hiscox – Boatshed



PO – Pinetrees – Boatshed



PO – Est of WF Thompson – Garden



PO – D Owens – Garden



PO – Est of H Payten – Garden



PO – K Giles – Beach Hire

Market Rentals – Lord Howe Island Board



PO – Met Houses 1 & 2 – Res Land



PO – Meteorology – Met Station Land



PO – Customs House – Res Land



PO – Aircraft Hangar Land



PO – Marine Rescue Land



PO – Outdoor Dining Land

*This page is intentionally blank to note late Agenda item 10.03
Perpetual and Special Lease Fees for the Period 2024 to 2026.*

Board Meeting: December 2023	Agenda Number: 11.01	Record Number: ED23/6897
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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.
2. **Note** the amendment to conditions of approval for replacement vehicles

Current position

Since the last full Board meeting, twenty-five (25) 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 September 2023 Board meeting.

Applicant	Vehicle Type	Preferred Vehicle	Use	Variation to Applicant	Comment
Gai Wilson	Boat Trailer	N	Private	1	Approved 07/08/2023
Jess Owens, LHI Services	Electric vehicle	N	Commercial	1	Approved 07/08/2023 – Transferred from Capella Lodge
Jack Shick	BYD T3 Van - Electric	N	Commercial	0	Approved 08/08/2023 - Replacement
NSW SES	Isuzu Dmax Ute	N	Essential	0	Approved 09/08/2023 - Replacement
Karen Giles	Suzuki Ignis	N	Commercial	0	Refused - -8/08/2023
Michael Nobbs	Boat Trailer	N	Private	1	Approved 18/08/2023 – vehicle imported by a Somerset guest without approval December 2022
Rebecca Moran & Tim Solomon	Boat Trailer	N	Private	0	Approved 20/08/2023 – transferred from PL1954.12 to PL1954.47 – moved premises

Applicant	Vehicle Type	Preferred Vehicle	Use	Variation to Applicant	Comment
Rebecca Moran & Tim Solomon	Honda City Sedan	N	Private	0	Approved 20/08/2023 – transferred from PL1954.12 to PL1954.47 – moved premises
Fletcher Owens	Toyota Hilux Ute	N	Private	1	Approved 24/08/2023 – transferred from Diane Owens
Diane Owens	Toyota Hilux Ute	N	Commercial	0	Approved 24/08/2023 - Replacement
Warren O'Brien	Mitsubishi Miev Utility - Electric	N	Commercial	0	Approved 30/08/2023 - Replacement
Leanda Lei	Toyota Hiace Bus	N	Commercial	0	Approved Out of Session 29/08/2023 under exceptional circumstance - Replacement
Josh Owens	Toyota Hilux Ute	N	Commercial	0	Approved Out of Session 25/10/2023 under exceptional circumstance - Replacement
Deon Nobbs	Unregistered Trailer	N	Private	1	Approved Out of Session 25/10/2023 – tray of ute transferred to create an unregistered trailer
Karen Giles	Suzuki Ignis SUV	N	Commercial	0	Approved Out of Session 29/08/2023 under exceptional circumstance - Replacement
Sophie Powell	Boat Trailer	N	Private	1	Approved Out of Session 29/08/2023 under exceptional circumstance
Tim Cruikshank – The Golfy	Toyota Hiace Bus	N	Commercial	1	Approved 30/08/2023 – Transferred from Brad Wilson, Sea Lord Howe
Dominic Chia	Mitsubishi SUV	N	Private	0	Approved 04/09/2023 - Replacement
Wesley Young	Nissan Nivara Ute	N	Private	1	Approved 05/09/2023
Wesley Young	Boat Trailer	N	Private	1	Retrospective approval 05/09/2023
Micheal Nobbs	Toyota Hilux Ute	N	Private	0	Approved 28/8/2023 - Replacement
Amy Hickey	Boat Trailer	N	Private	1	Approved 15/09/2023
Joel Merchant	Boat Trailer	N	Private	1	Approved 21/9/2023
Greg Whitfield	Boat Trailer	N	Private	1	Approved 09/11/2023

Applicant	Vehicle Type	Preferred Vehicle	Use	Variation to Applicant	Comment
Robert Jeremy	Boat Trailer	N	Private	1	Approved 09/11/2023 – Transferred from Sallyann Gudge
Pia Funch & Jeremie Drezet	Subaru Forester	N	Private	1	Approved 09/11/2023

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

As at 17 November 2023

Registered Road Vehicles						
Essential	Commercial	Private	Hire	Plant & Equipment	Imported without approval	Total
31	124	184	8	24	57	428

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

Registered Road Vehicles						
Car/Utility	Bus	Motorcycle / Scooter	Truck	Plant & Equipment	Trailers	Total
194	34	36	15	41	108	428

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 57 vehicles imported without approval prior to the current policy:

- 49 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 imported without approval in 2020 (unclear if this is for hire purposes).
- 2 vehicle, a mobility scooters imported without approval in 2023 (unclear if these are for hire purposes)
- 5 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
4	0	7	5	6	35	57

COMPLIANCE AUDIT

In February 2023, the CEO requested that an audit of the vehicle register be undertaken to investigate any outstanding compliance issues.

There is a total of 41 vehicles awaiting removal. The replacements have been imported, however, the condition to remove the replaced vehicle has not been adhered to by the applicant.

Vehicles due for removal – By Type						
Car/Utility	Bus	Motorcycle / Scooter	Truck	Plant & Equipment	Trailers	Total
19	0	8	3	4	7	41

A number of other compliance issues were identified:-

- Owners – deceased;
- Owners - left island;
- Owners - moved premises;
- Others – such as non-removal of bull bar.

The Board has eight (7) vehicles due for removal which are Included in the above total, being three (3) truck, three (3) plant & equipment and one (1) trailer.

A plan is in development for the Board vehicles highlighted for removal and once the actioning of that plan has commenced:-

- A householder will be issued to the community reminding vehicle owners of their obligations.
- Compliance letters will be issued to the vehicle owners in breach of their conditions of approval.

Process improvements are in development and will be implemented to ensure stronger compliance with the Vehicle Importation, Transfer and Use Policy in the future.

Attachments

Attachment	Title
	Nil Attachments

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Lynda Shick	Land & Property Officer

Board Meeting: December 2023	Agenda Number: 11.02	Record Number: ED23/4393
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Amendments to the Vehicle Importation Transfer and Use Policy

Recommendations

1. **Approve** the inclusion of a trailer to the Schedule of Essential Services for NSW State Emergency Service under 8.4 of the Vehicle Importation Transfer and Use Policy.
2. **Following adoption of recommendation 1** that the Board advise NSW State Emergency Service to make application to import an Essential Service trailer to replace the current trailer, U31106, (U31106) will require removal from the island.
3. **Approve** the amended maximum size requirements for private and commercial vehicles and commuter buses.
4. **Approve** a copy of the proposed amendments to the policy be placed on public exhibition for a period of 28 days and a report of submissions to be tabled at the March 2024 Board Meeting.
5. **Note** that a comprehensive review of this policy and others is being undertaken by the external PMO office, with a view to simplifying the approach.

Current position

Amendment 1

An application was received on 25 September 2023 from NSW State Emergency Service requesting the additional allocation of a trailer to the Schedule of Essential Services under Section 8.4 of the Vehicle Importation Transfer and Use Policy (the Policy). (Attachment B)

The SES LHI Unit has been earmarked to receive a new Gen2 Light Storm Trailer in early 2024. The new trailer is part of the SES Fleet Improvement and Standardisation program and will resource the LHI Unit with the latest resource as the Combat Agency for Storms, Flood and Tsunami

NSW SES is currently listed as an Essential Service under Section 8.4 Schedule of Essential Services in the Policy with an allocation of one (1) Emergency Response Vehicle (Ute). (Attachment A)

Our records indicate that the trailer currently on the island for the SES, U31106, was imported without approval some years ago. The new trailer will enable the retirement and replacement of the dated old trailer currently on the island and will rectify the compliance issue for NSW SES.

It is recommended that the Board approve the inclusion of a trailer to the Schedule of Essential Services for NSW State Emergency Service under 8.4 of the Vehicle Importation Transfer and Use Policy.

Amendment 2

On 29 August 2023, the Board resolved to:

2. **Note** an amendment to the Vehicle Importation Transfer and Use Policy to be tabled at the December 2023 Board Meeting to address the maximum size requirements for commuter buses. (Attachment C)

Background

It is noted that persons applying to replace their commuter buses are unable to obtain a standard model that complies with the policy's maximum size requirements for commercial vehicles.

The larger tourist accommodation providers require a 12-seater bus in order to run their businesses effectively. Their preference is to acquire one 12-seater bus rather than two 8-seater buses to service their guests. The aim of the policy is to limit the overall number and impact of vehicle movements on the Island's road system and the Board has recognised that an amendment to the policy is required for commuter buses.

This has sparked a review of the maximum size requirements for both private and commercial vehicles, as the maximum size requirements for both is based on the 2020 standard model of a 2-wheel drive Toyota Hilux utility. The current and dimensions are as follows (Attachment A):-

3.7 Vehicles for Private Use

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

3.8 Vehicles for Commercial Use

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

Applications to import/replace utilities are applied for as both private and commercial vehicles. To eliminate the need for utilities applied for outside the maximum size requirements being tabled at future board meetings, it is proposed that the maximum size requirements for private vehicles and commercial standard vehicles be updated based on the 2023 Toyota Hilux dimensions (Attachment D), **noting that only the maximum height requirement needs amending.**

It is proposed that 3.8 of the policy be amended to also include the maximum size requirements for commercial commuter buses based on the dimensions of a 2023 Toyota Hiace 12-seater bus (Attachment E) as resolved by the Board on 29/08/2023.

The proposed amendments to 3.7 and 3.8 of the policy are listed below:-

3.7 Vehicles for Private Use

- a) Length 5330mm (not including tow ball);
- b) Width 1855mm (not including side mirrors); and
- c) *Height 1900mm (not including roof racks, roll bars or headboard on the tray).*

3.8 Vehicles for Commercial Use

3.8.1 Vehicles for Commercial Use - Standard

- a) Length 5330mm (not including tow ball);
- b) Width 1855mm (not including side mirrors); and
- c) *Height 1900mm (not including roof racks, roll bars or headboard on the tray).*

3.8.2 Vehicles for Commercial Use – Commuter Bus only

- a) Length 5915mm (not including tow ball);
- b) Width 1950mm (not including side mirrors); and
- c) Height 2280mm (not including roof racks, roll bars or headboard on the tray).

It is recommended that the Board approve the amended maximum size requirements for private and commercial vehicles and commuter buses.

It is recommended that the Board approve the inclusion of a trailer to the Schedule of Essential Services for NSW State Emergency Service under 8.4 of the Vehicle Importation Transfer and Use Policy.

A copy of the proposed amendments to the policy be placed on public exhibition for a period of 28 days and a report of submissions to be tabled at the March 2024 Board Meeting.

Board members should note that a comprehensive review of this policy and others is being undertaken by the external PMO office, with a view to simplifying the approach.

Attachments

Attachment	Title
A	Vehicle Importation Transfer and Use Policy – February 2023 - Open
B	Letter – Request to amend policy – add trailer to essential service schedule – NSW SES – 25 September 2023 - Open
C	Result Summary – Out of Session – Maximum size requirements for commuter buses – August 2023 - Open
D	Dimensions - 2023 – Toyota Hilux Utility - Open
E	Dimensions – 2023 - Toyota Hiace 12-seater bus - Open

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Lynda Shick	Land & Property 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	February 2023	AGENDA ITEM	13.02 February 2023
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		

CONTENTS

1 Policy Overview.....	2
2 Legislative Framework.....	2
3 Definitions.....	3
4 Vehicle Types.....	5
5 Fees.....	7
6 Incentives.....	7
7 Eligibility to Import and Use.....	7
8 Allocations.....	9
9 Review of Applications.....	10
10 Approval Periods – Importation and Use.....	10
11 Approval Conditions.....	11
12 Vehicle Replacement.....	12
13 Vehicle Transfers.....	12
14 Delegations.....	12
15 Reporting and Monitoring.....	13
16 Attachment: Application to Import a Vehicle.....	14
17 Attachment: Application to Transfer a Vehicle.....	19

1 Policy Overview

The aim of this policy is to limit 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 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, 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, 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)
Transport for NSW Maritime (for use by LHI Port Operations and NSW Police)	1 fuel trailer
Transport for NSW Maritime	1 boat trailer

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

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:

APPLICANT DETAILS

Name:

Email: Phone:

Portion/Lot and Plan/DP number: Perpetual Lease No:

Type of Approved 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 that the winch is essential to the vehicle’s use.

Yes No

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

Please state whether you considered alternatives to the vehicle selected, including an alternative form of transport:

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

APPLICANT'S DECLARATION

I being the applicant, hereby declare that the information provided above is true and accurate and make application to import a vehicle in accordance with the above.

Signature: Date:

17 Attachment: Application to Transfer a Vehicle

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:
Email: Phone:
Portion/Lot and Plan/DP Number: Perpetual Lease No:

TRANSFEEE DETAILS (Person buying vehicle)

Name:
Email: Phone:
Portion/Lot and Plan/DP Number: Perpetual Lease No:
Type of Approved 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:

Lord Howe Island Board Vehicle Importation, Transfer and Use Policy

- 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 Lord Howe Island Board Vehicle Importation, Transfer and Use Policy

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:

.....

Attention: Lynda Shick
Land & Property Officer
Lord Howe Island Board
PO Box 5 Lord Howe Island NSW 2898
T: 02 65632066 (Ext 43)
E: lynda.shick@lhib.nsw.gov.au
25th September 2023

RE: SES Trailer U31106 - Request to amend Vehicle Importation Transfer and Use Policy

Dear Lynda,

The SES LHI Unit has been earmarked to receive a new Gen2 Light Storm Trailer in early 2024. I would like to submit to the Board in writing, the justification to amend the SES vehicle allocation under 8.4 of the policy, to include a trailer in addition to the Emergency Response Vehicle already on the Island. (CN92YN / LHI57).

The purpose of the Trailer is part of the SES Fleet Improvement and Standardisation program. As the Combat Agency for Storms, Flood and Tsunami, we are obliged to resource our Units with the latest and most appropriate resources to carry out these roles. The new Trailer comes completely stocked with refreshed new power tools and the other resources necessary to undertake our combat role on Lord Howe Island. Equally, the brand new items that come with the trailer will enable the retirement of the dated old equipment currently in the possession of the Lord Howe Island SES Unit.

We ask the Board to consider our request and advise if there is any further information we can provide you.

Thank you for your assistance.

Regards,



Steven Malunec
Assistant Project Officer | Fleet
NSW State Emergency Service - State Headquarters
M 0402480705 E steven.malunec@ses.gov.au

Level 2, 93-99 Burelli Street Wollongong NSW 2500
www.ses.nsw.gov.au



OUR MISSION: SAVING LIVES AND CREATING SAFER COMMUNITIES.

OUR VISION: A TRUSTED VOLUNTEER-BASED EMERGENCY SERVICE, WORKING TOGETHER TO DELIVER EXCELLENCE IN COMMUNITY PREPAREDNESS AND EMERGENCY RESPONSE.

FOR EMERGENCY HELP IN FLOODS, STORMS AND TSUNAMI CALL THE NSW SES ON 132 500

LORD HOWE ISLAND BOARD

Out of Session Paper – Result Summary

Item: Application to import a Commercial Use Vehicle under Exceptional Circumstances – Judy Riddle, Leanda Lei

Applicant: Judy Riddle, Leanda Lei

Date Issued: 20 August 2023

File Reference: ED23/6116

Recommendation:

1. **Approve** the importation of a commercial use Toyota Hiace Bus under exceptional circumstance to replace Leanda Lei's current commercial use Toyota Hiace Bus CE72MY
2. **Note** an amendment to the Vehicle Importation Transfer and Use Policy to be tabled at the December 2023 Board Meeting to address the maximum size requirements for commuter buses.

Responses Received:

- Atticus Flemming: Supported
- Bruce Baird: Supported
- Chris Bath: Supported
- Matthew Retmock: Supported
- Gary Crombie: Supported
- Therese Turner: Supported
- James Lonergan: Supported

Result: Approved

Endorsed: Suzie Christensen, Chief Executive Officer Date: 29 August 2023

Comments:

10/11/23, 11:34 AM

Board Meeting: December 2023 Agenda Number: XX.XX Rec No: ED23/4393.05 OPEN Attachment: E



Due to the unprecedented global demand, we are currently experiencing extended wait times which will vary across our model range. This may result in a different specification and/or different price point **at the time of delivery**. More information is available [here \(/support/delivery-wait-times-availability\)](#). Please contact your [preferred Toyota Dealer \(/support/find-a-dealer\)](#) for the latest update.

HILUX RANGE

Workmate



SR



Your mate for any job

Everything you need to get through the work day, and everything you want once the weekend comes around.

MAX POWER

110kW

Hilux 4x2 A 2.7L Petrol Double Cab WorkMate

TORQUE

400Nm

Hilux 4x2 M 2.4L T Diesel Single Cab C/C WorkMate Hi-Rider

WORKMATE INCLUDES

- ✓ Dimensions (approximate)^[H8]:
 - Length: 5265mm / width: 1800mm / height: 1750mm
 - Wheelbase: 3085mm
 - Track: front 1510mm / rear 1510mm
 - Overhang: front 995mm / rear 990mm

Dimensions for HiLux 4x2 WorkMate 2.7L Petrol Manual Single-Cab Cab-Chassis

- ✓ Weight (approximate)^[H8]:
 - Max kerb weight (AT): 2115kg

More grunt, more class

You'll have the confidence to take on a challenge, SR has all the touches to do comfort too.

MAX POWER

150kW

TORQUE

500Nm

SR INCLUDES

- ✓ Dimensions (approximate)^[H8]:
 - Length: 5265mm / width: 1800mm / height: 1855mm
 - Wheelbase: 3085mm
 - Track: front 1495mm / rear 1510mm
 - Overhang: front 1000mm / rear 990mm

Dimensions for HiLux 4x4 SR 2.8L T Diesel Manual Single-Cab Cab-Chassis

10/11/23, 11:34 AM

Specs | HiLux WorkMate, SR, SR5, Rogue | Toyota AU

Board Meeting: December 2023, Agenda Number: XX-XX, Rec No: ED23/4393.05
[CONTACT A DEALER \(/CONTACT-A-DEALER?CARSELECTION=HILUX\)](#)

OPEN Attachment: F Weight (approximate)^[H8]:

- Max Gross Vehicle Mass (GVM): 3050kg
- ✓ Powertrain & chassis:
 - Braked towing capacity: (4x2) 2800kg, (4x4) 3500kg^[G6]
 - (4x2) 2.7L petrol with 6-speed automatic transmission, 6-speed manual transmission, or 5-speed manual transmission
 - (4x4) 2.4L turbo diesel with 6-speed manual or 6-speed automatic transmission
 - Fuel efficiency (turbo-diesel) ^[G17]: 7.4L/100km
- ✓ Cab type: Single-Cab, Extra-Cab, Double-Cab
- ✓ Wheels: 17" steel wheels (16" wheels on 4x2 model)

- Max kerb weight (AT): 2100kg
- Max kerb weight (MT): 2090kg
- Max Gross Vehicle Mass (GVM): 3
- ✓ Powertrain & chassis:
 - Braked towing capacity: (4x2) 2800kg, (4x4) 3500kg^[G6]
 - 2.8L turbo diesel with 6-speed manual or 6-speed automatic transmission
 - Rear differential lock (4x4 models)
 - Fuel efficiency (turbo-diesel) ^[G18]: 7.8L/100km
- ✓ Cab type: Single-Cab, Extra-Cab, Double-Cab
- ✓ Wheels: 17" alloy wheels (steel in Single-Cab)

SHOW 2 MORE KEY FEATURES



WORKMATE AVAILABLE EXTRAS

No option packs available

Please contact your local Dealer for customisation options.

SHOW 2 MORE KEY FEATURES

SR AVAILABLE EXTRAS

No option packs available

Please contact your local Dealer for customisation options.

DRIVEAWAY FROM

\$38,458^[P1]

Hilux 4x2 M 2.4L T Diesel Single Cab C/C WorkMate Hi-Rider

Indicative model and pricing only. Due to extended wait times, the final vehicle we can offer you and its price are likely to be different.

Prices based on Sydney, NSW 2000

[EXPLORE & PRICE \(/HILUX/PRICES?MATE...](#)

↓ DOWNLOAD SPECIFICATIONS

DRIVEAWAY FROM

\$51,795^[P1]

Hilux 4x2 A 2.8L T Diesel Extra Cab SR Hi-Rider

Indicative model and pricing only. Due to extended wait times, the final vehicle we can offer you and its price are likely to be different.

Prices based on Sydney, NSW 2000

[EXPLORE & PRICE \(/HILUX/PRICES?MAT](#)

↓ DOWNLOAD SPECIFICATION:

10/11/23, 11:34 AM

Specs | HiLux WorkMate, SR, SR5, Rogue | Toyota AU

Board Meeting: December 2023 Agenda Number: XX.XX Rec No: ED23/4393.05 OPEN Attachment: E
[HILUX \(/HILUX\)](#) [CONTACT A DEALER \(/CONTACT-A-DEALER?CARSELECTIONONE=HILUX\)](#)

^ Disclaimers

- [B3] Coverage dependent on vehicle location.
- [B5] Bluetooth® is a registered trademark of Bluetooth SIG, Inc. Compatibility and functionality varies depending on device.
- [C11] Product & company names are trademarks of their respective owners.
- [C12] CarPlay® is a trademark of Apple, Inc. registered in the U.S. and other countries. Requires compatible device, USB connection (or Bluetooth® connection for vehicles fitted with wireless CarPlay®), mobile data, network reception & GPS signal. Mobile usage at user's cost. Apps subject to change. For details see toyota.com.au/connected.
- [C13] Android Auto™ is a trademark of Google LLC. Requires compatible device, USB connection, mobile data, network reception & GPS signal. Mobile usage at user's cost. Apps subject to change. For details see toyota.com.au/connected. Speak to your dealer about device compatibility.
- [G17] Results achieved for HiLux Workmate Manual Single-Cab Diesel in ADR81/02 combined drive cycle fuel consumption testing. Results produced in laboratory test conditions, using sample vehicles without fitment of accessories/customisation, & do not reflect real world driving. Figures should only be used for comparative purposes.
- [G18] Results achieved for HiLux SR Manual Single-Cab Diesel in ADR81/02 combined drive cycle fuel consumption testing. Results produced in laboratory test conditions, using sample vehicles without fitment of accessories/customisation, & do not reflect real world driving. Figures should only be used for comparative purposes.
- [G19] Results achieved for HiLux SR5 Automatic Double-Cab Pick-Up Diesel in ADR81/02 combined drive cycle fuel consumption testing. Results produced in laboratory test conditions, using sample vehicles without fitment of accessories/customisation, & do not reflect real world driving. Figures should only be used for comparative purposes.
- [G20] Results achieved for HiLux Rogue Automatic Double-Cab Pick-Up Diesel in ADR81/02 combined drive cycle fuel consumption testing. Results produced in laboratory test conditions, using sample vehicles without fitment of accessories/customisation, & do not reflect real world driving. Figures should only be used for comparative purposes.
- [G21] Results achieved for HiLux GR Sport Automatic Double-Cab Pick-Up Diesel in ADR81/02 combined drive cycle fuel consumption testing. Results produced in laboratory test conditions, using sample vehicles without fitment of accessories/customisation, & do not reflect real world driving. Figures should only be used for comparative purposes.
- [G6] Towing capacity subject to regulatory requirements, and vehicle & equipment design limitations. Ask your dealer for more information, including Toyota Genuine Tow Bar capacity and availability.
- [H8] Weights/mass/volumes/dimensions are approximate and subject to individual vehicle variances, and should be confirmed before fitting any accessories, towing or otherwise relying on this value.
- [N1] Coverage varies based on vehicle location.
- [P1] Recommended driveaway price (RDP) shown is based on a vehicle with selected optional features or metallic/premium paint, garaged at the postcode entered, and includes 12 months registration, 12 months compulsory third party insurance (CTP), maximum dealer delivery charge and stamp duty. Please note actual driveaway price may differ based on your delivery location, applicable statutory charges/taxes, and CTP requirements etc. in your state/territory. Toyota Australia reserves the right to vary or discontinue the current interior and exterior colours, trims and colour/trim/model combinations. Colours and trims displayed are a guide only and may vary from actual colours due to display process. Speak to your Toyota dealer to confirm when ordering your vehicle.
- [S1] Driver assist feature. Only operates under certain conditions. Check your Owner's Manual for explanation of limitations. Please drive safely.

OH WHAT A FEELING

Toyota Australia acknowledges the Traditional Owners & Custodians of lands throughout Australia. We pay our respects to Elders past, present, and emerging, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

CONTACT

[Company \(/corporate\)](#)

[Careers \(/careers\)](#)

[Contact Us \(/contact\)](#)

[Help & Support \(/support\)](#)

[Find a Dealer \(/find-a-dealer\)](#)

Board Meeting - December 2023 - POLICY AND STRATEGY

10/11/23, 11:34 AM

Specs | HiLux WorkMate, SR, SR5, Rogue | Toyota AU

Board Meeting: December 2023 Agenda Number: XX.XX Rec No: ED23/4393.05 OPEN Attachment: E
HI [Toyota Guest Charter \(Toyota Australia\)](#) CONTACT-A-DEALER?CARSELECTIONONE=HILUX)

BUY

OWN

DISCOVER



[\(https://www.facebook.com/toyota.aus/\)](https://www.facebook.com/toyota.aus/)[\(/http://twitter.com/Toyota_Aus\)](http://twitter.com/Toyota_Aus)[\(/https://www.youtube.com/user/ToyotaAust\)](https://www.youtube.com/user/ToyotaAust)[\(/https://www.instagram.com/toyota.aus/\)](https://www.instagram.com/toyota.aus/)

[Glossary \(/glossary\)](#) | [Privacy Policy \(/privacy-policy\)](#) | [Whistleblower Protection Policies \(/whistleblower-protection-policy\)](#) | [Conditions of Use \(/conditions\)](#) | [Leather Accented \(/leather-accents-definition\)](#)



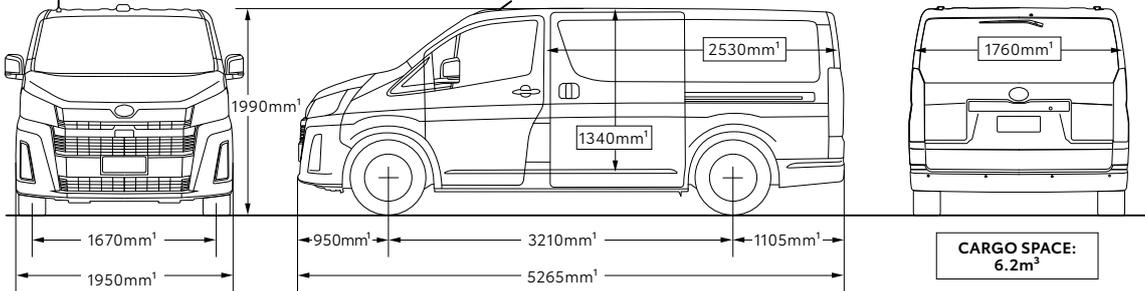
HiAce



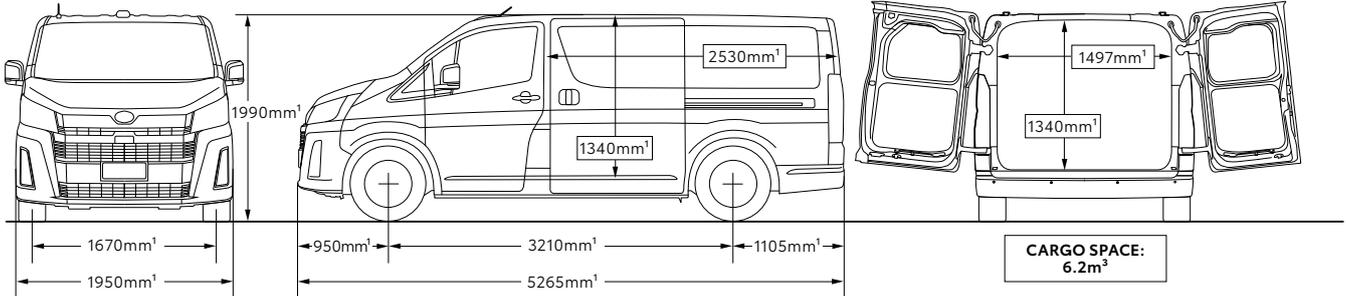
Please Note: information is accurate as at October 2022.

Specification and imagery are indicative and should only be used as a guide. Vehicle and accessory specification, features, colour and trim may differ at the time of vehicle delivery.

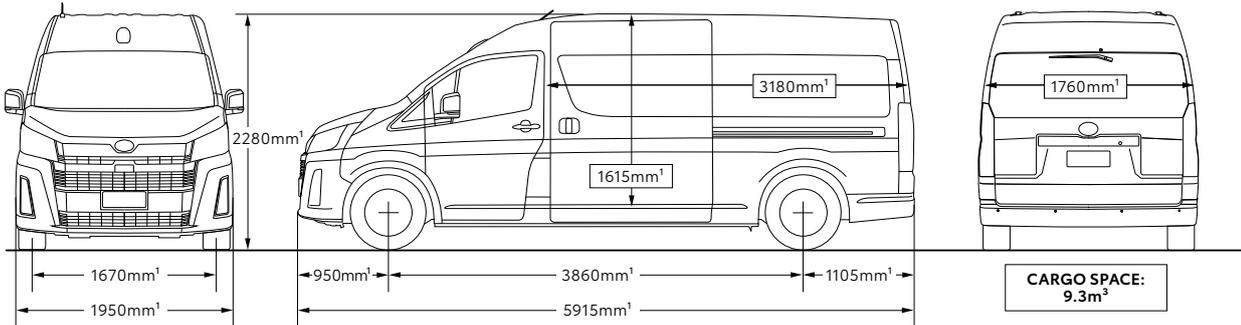
LWB Van – tailgate option



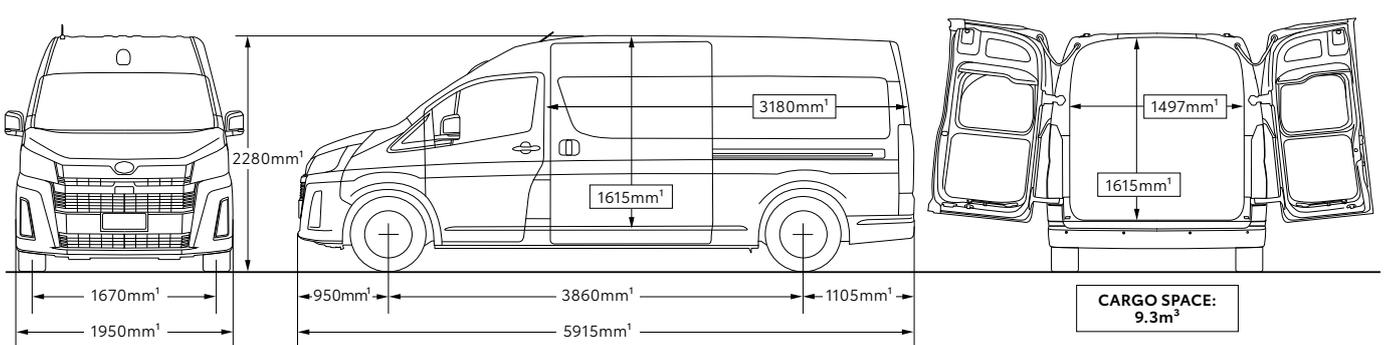
LWB Van – rear barn doors option



SLWB Van – tailgate option



SLWB Van – rear barn doors option



Board Meeting - December 2023 - POLICY AND STRATEGY

HIACE MODEL		LWB Van turbo diesel manual	LWB Van turbo diesel automatic	LWB Crew Van turbo diesel automatic	SLWB Van turbo diesel automatic	Commuter turbo diesel automatic	Commuter GL turbo diesel automatic
ENGINE	Engine code	1GD-FTV	1GD-FTV	1GD-FTV	1GD-FTV	1GD-FTV	1GD-FTV
	Engine description	4 cylinders	4 cylinders	4 cylinders	4 cylinders	4 cylinders	4 cylinders
	Displacement (cm ³)	2755	2755	2755	2755	2755	2755
	Maximum power (kW/rpm)	130/3400	130/3400	130/3400	130/3400	120/3600	120/3600
	Torque (Nm/rpm)	420/1400-2600	450/1600-2400	450/1600-2400	450/1600-2400	420/1600-2200	420/1600-2200
	Bore x stroke (mm)	92.0 x 103.60	92.0 x 103.60	92.0 x 103.60	92.0 x 103.60	92.0 x 103.60	92.0 x 103.60
	Compression ratio (:1)	15.6	15.6	15.6	15.6	15.6	15.6
	Diesel Particulate Filter (forced burn off) switch	•	•	•	•	•	•
FUEL	Fuel consumption ² (combined L/100km)	7.5L	8.0L (Optional rear barn doors with 4-door left sliding door 8.2L)	8.0L	8.2L (Optional rear barn doors 8.4L)		
STEERING	Steering gear type	Rack and pinion					
	Steering gear ratio	15.6					
BRAKES	Front	Ventilated disc brake with floating caliper 2-cylinder					
	Rear	Leading-trailing drum brake	Ventilated disc brake with floating caliper 1-cylinder				
	Parking brake	Hand lever type					
SUSPENSION	Suspension	Front: Macpherson Strut / Rear: Leaf spring rigid axle					
WEIGHTS AND CAPACITIES (APPROXIMATE)	Gross Vehicle Mass ¹ (GVM) (kg)	3300	3300	3300	3500	3710	3720
	Gross Combined Mass ¹ (GCM) (kg)	5200	4800	4800	5000	5210	5220
	Maximum kerb weight ¹ (kg)	2240	2225 (Optional rear barn doors 2245)	2350	2365 (Optional rear barn doors 2385)	2630	2680
	Towing capacity ³ (braked kg/unbraked kg)	1900/400	1500/400				
	Fuel capacity (L)	70					
EXTERIOR	Semi-bonnet design	•	•	•	•	•	•
	Rear barn doors		Optional		Optional		
	Dual sliding doors	•	•	•	•		
	Left side sliding door with glass panel	•	•	•	•	•	•
	Left side sliding door with steel panel		Optional				
	4-door left sliding door		Optional				
	Right side sliding door with glass			•			
	Halogen headlamps and Daytime Running Lamps (DRLs)	•	•	•	•	•	•
	LED DRLs						•
	Painted door handles (body colour)		Optional	•			•
	Painted front and rear bumper (body colour)		Optional	•			•
	Openable rear windows			•			
	Automatic sliding door						•
	Glass roof escape hatch					•	•
WHEELS	Design and size	16" steel	16" steel	16" steel	16" steel	16" steel	16" alloy
	Full size spare	•	•	•	•	•	•

Board Meeting - December 2023 - POLICY AND STRATEGY

HIACE MODEL		LWB Van turbo diesel manual	LWB Van turbo diesel automatic	LWB Crew Van turbo diesel automatic	SLWB Van turbo diesel automatic	Commuter turbo diesel automatic	Commuter GL turbo diesel automatic
INTERIOR	Fabric seats	•	•	•	•	•	
	Synthetic/fabric seats						•
	Number of seats	2	2	5	2	12	12
	All weather floor mats - front	•	•	•	•	•	•
	Centre console box	•	•	•	•	•	•
	Leather accented steering wheel	•	•	•	•	•	•
	Front and rear interior lamps	•	•	•	•	•	•
	Driver's power seat lumbar support	•	•	•	•	•	•
INSTRUMENTS AND CONTROLS	8" colour touchscreen with AM/FM radio	•	•	•	•	•	•
	Bluetooth* ^{4,5} and front USB ⁵ port	•	•	•	•	•	•
	Rear USB ⁵ charging port						•
	Apple CarPlay* ^{6,7} and Android Auto™ ^{6,8} (speak to your Dealer about device compatibility)	•	•	•	•	•	•
	Cruise control	•	•	•	•	•	•
	4.2" colour Multi Information Display	•	•	•	•	•	•
	Steering wheel switches	•	•	•	•	•	•
	Digital rear view mirror with auto dimming		Optional	•			•
	Digital rear view mirror				•		
TOYOTA CONNECTED SERVICES ⁹	Toyota Connected Services ⁹	3 years complimentary access ⁹					
	Stolen Vehicle Tracking ¹⁰	•	•	•	•	•	•
	Automatic Collision Notification ¹¹	•	•	•	•	•	•
	SOS Emergency Call ¹²	•	•	•	•	•	•
SAFETY	Number of SRS airbags	7	7	9	7	3	3
	Pre-Collision Safety system with pedestrian detection and daytime cyclist detection	•	•	•	•	•	•
	Lane Departure Alert and Brake Assist	•	•	•	•	•	•
	Automatic High Beam	•	•	•	•	•	•
	Road Sign Assist (speed signs only)	•	•	•	•	•	•
	Reversing camera	•	•	•	•	•	•
	Front and rear parking sensors	•	•	•	•	•	•
	Blind Spot Monitor and Rear Cross Traffic Alert	•	•	•	•	•	•
	Front passenger occupant detection	•	•	•	•	•	•
	Rear passenger occupant detection			•			

1 Weights/mass/volumes/dimensions are approximate and subject to individual vehicle variances, and should be confirmed before fitting any accessories, towing or otherwise relying on this value.
 2 Achieved in test conditions for comparison purposes only. Actual fuel consumption varies depending on driving conditions/style, vehicle condition, load and options/accessories fitted.
 3 Towing capacity subject to regulatory requirements, and vehicle and equipment design limitations. Ask your Dealer for more information, including Toyota Genuine tow bar capacity and availability.
 4 Bluetooth* is a registered trademark of Bluetooth SIG, Inc.
 5 Compatibility and functionality varies depending on device.
 6 Requires compatible device, USB connection, mobile data, network reception and GPS signal. Mobile usage at user's cost. Apps subject to change. For details see toyota.com.au/connected
 7 CarPlay* is a trademark of Apple, Inc. registered in the U.S. and other countries.
 8 Android Auto™ is a trademark of Google LLC.
 9 Complimentary period ends 3 years from delivery date. Fees and charges may apply after expiry of complimentary period. Not available outside Australia or if services are disabled or terminated. Dependent on 3G/4G enabled DCM, GPS signal strength, mobile network coverage and other factors outside Toyota's control which can limit the ability or functionality of the system. Check your Owner's Manual for explanation of limitations. Please drive safely.

10 SVT - Not available outside Australia or if service is disabled or terminated. Dependent on sufficient battery power, 3G/4G enabled DCM, GPS signal strength, mobile network coverage, operational related components and other factors outside Toyota's control which can limit the ability or functionality of the system. Owner/driver required to obtain Police report. Vehicle location information, if available, only provided to Police. Vehicle recovery not guaranteed. For details, visit toyota.com.au/connected/faq-support
 11 ACN - Driver assist feature only. Not a substitute for safe driving practices. Not available outside Australia or if service is disabled or terminated. Only activates if vehicle's DCM detects airbag deployment or an impact sensor notification. Dependent on 3G/4G enabled DCM, GPS signal strength, mobile network coverage, operational related components and other factors outside Toyota's control which can limit the ability or functionality of the system. Check your Owner's Manual for explanation of limitations. Please drive safely.
 12 SOS - Driver assist feature only. Not a substitute for safe driving practices. Not available outside Australia or if service is disabled or terminated. Only operates if vehicle's SOS button is pressed. Dependent on 3G/4G enabled DCM, GPS signal strength, mobile network coverage, operational related components and other factors outside Toyota's control which can limit the ability or functionality of the system. Check your Owner's Manual for explanation of limitations. Please drive safely.

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Board Meeting: December 2023	Agenda Number: 11.03	Record Number: ED23/7681
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Tasman Thompson Shick – Vehicle and boat trailer transfer applications – Exceptional Circumstance

Recommendations

1. **Approve** the transfer of a private boat trailer, AJT135M from Suzie Christensen to Tasman Thompson Shick as a private vehicle on Lot 208 under exceptional circumstance.
2. **Approve** the transfer of a Toyota Hilux utility, AI88UR from Josh Owens to Tasman Thompson Shick as a private vehicle on Lot 208 under exceptional circumstance to replace his existing Honda Scooter, QTL19 which should be either removed from the island or transferred to an eligible resident no later than 31 January 2024.

Current position

Tasman Thompson Shick (Tasman) currently has approval for a Honda Scooter QTL19. This vehicle is allocated to Lot 209 (leaseholder, Paul Thompson, grandfather). Condition 4) of his approval states that the private vehicle attached to Lot 209 for Paul & Narelle Thompson, Daihatsu Charade, NLZ506 required removal. No evidence of removal of the Daihatsu Charade has been received.

Currently Tasman is in breach of the approval conditions for the Honda Scooter QTL19. This in effect is a compliance issue as Section 8.1 of the Vehicle Importation, Transfer and Use Policy (the policy) states that only one (1) private vehicle per dwelling is allowable.

Two applications have been received for the transfer of vehicles to Tasman Thompson Shick under exceptional circumstance. These applications state that Tasman now lives on Lot 208 (leaseholder, Narelle Thompson, grandmother) and not Lot 209.

Application 1 – Transfer of a private Boat Trailer from Suzie Christensen to Tasman Thompson Shick on Lot 208

On 24th May 2023, an application was received requesting the transfer of a boat trailer, AJT135M, from Suzie Christensen to Tasman Thompson Shick under exceptional circumstance.

This application triggers the need for full Board approval for the following reasons:

- The application relates to the Chief Executive Officer of the Lord Howe Island Board and therefore, cannot approve her own application.
- Tasman lives on Lot 208 in the 'Workers Accommodation/Flat' which is staff accommodation. Staff accommodation is not defined as an approved dwelling as per section 3.3 of the Vehicle Importation Transfer and Use Policy:

Section 3.3 Dwelling – As defined under the LHI LEP 2010 and the Board's definition of a Separate Domicile, but not including Staff Accommodation as defined under the LHI LEP 2010.

Tasman does not satisfy the private use eligibility criteria. Approval of the application under exceptional circumstances is at the discretion of the Board as detailed in:

Section 7.1.1 (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.

Application 2 – Transfer of a private vehicle from Josh Owens to Tasman Thompson Shick on Lot 208

On 18th October 2023, an application was received requesting the transfer of a Toyota Hilux utility, A188UR, from Josh Owens to Tasman Thompson Shick to replace the Honda Scooter QTL19.

Josh Owens replaced the Toyota Hilux utility A188UR and it is due for removal. On 25/10/2023, the Board resolved out of session to allow Josh Owens' vehicle to remain on the island until December 2023 for exploration of selling on island. Tasman has supplied a detailed justification in his application (Attachment A).

This application relates to the replacement of the Honda Scooter QTL19, which is currently allocated to Lot 209 and is a compliance issue. Removal or transfer of QTL19 will resolve the compliance issue on Lot 209 and breach of conditions for Tasman.

Tasman does not satisfy the private use eligibility criteria for the following reason:

- Tasman lives on Lot 208 in the 'Workers Accommodation/Flat' which is staff accommodation. Staff accommodation is not defined as an approved dwelling as per section 3.3 of the Vehicle Importation Transfer and Use Policy:

Section 3.3 Dwelling – As defined under the LHI LEP 2010 and the Board's definition of a Separate Domicile, but not including Staff Accommodation as defined under the LHI LEP 2010.

Approval of the application under exceptional circumstances is at the discretion of the Board as detailed in :

Section 7.1.1 (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.

Attachments

Attachment	Title
A	Application – Transfer – Vehicle – Exceptional Circumstance – Private – Joshua Owens to Tasman Thompson Shick – December 2023 - Open

Approval and contact

Approver	Position
Michael Chalmers	Senior Manager Business & Corporate Services
Preparer	Position
Lynda Shick	Land & Property Officer



LORD HOWE ISLAND BOARD APPLICATION TO TRANSFER A VEHICLE

Lord Howe Island Board

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: \$227 Receipt No.: 24889 Receiving Officer: Rebecca Shelley

TRANSFEROR DETAILS (Person selling vehicle)

Name: Josh Owens

Email: joshowense@live.com.au Phone: 65632020

Portion/Lot and Plan/DP Number: Perpetual Lease No:

TRANSFEEE DETAILS (Person buying vehicle)

Name: Tasman Thompson Shick

Email: tasmanet0@gmail.com Phone:

Portion/Lot and Plan/DP Number: 208 Perpetual Lease No: 208

Type of Approved Dwelling (house, flat, staff accommodation): Worker's 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:

Board Meeting: December 2023 Agenda Number: 11.03 Rec No: ED23/7681.01 OPEN Attachment: A

- 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: 2006 Toyota Hilux Model: 2006 Workmate

Engine Capacity: 2694 No. of Cylinders: 4

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

Unladen Weight (in Tonnes or Kgs): 1450kg

4WD or 2WD: 2WD Registration No.: AI-88-UR

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

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

Length (mm): 4975mm Width (mm): 1760mm Height (mm): 1680mm

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 Lord Howe Island Board Vehicle Importation, Transfer and Use Policy

Board Meeting: December 2023 Agenda Number: 11.03 Rec No: ED23/7681.01 OPEN Attachment: A

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
2009 Blue Honda	SCV100F	QTL19	Private

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

Yes

No

If yes, which vehicle is being replaced? Blue Honda, SCV100F, QTL19

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:

There are many of reasons as to why a ute is necessary and far more suitable than a scooter for my circumstances: TIP run's, Taller, move a boat in/out of water, Transportation of ^{and heavy weight} bags & materials that require a tray mounted tool box for transport to work with tools when required, green waste, assistance in felling trees, A ute is required

for being a more versatile and suitable vehicle to my needs
having necessities such as a tow bar/tray/toolbox that a scooter cant justify.
NOTE: Please attach an additional sheet if space is inadequate.

Please state whether you considered alternatives to the vehicle selected, including an alternative form of transport:

Yes this is the most suitable and environmentally friendly option, the most Planet-Friendly option when purchasing a vehicle is to purchase the one that's already there.

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

TRANSFEROR'S DECLARATION

I JOSHUA R. OWENS being the transferor, hereby declare that the information provided above is true and accurate and make application to transfer a vehicle in accordance with the above.

Signature: [Signature] Date: 14/10/23

TRANSFeree'S DECLARATION

I Tasman E. Thompson Shide being the transferee, hereby declare that the information provided above is true and accurate and make application to transfer a vehicle in accordance with the above.

Signature: [Signature] Date: 18.10.23

Exceptional Circumstances.~~There is a~~

Please refer to detailed Justification refers to majority of the requirements for a Toyota Hilux. With added reasoning being for the purpose of picking up rubble from the airport such as my soon to return back to the island Beautiful Partner Tia, towing out of un-native tree stumps such as coral tree and dyander stumps, picking up secondary equipment when required or borrowed from others such as lawn mowers/rotary hoe/mulcher's, being able to put surfboards and rods on the back for when it's time for some fun or to catch a good feed of the rock's, when Palm seed season comes back around I will be a supplier of seed for the nursery and one can only fit so many baskets on a scooter, to my surprise a goat can carry more seed on it's back. Anyhow there's about a ute load full of seasons as to why I am ~~inside~~ the boundary of justification for a vehicle to be put simply there was ^{also} previous approval for use on Plot 208 that has only recently left the property, therefore it is assumed there would be no changing circumstances when processing approval. Continue →

Board Meeting: December 2023	Agenda Number: 11.04	Record Number: ED23/8515
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Community Engagement Update

Recommendations

1. **Note** – Update on community engagement activities
2. **Note** – Community Strategic Plan progress and positioning
3. **Note** – Results of the online survey following the public exhibition of the LHIB Stakeholder Engagement Strategy

Current position

Community Engagement Activities

As outlined at the Sept 2023 meeting, the community engagement goals for the next 12 months are as follows:

	Activity	Current Status	Next Steps
1	Finalisation of the Stakeholder Engagement Strategy (SES)	The SES was on Public Exhibition for comment 26 September – 31 October 2023. Feedback has been collected and analysed (See Attachment A).	A community workshop to better understand and discuss the SES will be scheduled for early 2024 with a final draft for adoption presented to the March 2024 board meeting.
2	Community group session to finalise significant consultation conducted and service delivery commitments (SDC's)	The LHIB have been working with Port Macquarie Hastings Council (PMHC) to review data and identify foundational themes (from 59 key consultations 2003-2023)	Community workshops are scheduled to take place in early Feb with PMHC to finalise a draft Community Strategic Plan (CSP).
3	Working group to review forward planning considerations based on group session	A working group will be established post workshop, the recent SES survey identified people interested in being in the working group.	A working group is scheduled to take place in early Feb following the community workshops to ensure forward planning considerations are incorporated.

4	Consolidate information and write a draft 10-year Community Strategic Plan (CSP) and Local Strategic Planning Statement (LSPS)	Support to create the framework and draft of the CSP has been confirmed by PMHC and an external provider who will be working with the LHIB and PMHC to leverage existing knowledge and expertise.	A draft CSP framework is being prepared as groundwork for workshops in Feb 2024.
5	Finalise CSP and SDC's, draft delivery plan and operations plan in line with budget for June 2024 board decision.	To be started	To be completed post engagement

A significant challenge that has been identified through the process of reviewing community engagement and feedback, both internally and externally, is the absence of a structured mechanism to identify and manage the change process necessary for integrating community engagement, lessons learned, legislative updates and changing government priorities into administrative operations.

Enhancing this process will allow for better alignment with both community vision and service expectations as well as key overarching government priorities, fostering a more responsive and integrated approach to operations.

Community Strategic Plan Progress

A Lord Howe Island Community Strategic Planning engagement process began in 2018 where significant community engagement was undertaken to inform development of the CSP. In early 2019 the CSP process was put on hold, until a reinvigoration of the process was unanimously decided upon at the September 2023 board meeting.

The CSP process ensures strategic planning is undertaken in an integrated and planned way and is widely recognised within government as best practice for understanding community, governmental and legislative priorities as they apply to future planning and service delivery (Attachment B).

Additionally, the CSP process will collect valuable information through the community engagement process to finalise several outstanding statutory requirements including the Local Strategic Planning Statement (LSPS) and the Local Environmental Plan (LEP).

Correspondence received from the Local and Regional Planning Acting Director, Craig Diss (Attachment C) regarding the LHI Local Strategic Planning Statement notes:

“it is essential that the Board progress with public exhibition and finalisation of the LSPS as a priority to ensure compliance with the Environmental Planning and Assessment Act 1979.”

Substantial community engagement has been undertaken over the last 20 years which will inform foundational themes presented at the workshops. Between 2003 and 2023, 73 engagements have been documented, with themes maintaining consistency throughout engagements and over time.

Emerging overarching themes	Number of theme specific engagements 2003-2023
Community Building	9
Infrastructure, Housing and Transport	17
Tourism Development	5
Business Development	5
Child Services / Youth Development	0
Positive Ageing & Healthy Living	2
Education and Lifelong Learning	0
Environment	30
Heritage and Cultural Development	5
Recreation and Sport	0

With the support of Port Macquarie Hastings Council, we have been able to secure resourcing to draft the CSP and facilitate February workshops and working groups, a communications plan for this process is currently being prepared.

Stakeholder Engagement Survey Results

In the September 2023 Board meeting, the Board approved that the draft LHIB Stakeholder Engagement Strategy be publicly exhibited. The goal of the Strategy is to improve the clarity and transparency with of LHIB's communication, planning and decision making.

Community members were invited to share their feedback on the Strategy through a short online survey and by submitting direct feedback to the Administration team. The results of the survey were overall positive, indicating that the community is interested in a workshop to further discuss the Strategy.

LHIB will plan a community workshop for early 2024. Feedback from this session and from the survey will be incorporated into a finalised version of the Strategy.

Attachments

Attachment	Title
A	Stakeholder Engagement Survey Results
B	Presentation Community Strategic Plan
C	LSPS Letter – Acting Director Local and Regional Planning

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Darcelle Matassoni	Senior Project Officer

Stakeholder Engagement Strategy Consultation Summary

Background

Community communication and engagement is a foundational pillar of the LHIB charter and an area identified in the Efficiency and Effectiveness Review as requiring improvement.

A draft LHIB Stakeholder Engagement Strategy has been prepared to increase clarity and transparency around engagement with key stakeholders.

The Strategy was on exhibition to the community from 26 September – 31 October 2023.

Methodology

The Strategy was hosted on the LHIB website, and community members were invited to review and provide feedback via LHIB's standard communication platform, the householder.

A short online survey via Mailchimp was distributed on 19 October 2023. Community members could also choose to submit feedback directly to the LHIB Administration team via email.

Householders were distributed electronically and through hard copy, in line with the preference of the recipient. The householder was posted on a community noticeboard, notifications were posted in the local newspaper *The Signal*, and social media posts were shared on LHIB's Facebook and Instagram pages.

Results

18 Mailchimp survey responses, and 1 supporting email submission, were received.

- The low response rate (4.89%) captured highly engaged respondents who had very positive or negative opinions.
- Respondents largely identified with being a resident (94.4%) and/or business operator (88.9%).

The top ways that respondents wanted to be 'informed' were: weekly householders (66.7%), community news (66.7%), public notices for Development Applications (61.1%), and the LHIB website (61.1%).

- One respondent highlighted the desire to reduce our printing (e.g. householders and posters), however 33.3% (6) of respondents saw the value in being informed by brochures/flyers/fact sheets and 22.2% (4) by posters.
- The method of informing that had the least amount of value for respondents were events (16.7% or 3 people). 50% of respondents said they would like to be informed by in-person information sessions.

Surveys (94.4%), public meetings (72.2%), and one-on-one meetings (55.6%) were the top ways people wanted to be consulted.

- This aligns with the majority of respondents saying they are interested in joining project-specific committees, with the most popular being the Local Strategic Planning Statement (72.2%) and LHI Community Strategic Plan (66.7%).
- Direct submissions were selected as the least popular way of being consulted (33.3%).

61% of respondents (11) were interested in an in-person information session/workshop to discuss the Stakeholder Engagement Strategy.

What people said – Other comments

Respondents were split between whether the current process of community engagement is sufficient and whether LHIB need to further involve and consider the community in decision-making.

There was acknowledgement by respondents of LHIB taking action: "I'm happy with current community engagement. I guess any formalisation of the process is worthy though". It was also noted that LHIB's approach to community engagement is "better than it ever was".

One respondent called for LHIB to focus on the economic prosperity of the Island over being congenial.

Overall, from the qualitative data, it appears important that people feel that engagement be genuine.

Constraints/issues

The low response rate makes it difficult to draw definitive conclusions about the views of the total survey population (368 people).

However, the survey did provide some insight into members of the community's perceptions.

Summary

Data gathered through the community consultation process suggests that LHIB should:

- Continue to inform and consult community members through established communication methods, preferencing the tactics considered most valuable.
- Host an in-person information session/workshop to further discuss the Stakeholder Engagement Strategy, with any further feedback obtained to be incorporated into a finalised version (where required).



Lord Howe Island Community Strategic Plan

December 2023





What is a Community Strategic Plan (CSP)?

A CSP is used as a foundational tool to guide long term decision making and development.

The primary purpose of the CSP is:

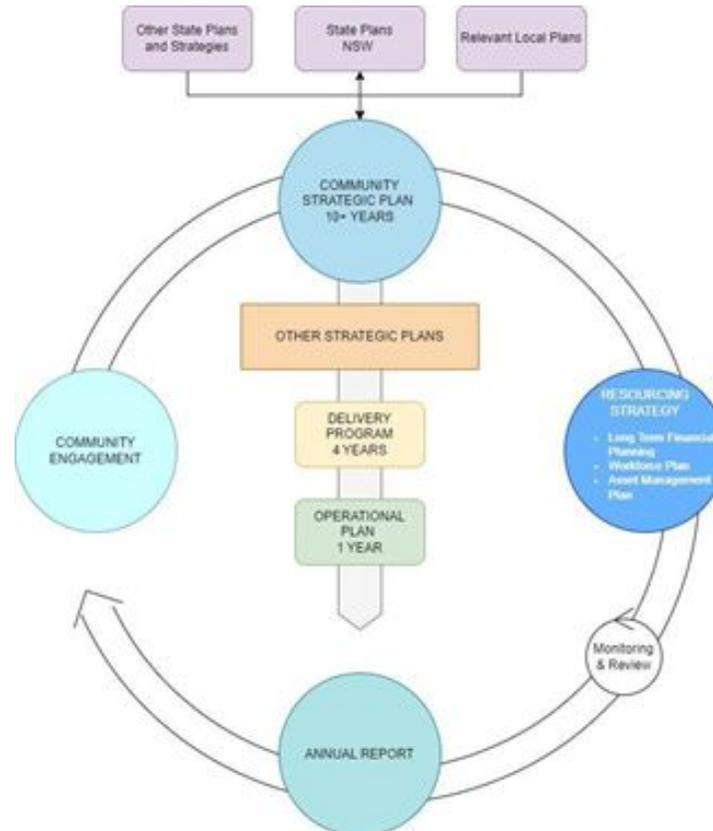
- Strategic Direction and Prioritization
- Community focused Decision Making
- Compliance with Legislative Requirements
- Alignment with State and National Agendas
- Community Engagement and Transparency
- Adaptability to Changing Circumstances

A CSP should establish strategic objectives together with strategies for achieving those objectives, addressing four key questions for the community:

- Where are we now?
- What do we want to be in ten years' time?
- How will we get there?
- How will we know that we have arrived?



Where does the CSP sit?





Background

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Timeline	CSP actively used and reported on			No CSP in use											New CSP
Plan	Foundational Community Strategic Plan (2010-2015)			Plan not used, elements incorporated into LHI Corporate Plan					CSP Update commenced 40% complete, Jul 2018 - Mar 2019		ON HOLD (due to financial and resourcing constraints)			CSP recommenced 60% complete	
Action	LHIB fund the preparation of a community strategic plan (2010-2015)	LHIB undertake delivery of plan and report quarterly to the LHIB	LHIB undertake delivery of plan and report quarterly to the LHIB						LHIB fund position to prepare plan	Position and process put on hold				LHIB reinvigorate process	CSP Delivery
Resource	Community Development Group	Community Development Group	Community Development Group						NA	NA				NA	TBC
	Community Development Officer	Community Development Officer	Community Development Officer						Strategic Planning Officer Recruited	NA - SPO seconded to REP				PMHC & LHIB Project Team	PMHC & LHIB Project Team





How will this change the way we operate?

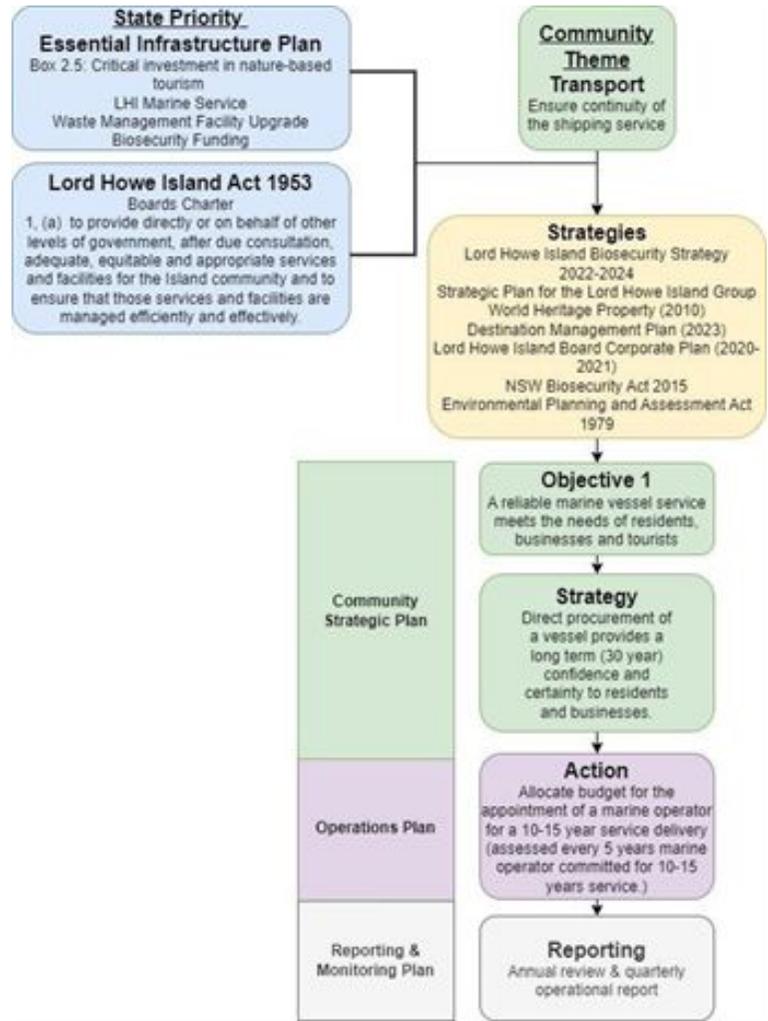
The Community Strategic Plan (CSP) creates a comprehensive framework that harmonises legislative obligations, community expectations, and broader governmental objectives within a succinct strategy that guides delivery and operational plans.

The introduction of a CSP will result in a shift in LHIB operations. A community need driven service delivery model will underpin the overarching vision of Lord Howe Island's future while maintaining a strong focus on legislative requirements, a bridge between statutory mandates and community aspirations.

This strategic shift ensures that Board decisions and resource allocations are aligned with strategic priorities based on community needs and state priorities, fostering a more responsive and accountable local governance.



Example





What's different this time?

- A modified version of the NSW Government CSP framework has been recognised by the Board as the appropriate process to ensure strategic planning is undertaken in an integrated and planned way meeting both our community needs and legislative obligations.
- The Efficiency and Effectiveness (E&E) Review 2021 recognised the need for a Community Strategic Planning process – allowing funding to be accessed to undertake the appropriate actions defined in the E&E Review including the CSP.
- Resourcing and additional support has been acquired through our MOU with Port Macquarie Hastings Council (PMHC).
- A change manager has joined the LHIB team to assist in ensuring actions/decisions have a mechanism for entering the business as usual (BAU) process.





IRF22/534

Ms Suzie Christensen
Chief Executive Officer
Lord Howe Island Board
PO Box 5
LORD HOWE ISLAND NSW 2898

Via email: administration@lhib.nsw.gov.au

Dear Ms Christensen

I would like to take this opportunity to congratulate you on your appointment as the Lord Howe Island Board CEO and provide some background regarding the Department of Planning and Environment's role in planning matters on the Island.

As you would be aware, Lord Howe Island is subject to the planning laws enacted in New South Wales. The Department is responsible for the implementation of these laws to achieve effective and sustainable planning that supports the growth of our state. Lord Howe Island falls within the Department's Northern Region. The Northern region planning team are available to support the Board in statutory planning matters (for example amendments to the Local Environmental Plan (LEP)) as well as in strategic planning). We have developed a strong working relationship with the Lord Howe Island Board planners, which contributed to the finalisation of a number of LEP housekeeping amendments in January this year.

The New South Wales government in recent years has implemented a raft of planning reforms to recognise the critical role of strategic planning for a local area. The *Environmental Planning and Assessment Act 1979* has been amended to require each Council (including the Lord Howe Island Board) to prepare a Local Strategic Planning Statement (LSPS). The LSPS details the 20-year vision for land-use in the local area, the special character and values that are to be preserved and how change will be managed into the future.

Recognising the Board's resourcing constraints as well as the effects of COVID-19, the Northern region partnered with Lord Howe Island Board planners in 2020 to prepare the draft Lord Howe Island LSPS. While the ongoing impacts of COVID-19 on the Island are noted, it is essential that the Board progress with public exhibition and finalisation of the LSPS as a priority to ensure compliance with the *Environmental Planning and Assessment Act 1979*. I have arranged for Ms Kate Campbell, Senior Planning Officer to assist the Board in the progression of this matter. Ms Campbell can be contacted on 5778 1401 or via kate.campbell@planning.nsw.gov.au

Once again, my congratulations on your appointment. I look forward to our continuing strong relationship to ensure the best social, environmental and economic outcomes for the people of Lord Howe Island.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Craig Diss'.

28 February 2022

Craig Diss
Acting Director, Northern Region
Local and Regional Planning

Board Meeting: December 2023	Agenda Number: 11.05	Record Number: ED23/8516
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Telstra Owners Consent and Telecommunications Options

Recommendations

1. **Refuse** Owners Consent for Telstra to install a microcell on Lord Howe Island as part of the Blackspot program.
2. **Note** that the results of the communications survey indicate a majority view that the Island should wait until future technology is available rather than invest in a short-term solution.

Background

Lord Howe Island was identified by Telstra as an area that could benefit from the Blackspot program, who subsequently were approved funding. As a result Telstra have been seeking Owners Consent from the LHIB to install a Microcell to provide mobile phone coverage on the island. Telstra and Downers initial consultation with the community raised a few shortcomings for the proposed solution. As a result, the Board requested that community consultation and a high-level options paper be investigated (**Board Meeting: December 2022 Agenda Number: 14.1**) to assess short- and long-term strategies for enhancing the island's communication network.

Respiro was contracted to develop a high-level communications options paper which was put on public exhibition from 19th Sept – 20th October 2023 (**Board Meeting: September 2023 Agenda Number: 11.05**). Community consultation was then conducted via a survey which was open to the public from 23rd Oct – 20th Nov 2023.

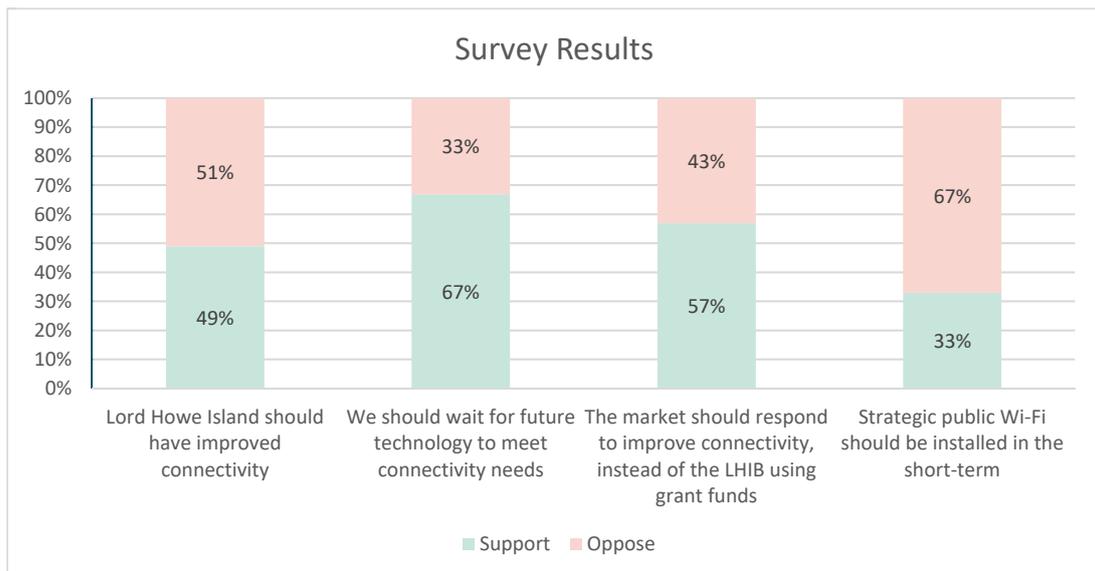
Survey Summary and Analysis

The survey was conducted to provide the LHIB with the information to inform a decision whether to grant or refuse Telstra's request for Owners Consent to install the proposed Microcell on LHI. Additionally, the survey aimed to determine community sentiment regarding various short- and long-term communications solutions.

Participants and Demographic:

Survey	Count
Total Participants	57
Residents of LHI	51
Age 18-47 years old	44%
Age 48 years old and above	56%

Summary of results:



Analysis

What does this all mean?

The results indicate that there is a strong desire to preserve the distinctive lifestyle of Lord Howe Island. Simultaneously, there's an acknowledgment of the necessity to stay abreast of current developments in the communications arena. Any suggested improvement to the island's communication infrastructure should be thorough, addressing the entirety of the island's needs rather than dealing with them partially.

The community are of the viewpoint that there should be a decreased dependence on board resources and a greater reliance on market forces to bear the associated cost burdens. Most residents are of the belief that waiting for future advancements will result in more advanced and sustainable solutions and help future proof the LHI communications landscape.

Conclusion:

Telstra's proposal to install one Microcell under the Blackspot Program falls short of addressing the comprehensive communication needs of the island. Even with the

consideration of funding for two additional Microcells and the possibility of seeking additional resources for more, this approach would only cover the settlement area, leaving emergency communications in the PPP unaddressed.

The imminent arrival of technology enabling mobile phones to directly access satellite coverage within the next two years offers a comprehensive solution without requiring LHIB funding, maintenance costs and environmental footprint. The current Microcell proposal is suboptimal. Considering the community's preference to wait for a complete solution, coupled with the desire to conserve board resources, it is recommended that the LHIB not proceed with the Microcell installation/s. Waiting for the upcoming technology presents a strategic opportunity to meet all communication requirements while aligning with the community's preferences and resource conservation goals.

Next steps

- Reject Owners Consent to install a Microcell under the blackspot program, do not use grant resources to install further Microcells and wait until future technology (5G advanced/6G) arrives on Lord Howe Island.
- Re-evaluate the communications landscape in 2-3 years' time to understand what gaps in communication, if any, may exist after the introduction of 5G Advanced/6G. The LHIB can explore future grants to address any shortcomings identified.
- Allow market forces to install public Wi-Fi independently and operate autonomously.
- Apply for a variance to SCCF round 5 grant and look to redirect remaining funds to other projects that satisfies the fund requirements.

Attachments

Attachment	Title
A	Telecommunications Option Survey Results
B	Downer Owners Consent Application

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Luke Phillips-Page	Project Officer

Lord Howe Island Short-term Communications Options_Final

[All Responses](#)

Question 1: Are you a Lord Howe Island resident?

Question 2: What age group do you fall into?

Question 3: 1. Are you in favour of improved connectivity on the Island?

Question 1 has 57 answers (Radio Buttons)

“Are you a Lord Howe Island resident?”



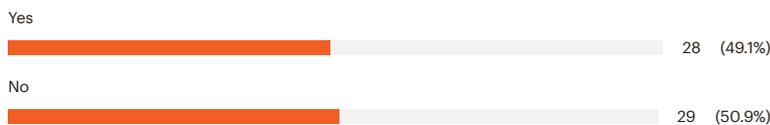
Question 2 has 57 answers (Radio Buttons)

“What age group do you fall into?”



Question 3 has 57 answers (Radio Buttons)

“1. Are you in favour of improved connectivity on the Island?”



Question 4 has 57 answers (Open Text)

“2. What is the reasoning behind your answer to question 1?”

Feedback

Unknown contact said:

"Not required on Lord Howe as it is part of the magic of the island not having mobile phones."

Unknown contact said:

"Islanders don't want and either do visitors for phones to be going off at the beach or in restaurants etc."

Unknown contact said:

"The island already has high quality internet service through NBN and Starlink which is widely available on the Island"

Unknown contact said:

"I think its apart of the charm of LHI that locals and tourists love, a place to come and turn off from it all ."

Unknown contact said:

"Safety, reliance for work "

Unknown contact said:

"It improves the usability of technology for all persons on the island. The island needs to be progressive to remain connected to the rest of the world. It enhances the facilities that tourists can use on the island, it's an asset when emergency occur on the island. If people are against the technology they have the right not to use but shouldn't have right to disadvantage those people on the island who wish to use it."

Unknown contact said:

"One or two microcells won't solve the connectivity problem for the island. Ten microcells would require extensive infrastructure and investment by the island, and would ruin the island aesthetic. A macrocell is not something the island should be considering as an urgent requirement due to the investment needed and the political issues it would create."

Unknown contact said:

"The ability to WFH and communicate with my team and the rest of the world offshore. "

Unknown contact said:

"As a holidaymaker to Lord Howe Island for the past 30 years, one of my favourite parts about the place is no mobile phone reception. "

Unknown contact said:

"In order to maintain the Island's unique lifestyle & atmosphere we must strive to embrace & enhance all those things that contribute to the low-tech, high-nature ambience that suffuses the Island. A Telstra microcell(s) would transform the Island into being the very same place as every other place. Goodbye lifestyle, goodbye atmosphere, goodbye uniqueness. Famous Australian author Tim Winton captured it best when describing the dearth of "different" elsewhere, he said, "Same place, different location" when describing yet another nondescript, cookie-cut, boring holiday destination. Lord Howe should dare to be DIFFERENT."

Unknown contact said:

"Safety and in emergency situations, banking and other things that require two-factor authentication now through sms"

Unknown contact said:

"Yes but am willing to wait for the 5G/6G option. In the meantime, communications away from Wifi areas should be supplemented with radios/personal locator beacons and Zoleos as safety requirements for bushwalking groups etc. "

Unknown contact said:

"We don't want mobile phones on the Island. The last survey clearly showed that 2 out of 3 respondents were opposed to mobile phones on Lord Howe. And visitors are also overwhelmingly against it. We constantly hear visitors saying that the freedom from mobile phones is one of the main draw cards to coming here. Please respect our views."

Unknown contact said:

"66% of respondents recently voted against mobile phone coverage at LHI. Please respect this clear 2 to 1 majority wish. Mobiles are intrusive and would disrupt of family life on the Island. Parents don't want kids glued to mobiles and visitors want holidays on which they aren't harassed by mobiles in coral & dive boats or on the tops of mountains. I voluntarily man the LHI Museum reception desk, and I can assure you that visitors are overwhelmingly positive about the absence of mobiles. All holiday destinations benefit by differentiating themselves positively from a holiday-makers' home environment. (Otherwise, why go on holiday if nothing changes?) The lack of mobiles gives LHI a VERY POSITIVE point of differentiation from the rest of the world! Improve our internet instead. eg fibre to the individual household or business"

Unknown contact said:

"I think the current level of connectivity is fine"

Unknown contact said:

"Required for efficient business operations, safety, security verification, text messages, banking ect ect ect"

Unknown contact said:

"I want connectivity. "

Unknown contact said:

"Lets move with the times"

Unknown contact said:

"Being a small isolated community it is imperative we have good reliable local and off island communication system. Lets move into the 21st century."

Unknown contact said:

"Improved connectivity is essential to a modern society"

Unknown contact said:

"It's logical to have the option and keep up with the times for various reasons. We need reliability, in this day and age. Most services rely on the internet, including banking, Medicare, qantas for cancelled flights etc etc (whether we like it or not). The majority of visitors coming to the island expect it (and is one of the first things they ask about). For emergency it would be handy. Our copper wire land lines have lots of issues and is dated and not always reliable anymore. We are very isolated and need a reliable service. If people don't want the internet, don't use it, but give everyone the option. Also, we already have a current wifi system in place, why not improve and free up the technology for those we can provide for in the short term."

Unknown contact said:

"The current system is to limited especially for businesses and visitors. We need to let Telstra in and allow a mobile phone system as well as better internet. "

Unknown contact said:

"Safety for communication for visitors and residents in remote areas of the island. Faster emergency response, streamlined and reliable telecommunications - landlines fail frequently on the island. Enhanced connectivity with the mainland and cyber security for online verification for business and life admin purposes etc... being able to keep up with technology advances as they continue to evolve in society. Cost effective telecommunications and internet services (versus multiple subscriptions)
"

Unknown contact said:

"Lord Howe is unique because of its ability to allow you to disconnect, reception everywhere would ruin this"

Unknown contact said:

"Improved connectivity is essential for ensuring effective business management and communication, whilst also keeping up to date and connected in such a technologically dominated society"

Unknown contact said:

"The lack of connectivity on the island is a unique and special part of the culture, environment and experience of the place. There are few places remaining where you can be disconnected in the world - tourists and residents cherish the opportunity to leave their phones behind. The unique social life of the island is significantly tied to the ways of communication and these should be preserved. Furthermore, the options available currently are still inadequate and the future will likely bring changes to connectivity anyway. "

Unknown contact said:

"Not at this stage technology can only improve and we may be able to acquire a system that will benefit all"

Unknown contact said:

"Safety -
- including our elderly being able to call for help, including when working alone on my property.
- staff working alone anywhere on the island
- walkers
Tourism attraction - increasingly people need their smartphone - having no mobile coverage is becoming a significant deterrent "

Unknown contact said:

"Because it improves safety and quality of life. Many days and plans have been ruined, as well as business opportunities, by the infuriating lack of ability to be able to communicate important messages. "

Unknown contact said:

"I don't believe we need any more coverage in the settlement as we have adequate wifi. From what I understand the mountains won't be covered and we will still have blackspots? "

Unknown contact said:

"Because SMS codes can not be received over the internet. I think it would be good if the one microcell could be done in the main settlement area which is the lowest cost option, and 5G6G could be many years away. As long as any sim can access it."

Unknown contact said:

"Unless they are going to work in remote areas of the island for rescue situations. What's the point of making this place just like the mainland where everyone is stuck to their phones , people come here to get away from that ."

Unknown contact said:

"We all have a great internet networks at home and most accommodations on the island offer free internet for their guests, and there is a large choice of Internet networks around the island that are on offer if you are not at home or accommodation! "

Unknown contact said:

"Lhi is unique, it works, why interfere....it's hard enough now to converse with people as they are so attached to devices. Why encourage it."

Unknown contact said:

"Better internet connection would be amazing "

Unknown contact said:

"Safety and security for emergency events/incidents such as at Ned's beach, lagoon, old settlement, middle beach, transit hill. In an ideal scenario intermediate, Kim's lookout, north bay, and goat house would also have coverage.

Secondly, connectivity should be available to improve amenity and visitor experience. It will also assist with self promotion of the island allowing visitors to share their experiences on the island more easily. "

Unknown contact said:

"Ease of communication and safety in emergencies."

Unknown contact said:

"I'm an island resident, but not originally from the island. So I have a lot of friends and family on the mainland that it is difficult to stay in touch with. I think we also need improved connectivity for safety reasons."

Unknown contact said:

"Failure of existing landlines, improved coms, safety"

Unknown contact said:

"Connectivity is getting better and better without the Board doing anything."

Unknown contact said:

"Safety"

Unknown contact said:

"I have been a resident for over 10 years"

Unknown contact said:

"Landline service unreliable
Essential Services ie Emergency etc require consistent communication "

Unknown contact said:

"There is enough connectivity available on the island now.
One of the reasons visitors come to the island is to 'disconnect' from the constant intrusion of social networking etc. "

Unknown contact said:

"It will be good for guests and times have changed I think we need to realise as a community that mobile phones are necessary "

Unknown contact said:

"Thought everyone voted no to mobile coverage"

Unknown contact said:

"Most residents and lodges have starlink and provide free wifi to guests who can communicate via mobile phone when connected "

Unknown contact said:

"Businesses should supply their own wifi networks at their cost. No need for communications at beaches, walking tracks etc."

Unknown contact said:

"The wifi and mobile technology will improve quicker than any of these proposals. Future technology will make these proposals obsolete. It is part of the island culture and tourism marketing that the island is a way to disconnect to reconnect and part of the tourism strategy for the next 10 years. The options and availabilities currently on the island are very functional and available. There is not a strong appetite for it in the community from feedback from the independent island-wide survey and feedback directly to the Board. It sets the island apart from the competition and we need to stay competitive in the tourism field heading into a recession. Tourism is a vital part of our economy which the community and Board rely on heavily. The technology proposed is outdated. If there is grant funding for this the Board does not need to use it for the sake of it."

Unknown contact said:

"We need the same connectivity as the mainland for the increased use of 2 factor identification"

Unknown contact said:

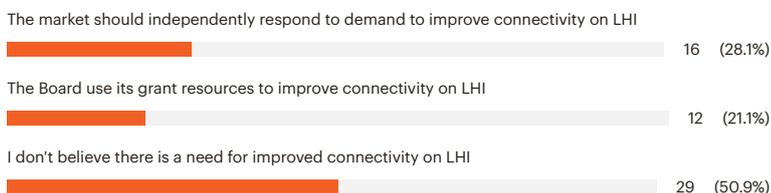
"This is a positive for the island, to be able to disconnect and connect with nature."

Unknown contact said:

"It is 2023 not 1970."

Question 5 has 57 answers (Radio Buttons)

“3. Do you think the market (e.g. Telstra/Independent operators) should independently respond to demand to achieve improved connectivity on the Island or should the Board use its grant resources to facilitate this?”



“4. Do you think that the Board should wait until future technology/national infrastructure is available to LHI before investing in short-term connectivity solutions?”



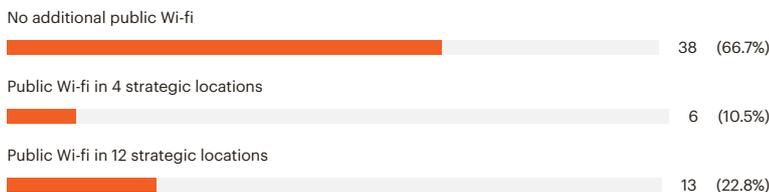
Question 7 has 57 answers (Radio Buttons)

“5. How many microcells are you in favour of installing in the settlement? (Range can vary from 200m-2000m per microcell, with many factors impacting the range)”



Question 8 has 57 answers (Radio Buttons)

“6. How many additional Wi-fi points in the settlement are you in favour of? (Range can vary from 20-60m per connection)”



Question 9 has 57 answers (Radio Buttons)

“7. Are you in favour of combining additional Wi-Fi points and installing microcells to maximise connectivity in the settlement area?”



Question 10 has 30 answers (Open Text)

“8. Do you have suggestions about other options or have any further comments?”

Unknown contact said:

"I believe having no mobile phone reception is part of why tourists love Ihi. Strongly support having no microcells installed. "

Unknown contact said:

"We live a more peaceful life than the mainland. It is a drawcard. It is a way of life that once gone will be lost forever & our lives will be worse off by this push for mobile/wifi access everywhere. It isn't necessary. We don't want to be like everywhere else. No one "needs" to be connected 100% of the time. It will ruin our peace & quiet, it will disrupt work & social lives. It will lead to the detriment of not just adult mental health but our children's mental health. This push by a vocal few to have mobiles and disturb our peace really upsets me. These proposed towers & microcells are also just more ugly infrastructure to ruin our outlooks. I want to look at trees, not a wifi connection point. The 12 "strategic" locations are ludicrous. Stunning spots down south with a wifi cell just so people can "connect" What an awful proposal. Putting all our communications in the hands of a business like Starlink could lead to massive issues like Optus just had and in such turbulent times around the world being in the hands of a slightly unhinged business man isn't a good idea either. Data security & issues like breaches have to be considered by the LHIB and they are probably best to stay away from being involved in any setups if they happen but hopefully they won't! Telstra should repair the existing lines & give us better connections/speed in our homes & businesses. That would be the best option of all."

Unknown contact said:

"These proposed microcells will be an eyesore. We don't need them nor do we need to maximise "connectivity" What a word. People strive to "disconnect" nowadays. Don't ruin Lord Howe Island just because a few vocal people "need" to be connected all the time & come here & want to change it. They actually don't maximised connectivity, they can do what they need to in the places we have it now.

You will destroy a whole way of life here that we will never be able to get back. Our children & Grandchildren deserve better. We deserve better. "

Unknown contact said:

"No"

Unknown contact said:

"NO MOBILE PHONE COVERAGE
"

Unknown contact said:

"The Board should not enter the telecommunications space "

Unknown contact said:

"A radio at north Bay "

Unknown contact said:

"It's a great initiative to have wifi coverage all over the island , especially when or grants are provided to pay for it "

Unknown contact said:

"What is the point of installing a few microcells? The connectivity problem is for hikers that injure themselves (largely). The island seems to cope fine otherwise, and has done up until now. Technology is certain to improve in the next 1-5 years and should not require the investments currently being proposed. Public wifi will take away income from local small businesses. I don't recommend installing public wifi zones."

Unknown contact said:

"Communication is vital for a thriving community. Currently the locals, Business operators and Tourist's have no capability to communicate with the rest of the world in emergencies and in daily living which isn't really beneficial to anyone. By having no means of communication is disabling the community particularly in this day and age where our world is driven by technology. Having limited means of communication is not setting up the island for success. Unfortunately LHI, will be left behind if nothing is implemented. "

Unknown contact said:

"Lord Howe enjoys a low-tech, moderate connectivity at present. We can get by with that. Visitors, our very bread & butter, too can get by with what we have. A Telstra microcell is about much more than "improved" connectivity. A Telstra microcell will be the catalyst for a catastrophic & unrepairable rent in the very fabric of Island life - for us Islanders as well as our visitors. Once a cell or number of Telstra cells are installed all that we hold dear will undergo unwelcome & unforeseeable changes. Why anybody would seek to alter, incontrovertibly, the way of life that all Islanders celebrate & all visitors seek to emulate, beggars belief."

Unknown contact said:

"Consider 1 microcell near post office or Board to facilitate access to the community for essential communication related to business, banking, two-factor authentication"

Unknown contact said:

"Safety is the main issue for improved communications as a large proportion of our visitors are over 55. On the other hand, some people come here because we have no mobile reception. This has been changed now though, for Telstra customers due to WiFi calling. So you can't please everyone but again, safety of our visitors and locals is the main issue. Please see question 2. thanks"

Unknown contact said:

"Fibre optics to each individual household to maximise internet efficiency."

Unknown contact said:

"Yes...install optic fibre to the individual household or business. This would give the equivalent of mobile coverage at the particular home or business"

Unknown contact said:

" No"

Unknown contact said:

"We need to stop living in the dark ages, businesses, guests & Island administration need to be able to operate efficiently. Progress should not be stopped by a few out spoken voices. Tourism is a very competitive world out there."

Unknown contact said:

"For those that oppose the service, there is no obligation for them to have it. Freedom of choice!!"

Unknown contact said:

"The unique cultural elements of low connectivity life on Lord Howe need to be adequately considered and preserved. "

Unknown contact said:

"1. Macro-cells should be considered. This will provide maximum safety for the island.

Telstra regularly blend in the towers to match the environment. If this is done, without Wi-Fi, then we have no ongoing costs.

It is disappointing that this has not been highlighted in any reports.

2. What is not clearly addresses in the report is that while satellite services will be available soon - it will not be available to all users.

Purchases of new smartphones has been declining for at least the last two years. also, it is obvious that not everyone can afford \$2000 for a smartphone. Realistically, we are looking at 7 to 12 years for market saturation of satellite enabled smartphones.

This is way to long to delay the safety benefits of mobile technology.

I have obtained advice in providing theses comments."

Unknown contact said:

"The greater the cnnectivity, the greater the ease of life. It is frustrating to be constantly unable to make decisions, communicate messages and solve problems from being unable to communicate with others. it feels very limited to be refusing to make communicating simple. the south of the island also needs to be included in whatever eventuation goes through, a microcell on intermediate would offer coverage of the south of the island. I would prefer this to remain anonymous please"

Unknown contact said:

"There is enough wifi/ telstra fee phones/ lodge wifi and phones available. Please do not ruin the culture and natural surroundings any further. Just as rats were deemed a 'pest', I too find the use of phones and internet. They interrupt one's connection with nature.

By adding more connectivity you are removing the island's unique features. "

Unknown contact said:

"I thought the last survey was a majority no to mobiles."

Unknown contact said:

"Mobile phone technology has significantly greater capability than WiFi without the limitations and reputation risks (security). It also has the advantage that maintenance and upkeep of a mobile network is more or less funded by all the users of the system, whereas a wifi network will need to be maintained by the LHIB at a cost to all residents irrespective of who uses it. "

Unknown contact said:

"Wait for 5G/6G availability - use starlink and activ8 individually until then."

Unknown contact said:

"If there is a guarantee that the advances in technology are coming and will be reliable, I believe they are worth waiting for and we do not need to immediately fix this issue."

Unknown contact said:

"The previous Island feedback should be taken into account and any decisions should flow into the tourism strategy and community feedback previously collected.

No need to waste any more time and money on this project."

Unknown contact said:

"This should not be an issue for the LHIB to be wasting time, money and resources on. "

Unknown contact said:

"Wait for the new technology in 2025"

Unknown contact said:

"Surveys are a great way of capturing information from the community. Please make the results public for all surveys. It would be interesting to the community
Thank you."

LORD HOWE ISLAND BOARD

Application for Owner Consent

Date Received: OC No: OC2022-06

Before lodging a Development Application, applicants must obtain Owner's Consent.

Under Clause 49(3) of the *Environmental Planning and Assessment Regulation 2000* 'a development application made by a lessee of Crown land may only be made with the consent in writing given by or on behalf of the Crown'. In the case of Lord Howe Island, the Crown is considered to be the Minister responsible for the *Lord Howe Island Act*, being the NSW Minister for the Environment.

The Minister for the Environment has authorised the Lord Howe Island Board and persons appointed from time to time in the positions of Chairperson of the Board and the Chief Executive Officer to grant Owners Consent, subject to the following conditions:

- a) The Board may only grant owner's consent in respect of development applications which have a maximum value not exceeding \$5,000,000;
- b) The Chairperson of the Board and the Chief Executive Officer may only grant owner's consent in respect to development applications which have a maximum value not exceeding \$2,000,000;
- c) The development application must, in the opinion of the person or entity granting owner's consent, comply with any planning instrument which is in force relating to the Island;
- d) The Chairperson of the Board and the Chief Executive Officer may not grant owner's consent to a development application that relates to the subdivision of land; and
- e) The development application must not relate to the erection of a new dwelling.

All other developments not complying with these restrictions can only be approved by the Minister. Any Owner Consent granted under this application does not give any rights or approval to undertake any works and if approved gives consent to lodge a development application. All applicants should be aware that Owner Consent may not necessarily be issued by the Board where applications are not in keeping with the objectives set down by the relevant Acts.

Please complete this form and lodge all relevant plans and information at the Board's office. Should you need further detail or help in completing this application phone the Board on (02) 6563 2066 or make an appointment to see the Board's Consultant Planner.

When the Board has made a determination on your application you will be advised accordingly.

APPLICANT DETAILS

Mr Mrs Ms Other:

Name: Liz Mansell

Organisation: Telstra Corporation Ltd C/- Downer EDI Limited ABN: 66 057 593 503

Postal Address: Level 7, 19 Lang Parade, Milton QLD 4064

Telephone: 0418 698 701 Fax:

Email: Liz.Mansell@downergroup.com

IDENTIFY THE LAND YOU ARE SEEKING OWNER CONSENT FOR

Portion/Lot No.: Lot 327 DP824001 Lease No.: No lease number

Address: 59 Anderson Road, Lord Howe Island

DESCRIBE YOUR PROPOSED DEVELOPMENT IF OWNER CONSENT IS GRANTED

Describe the proposed development; give a detailed outline of what you are going to do. If it involves a building, indicated what it will be used for.

Proposed Telecommunications Small Cell Facility:

- Install one (1) 20 metre monopole
- Install one (1) omni antenna to the top of the monopole
- Install one (1) 2.4 metre (diameter) ground mounted satellite dish
- Install one (1) GPS antenna on top of the existing exchange building
- Associated and ancillary equipment for the function of the facility within the existing exchange building and on the proposed monopole including cabling, feeders, cable tray and safety signage

Estimated cost of the proposed development: \$100,000.00

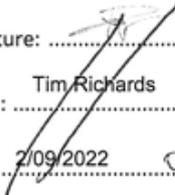
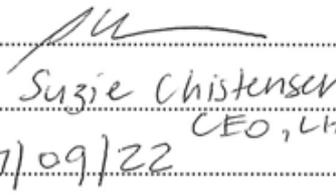
APPLICATION FEE

Amount: \$129.00 Date: 5/9/2022 Receipt No.: 22076

LEASEHOLDER AUTHORISATION

All leaseholder/s of the land must sign this application.

As the leaseholder/s of the above property, I/we consent to this application.

Signature:  Signature: 

Name: Tim Richards Name: Suzie Christensen
CEO, LHIS

Date: 2/09/2022 Date: 07/09/22

APPLICANT AUTHORISATION

The applicant/s or the applicant's agent must sign the application.

I apply for consent to carry out the development described in this application. I declare that all the information given is true and correct. I also understand that, if incomplete, the application may be delayed or rejected and more information may be requested within 21 days of lodgement.

Signature:  Signature:

Name: Liz Mansell Name:

Date: 2/09/2022 Date:

State the capacity in which you are signing if you are not the applicant:

.....

LODGEMENT

Before submitting your application, please ensure you have attached all the information from the checklist below that the consent authority needs to assess your proposal. Please place a cross in the box once you have attached:

- Plans of the proposal showing all dimensions, a site plan of the land drawn to scale showing all existing buildings
- Other material to support your application, such as photos, slides and models.
- Your application fee

Where to lodge your application

You can lodge your completed application form, together with attachments and fees at the Lord Howe Island Board's office.

Board Meeting: December 2023	Agenda Number: 12.01	Record Number: ED23/7194
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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 owner consents by the CEO providing:

1. The development value is not more than \$2 million
2. The proposal does not relate to the subdivision of land or the creation of a new residential dwelling, and
3. The proposal complies with any planning instrument in force relating to the Island.

No Owner Consent applications determined by the CEO since the September 2023 Board Meeting.

Attachments

Attachment	Title
NIL	

Approval and contact

Approver	Position
Paula Pollock	Senior Manager Environment & Community Services
Preparer	Position
Lynda Shick	Land & Property Officer

Board Meeting: December 2023	Agenda Number: 12.02	Record Number: ED23/7193
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Development Applications 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 1979*, 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).

One (1) application to modify development consent determined by the CEO since the September 2023 Board Meeting.

No development applications determined by the CEO since the September 2023 Board Meeting.

DA	Applicant	Site	Proposal	Zone	Decision
MDC2022.4.2	LHI Bowling Club	Portion 39, Plan LHI70	S4.55(2) Modification - Relocation of proposed locker room from the west side of the green to the east side of the green.	Zone 6 Recreation	Approved 31/08/2023

Attachments

Attachment	Title
NIL	

Approval and contact

Approver	Position
Paula Pollock	Senior Manager Environment & Community Services
Preparer	Position
Lynda Shick	Land & Property Officer

Board Meeting: December 2023	Agenda Number: 12.03	Record Number: ED23/8487
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Owners Consent to lodge a development application for the creation of a new dwelling - eligible applicants - Dwelling Allocation Process 2023.

Recommendations

1. **Note** the eligibility assessment of the four applications submitted to the 2023 Dwelling Allocation Ballot.
2. **Recommend** that the Minister issue Owners Consent to lodge development applications for the creation of four new dwellings as per the eligible applications of the 2023 Dwelling Allocation Ballot.

Current position

The Lord Howe Island Local Environmental Plan 2010 prevents the consent authority, the Lord Howe Island Board, from consenting to the development of more than 25 new dwellings over a 20-year period from 2005 to 2025. Only nine allocations have been made in that time.

At the December 2022 Board meeting, the Lord Howe Island (LHI) Board approved the release of six dwelling allocations. The process to deliver these has been developed and reported to February 2023 and May 2023 Board meetings, and a progress update provided to the September 2023 Board meeting.

The release of these dwelling allocations was to be conducted using a ballot method, sourcing from the multiple occupancy or sub-division of existing Perpetual Leases.

At the close of the application period (27 August 2023), four applications were received by OCM. A ballot process was therefore not required.

The Board is not obliged to offer any or all of the dwelling allocations on offer through this process.

Eligibility assessment

The four applications received have been assessed by O'Connor Marsden (OCM) against Board approved eligibility criteria and published guidelines. Board officers provided input as requested to land suitability, planning and residency criteria.

OCM provided an interim eligibility assessment report to the Board, setting out the results of the review, and identifying deficiencies to be rectified through a single round of updates. Following receipt of completed information for each application, OCM submitted final recommendations on eligibility of the four applications with reference to the issued guidelines.

All four applications were deemed eligible, but the following issues are noted for the benefit of the Board:

Applicant	Issue	Type
Sharon van Gelderen and Matthew van Gelderen	Nil. Without prejudice, there appears to be area for a second dwelling on the nominated lot.	Dual occupancy
Ian Fitzgerald and Aaron & Lisa Ralph	Nil. Without prejudice, there appears to be area for a dwelling and new lot creation.	Subdivision
Bruce Thompson, Leilani Thompson and Kristina Thompson	Residency: Kristina Thompson moved back to LHI immediately prior to the time the applications were sought thereby satisfying eligibility criteria I. Various forms of evidence were submitted indicating residence on LHI. Kristina has since left the Island. Planning: Without prejudice, there appears to be area for a dwelling and new lot creation in the cleared portion of the nominated lot. Accessed by existing Right of Way.	Subdivision
Bradley Wilson and Jessica Owens	Planning: <ul style="list-style-type: none"> • The lot proposed to be created via subdivision is constrained. • There is currently no legal or practical access to lot 183. SNV cannot be cleared to create an access. • An area mapped as Significant Native Vegetation (SNV) appears to be a failed revegetation site and is possibly an offset for historic unapproved clearing elsewhere on the lease. • The potential for land use conflict is high (residential occupation adjacent to an airport and waste management facility) Without prejudice, there are significant planning issues to be resolved in order to support the creation of a new lot and dwelling.	Subdivision

Owners consent

Clause 23(6) of the Environmental Planning and Assessment Regulation 2021 states that a lessee of Crown land may make a development application relating to Crown land only with the consent of the Crown.

The Minister has authorised the Board to issue owner consent in prescribed circumstances:

1. The value of the development must not exceed \$5,000,000
2. The proposal must comply with the current Planning Instrument
3. The development application must not relate to the creation of a new residential dwelling

The Minister must issue owners consent to enable the lodgement of a development application for the creation of a new dwelling – in effect authorising the dwelling allocation.

The planning merit of the proposal is dealt with by the Board as the consent authority at the development application stage. The issue of owners consent should not prejudice the Boards assessment of an application under the *Environment Planning & Assessment Act 1979*.

In regard to compliance with the planning instrument in force on the island, neither the Board nor Minister will be in receipt of sufficiently detailed material to enable an assessment that might inform a decision on compliance with the current planning instrument. This would presumably be provided as part of a future development application. However, at a high level, all proposals are on land zoned 2 Settlement, and the applications from Sharon van Gelderen and Matthew van Gelderen, Ian Fitzgerald Ian and Aaron & Lisa Ralph and Bruce Thompson, Leilani Thompson and Kristina Thompson appear to be capable of subdivision or dual occupancy development based on area of parent lot.

While concerns remain about the ability of the Bradley Wilson and Jessica Owens application to achieve a planning outcome, the Board may recommend that owners consent be issued, noting that it may be withdrawn and the dwelling allocation forfeited. The parties are aware of the constraints and have been advised that they proceed at their own risk.

Next steps

On the advice of the Board, the Administration will draft a briefing note to the Minister recommending the issue of owners consent for the creation of four new dwellings.

The administration is awaiting procedural guidance on next steps, including execution of a Deed and administering an environment and services levy. Once received correspondence will be drafted informing the Principal and Co Applicant of requirements around preparation and lodgement of a Development Application.

Attachments

Attachment	Title
A	Eligibility assessment – Sharon van Gelderen and Matthew van Gelderen - CLOSED
B	Eligibility assessment – Ian Fitzgerald and Aaron Ralph & Lisa Ralph - CLOSED
C	Eligibility assessment – Bradley Wilson and Jessica Owens - CLOSED
D	Eligibility assessment – Bruce Thompson, Leilani Thompson and Kristina Thompson - CLOSED
E	Letter from Bradley Wilson to the LHI Board ED23/7448 - CLOSED

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Paula Pollock	Senior Manager Environment and Community Services

Board Meeting: December 2023	Agenda Number: 12.04	Record Number: ED23/7230
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Owner Consent – Category A dwelling entitlement – Portion 167 – Karen Julie Taaffe and Bertha May Thompson

Recommendations

1. **Recommend** that the Minister approve Owner Consent for the lodgement of a development application on Portion 167 to construct a dwelling under Category A dwelling entitlement for Karen Julie Taaffe and Bertha May Thompson.

Current position

The Lord Howe Island Local Environmental Plan 2010 (and the previous Lord Howe Island Regional Environmental Plan) prevents the consent authority, the Lord Howe Island Board, from consenting to the development of more than 25 new dwellings over a 20-year period from 2005 to 2025.

In 2021 the Lord Howe Island Board received correspondence from Karen and Brian Taaffe seeking clarification relating to the allocation of a Category A dwelling entitlement issued to Karen Taaffe in December 2006.

At the March 2022 Board Meeting the Board resolved:-

- 1) That the Board recognise the Category A dwelling entitlement over Portion 167 as per the original resolution of the Board in December 2006.
- 2) That the issue of the Category A entitlement be subject to the same terms and conditions that applied to the original issue of Category A entitlements as set out by the Allocation and Granting of Dwelling Entitlements Policy Adopted December 2005.
- 3) The Board advise Bertha Thompson and Karen Taaffe that the original Owner Consent issued is not valid and that a new one will need to be obtained.
- 4) The Board advise Bertha Thompson and Karen Taaffe that the original land swap proposal is not considered viable due to the intent to restore a Special Lease to Des Thompson, Rodney Thompson and the Estate of the Late Barry Thompson over the entirety of the portion 55, precluding the availability of land for residential development.

- 5) The Board advise Bertha Thompson and Karen Taaffe the procedure required for them to affect their entitlement.

These resolutions were communicated to Karen and Brian Taaffe on 13 April 2022, including steps to advance an application for owners consent and a dual occupancy development. Of note, is a requirement for the approved owner to complete and occupy the dual occupancy within three years of the date that the Board meeting minutes were confirmed. That is by the 13 April 2025.

The Board received an application for owners consent from Karen Taaffe on 11 September 2023.

Owners consent

Clause 23(6) of the Environmental Planning and Assessment Regulation 2021 states that a lessee of Crown land may make a development application relating to Crown land only with the consent of the Crown.

The Minister has authorised the Board to issue owner consent in prescribed circumstances:

1. The value of the development must not exceed \$5,000,000
2. The proposal must comply with the current Planning Instrument
3. The development application must not relate to the creation of a new residential dwelling

The Minister must issue owners consent to enable the lodgement a development application for the creation of a new dwelling – in effect authorising the dwelling allocation.

The planning merit of the proposal is dealt with by the Board as the consent authority at the development application stage. The issue of owners consent should not prejudice the Boards assessment of an application under the *Environment Planning & Assessment Act 1979*.

Conclusion

This paper seeks to address 3) of the March 2022 Board resolutions, by requesting that the Board recommend that the Minister approve Owner Consent for the lodgement of a development application on Portion 167 to construct a dwelling under Category A dwelling entitlement for Karen Julie Taaffe and Bertha May Thompson.

Attachments

Attachment	Title
NIL	

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Paula Pollock	Senior Management Environment & Community Services

Board Meeting: December 2023	Agenda Number: 13.01	Record Number: ED23/7196
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Status of Public Accommodation Licence Transfer Applications

Recommendations

1. **Note** the quarterly report on status of public accommodation transfer applications approved at the December 2022 Board Meeting (Attachment A to this report).

Current position

At the December 2022 Board Meeting, the Board approved three (3) public accommodation licence transfer applications as follows: -

- Transfer of two licences from Kevin Wilson (Ocean View Apartments) to Ian Hutton - ONGOING
- Transfer of four licences from Lisa Makiiti and Rod Oxley (Lagoon Landing) to Kylie Owens and Rahnie Owens (Lagoon Landing) - COMPLETE
- Transfer of twelve licences from Diane Owens (Lorhiti) to Diane Owens, Fletcher Owens (Lorhiti) and Jessica Owens - ONGOING

The Board Members requested that management provide a quarterly report on the status of each of the public accommodation licence transfer applications, including an update on the decommissioning of accommodation units where relevant.

Attachments

Attachment	Title
A	Report – Quarterly – Status of public accommodation licence transfer applications - Closed

Approval and contact

Approver	Position
Paula Pollock	Senior Manager Environment & Community Services
Preparer	Position
Lynda Shick	Land & Property Officer

Board Meeting: December 2023	Agenda Number: 13.02	Record Number: ED23/7195
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

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

Recommendations

1. **Note:** that a review has been undertaken
2. **Endorse:** the plan provided to resolve each outstanding matter.

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.

Context

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 and the time the matter has been ongoing.

There are currently seven (7) investigations underway. A detailed overview of each matter is listed at Attachment A.

Actions undertaken since the May 2023 meeting:-

- Three (3) compliance matters have been resolved.
- One (1) compliance matter removed as both parties are deceased – this matter has been moved to administration of estates.
- Two (2) new compliance matters have arisen.

- Six (6) letters have been issued as part of ongoing breaches since the May 2023 Board Meeting.

The Board's resolution from the September 2022 stated:-

Action: Management bring a substantive plan to resolve each of the residency compliance matters to the next board meeting. Matters are to be prioritised and decision made on what action is to be taken.

Substantive Plan at Attachment A details the for prioritisation of investigations with suggested next steps.

Attachments

Attachment	Title
A	Review of Compliance with Residency Condition on Perpetual Leases – December 2023 - Closed

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Paula Pollock	Senior Manager Environment & Community Services

Board Meeting: December 2023	Agenda Number: 13.03	Record Number: ED23/8489
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Cattlegrid on Lagoon Road at intersection with SL2011.01

Recommendations

1. **Note** Esven is unwilling to enter a cost sharing agreement for installation of new cattle grid on Lagoon Road at its intersection with SL2011.01
2. **Decide** between the following options
 - a. To fund the full cost of a new cattle grid and its installation on Lagoon Road at its intersection with SL2011.01, or
 - b. Continue negotiations to reach a cost sharing agreement, or
 - c. Maintain the current infrastructure and not install a replacement grid.

Current position

In May 2023 The Lord Howe Island Board agreed that:

- A new grid will be installed by the LHIB
- A cost sharing arrangement should be entered into with the owner of the cattle.
- Appropriate cattle signage to be installed on the road.
- Negotiations around the renewal of the special lease will be entered into in good faith.
- The public safety of stock on the road will be assessed separately on a whole of island basis.

The Board **approved** the Administration will install a new cattle grid on Lagoon Road at its intersection with SL2011.01 subject to a cost sharing agreement between Lord Howe Island Board and Esven Fenton.

On 15 September 2023 Bradley Josephs' and Esven Fenton met to enter a cost sharing agreement and Esven expressed that he had lost interest in paying and presents his objection to the Administration.

Summary analysis

Mr Fenton has expressed unwillingness to enter into a cost sharing agreement. The issue has been brought to the attention of the Administration by Esven Fenton and by three of the four elected Board members.

Recommendation

1. **Note** Esven is unwilling to enter a cost sharing agreement for installation of new cattle grid on Lagoon Road at its intersection with SL2011.01
2. **Decide** between the following options

- a. To fund the full cost of a new cattle grid and its installation on Lagoon Road at its intersection with SL2011.01, or
- b. Continue negotiations to reach a cost sharing agreement, or
- c. Maintain the current infrastructure and not install a replacement grid.

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Chelsea Holden	Executive Assistant