



Meeting	Lord Howe Island Board Meeting
Location	Community Hall, Lord Howe Island
Date/Time	Tuesday 6 December, 2:30 pm – 6:00 pm Wednesday 7 December, 9:00 am – 1:00 pm
Present	Atticus Fleming AM , Chairperson (AF) Therese Turner , Elected Member (TT) Gary Crombie , Elected Member (GC) Matthew Retmock , Elected Member (MR) James Lonergan , Elected Member (until 4.45pm) (JL) Christine Bath , Appointed Member, Conservation (CB) Bruce Baird AM , Appointed Member, Business and Tourism (BB)
Board Staff Present	Suzie Christensen , Chief Executive Officer (SC) Debbie Johnsen , Sr. Manager Business and Corporate Services (DJ) Darcelle Matassoni , Acting Sr. Manager Environment and Community Services (DM)
Observer	N/A
Apologies	N/A
Minutes	Belinda Panckhurst , Administration Officer

On Tuesday 6th December 2022, following an in-camera discussion, the Closed Session commenced at 3:32pm and closed at 5:50pm. On Wednesday 7th December 2022, the open session commenced at 9:04am and closed at 11:26am.

Unless otherwise specified, all Board decisions were unanimous.

1 CONFLICT OF INTEREST DECLARATIONS

There were two formal declaration tabled.

Board member	Agenda item
M Retmock	13.1
M Retmock	13.4



2 WH&S AND PUBLIC RISK MANAGEMENT

2.1 Work Health and Safety (WH&S) and Public Risk Management Update

Closed Session

3 FINANCE AND BUSINESS MANAGEMENT

3.1 Financial Status Update

Closed Session

3.2 Increase to Purchasing Card Limit

Closed Session

3.3 Financial Support for the LHI Tourism Association

Closed Session

4 OPERATIONS AND SERVICES

4.1 Marine Freight Renegotiation – Update

Closed Session

4.2 Long Term Marine Strategy – Update

Closed Session

5 LEASING AND LAND ADMINISTRATION

5.1 Proposal for 6 Dwelling Allocations

Closed Session

5.2 Suspension of Residency – Nathan Thompson

Closed Session

5.3 Land Swap – Fletcher Owens

Closed Session

6 MINUTES OF PREVIOUS MEETING – NOTICE OF ADOPTION

The Board noted the adoption of the September 2022 minutes.

7 OUT OF SESSION MATTERS

The Board noted the information provided in the report.

8 ACTIONS FROM PREVIOUS MEETINGS

The Board noted the information provided in the report.

ACTION: Add the scope of the Land Use and Planning Study for discussion at the next board meeting.

9 CHIEF EXECUTIVE OFFICER'S REPORT

The Board noted the information provided in the CEO report.

The Board noted the need for integrated biodiversity monitoring and research plan.

The Board also noted that management are implementing the recommendations of the Bode report.

Other discussion points included renewal of the asset management plan, due for February meeting, and the current woodhen survey and potential alternative methodology.

BB offered to discuss biodiversity issues with Qantas contact.

ACTION: Request for EHG to lead discussions with Transport NSW and Qantas for the extension of the RPT contract.

ACTION: Feed into NPP process the waste facility and asset replacement / maintenance issues.

10 Finance Update

A verbal update was provided by DJ regarding the financial position of the Lord Howe Island Board as at end of October 2022.

11 DEVELOPMENT APPLICATIONS

11.1 Owner Consent Approved Under Delegated Authority Status Report

The Board noted the information provided in the report.

11.2 Development Applications Approved Under Delegated Authority Status Report

The Board noted the information provided in the report.

12 POLICY AND STRATEGY

12.1 Motor Vehicle Importation or Transfer Status Report

The Board noted the information provided in the report.

TT advised that a tourist has imported a boat trailer in pieces so that they did not have to apply via the vehicle importation process.

ACTION: Management to investigate and take appropriate action in regard to the boat trailer imported without approval.

ACTION: Management to circulate information out of session regarding importation of mobility scooters and mowers.

12.2 Transport for NSW Maritime – Vehicle Policy Request

It was agreed that the Board:

- Approve the inclusion of TfNSW Maritime to the Schedule of Essential Services with an allocation of one (1) fuel trailer to be used by LHI Port Operations and NSW Police as per their current approval.
- Approve the application from TfNSW Maritime for the inclusion of one (1) boat trailer to the Schedule of Essential Service vehicles.
- Refuse the application from TfNSW Maritime for the inclusion of one (1) 4 x 4 utility to the Schedule of Essential Service vehicles.
- Approve that the Board advise TfNSW Maritime to explore other options to meet their needs for a vehicle that align with the policy intent of limit vehicles on LHI.



The Board noted the advice from SC that there is no safety risk or impediment to emergency response.

The Board also noted the advice from Transport NSW that they are no longer primary emergency responders.

12.3 Pesticide Use Notification Plan

It was agreed that the Board:

- Adopt the reviewed and exhibited Pesticide Use Notification Plan (Attachment A & B to this report).

TT noted that it is very nice to see the amount of roundup used is a lot less than what it used to be.

13 LEASING AND LAND ADMINISTRATION

13.1 Review of Compliance with Residency Condition of Perpetual Leases

It was moved by GC, seconded by BB and agreed that the Board:

- Note that a review has been undertaken.
- Endorse the plan provided to resolve each outstanding matter

13.2 Application to transfer PL1954.47 by way of sale from Estate of Daphne Simpson to Rebecca Moran and Timothy Solomon

It was moved by MR, seconded by JL and agreed that the Board:

- Recommend to the Minister to accept transfer by way of sale of PL1954.47, being Portion 1, LHI 41 and Portion 258 of DP48283 from the Estate of Daphne Pearl Simpson to Rebecca Moran and Timothy Solomon as joint tenants
- Noted that a separate non-compliance process will be undertaken by the LHIB to address internal access and the presence of a second kitchen.

13.3 Transfer of two tourist accommodation licences – Ocean View – Kevin Wilson to Ian Hutton

GC advised that he would like to see a development application on the decommissioning of the accommodation unit before the transfer is finalised.

DM advised that the Strategy does not give management any means of stopping the licence transfer. She is as confident as she can be that the unit will be decommissioned as the applicants have started drafting their development application.

It was moved by MR, seconded by JL and agreed that the Board:

- Approve the issue of a Public Accommodation Licence in the name of Ian Hutton for PL2022.04 for the maximum number of 2 persons, excluding children under five years of age, who may be accommodated at any one time;
- Approve the existing Public Accommodation Licence for Kevin Wilson, Ocean View Apartments for PL1954.05 be cancelled and a new licence issued to Kevin Wilson, Ocean View Apartments for PL2022.03 for the maximum number of 35 persons, excluding children under five years of age, who may be accommodated at any one time.
- Approve the immediate cancellation of the use of Unit 16, Ocean View Apartments as tourist accommodation, noting that on transfer of the licences an Owner Consent/ Development Application for the Decommissioning of Unit 16 will be lodged as set out in Attachment A.

ACTION: It was requested that management provide a report on the current status of public accommodation licence holders for the next board meeting.

13.4 Transfer of four tourist accommodation licences – Lagoon Landing – Lisa Makiiti & Rod Oxley to Kylie Owens and Rahnie Owens

It was moved by JL, seconded by GC and agreed that the Board:

- Approve the immediate cancellation of the Public Accommodation Licence for Lagoon Landing in the names of Lisa Makiiti and Rodney James Oxley for PL2016.02
- Approve the immediate issue of a Public Accommodation Licence for Lagoon Landing in the names of Kylie Owens and Rahnie Owens for PL2021.06 for the maximum number of 4 persons, excluding children under five years of age, who may be accommodated at any one time;

13.5 Transfer of 12 tourist accommodation licences – Lohiti, from Diane Owens to Diane Owens / Jessie Owens / Fletcher Owens

GC stated as per item 13.3 that he would like to ensure the decommissioning of the accommodation units proceeds.

It was moved by GC, seconded by TT and agreed that the Board:

- Approve the issue of a Public Accommodation Licence (2) in the name of Diane Owens for PL2021.01 for the maximum number of 2 persons, excluding children under five years of age, who may be accommodated at any one time;
- Approve the issue of a Public Accommodation Licence (8) in the name of Fletcher Owens, Lohiti for PL2021.02 for the maximum number of 8 persons, excluding children under five years of age, who may be accommodated at any one time;
- Approve the issue of a Public Accommodation Licence (2) in the name of Jessica Owens for PL1954.37 for the maximum number of 2 persons, excluding children under five years of age, who may be accommodated at any one time;
- Approve the use of the two public accommodation licences in the name of Diane Owens to operate from Unit 2 at Lohiti Apartments until the construction of Diane Owens' own tourist accommodation apartment is complete on Lot 1 of DP1261010. At this time Unit 2, Lohiti will be decommissioned in accordance with the submitted development application DA2022.6.1.

ACTION: Management to provide a quarterly report on the status of each of the public accommodation licence transfer applications.

14 BUSINESS ARISING FROM PREVIOUS MEETING

14.1 Application for Owners Consent – Telstra Mobile Phone microcell

SC gave an overview of Telstra's response to the questions asked during the community consultation process.

A map was shown of proposed cell tower location and indicative mobile service coverage.

The matter was extensively discussed between the board members and members of the community.

It was moved by AF, seconded by MR and agreed by the Board that:

- Management prepare a brief and provide advice on the options for effective coverage on the island (whether that is extended Wi-Fi or mobile coverage).
- Advise Telstra that the Board will provide them with additional requirements as what they have proposed is not adequate.

15 GENERAL BUSINESS AND QUESTIONS ON NOTICE

CEO advised that nil questions on notice were received.

Minutes

Lord Howe Island Board



A tourist member of the audience said that they were concerned about the amount of plastic used on the plane. BB will raise the matter with Qantas.

16 NEXT MEETING

28th February 2023 – Closed Session

1st March 2023 – Open Session