



Meeting	Lord Howe Island Board Meeting
Location	Community Hall, Lord Howe Island
Date/Time	Tuesday 21 st May 3.30pm – In-Camera Session Tuesday 21 st May 4.30pm - Closed Session Wednesday 22 nd May 9:00am to 11:00am – Open Session
Chairperson	Atticus Fleming AM , Deputy Secretary, National Parks and Wildlife Service
Present	Bruce Baird AM , Appointed Member (Tourism) Chris Bath , Appointed Member (Conservation) Robert Jeremy , Elected Member James Lonergan , Elected Member Matthew Retmock , Elected Member Therese Turner , Elected Member (via Teams, Tuesday 21 st)
Board Staff Present	Suzie Christensen , Chief Executive Officer Michael Chalmers , Senior Manager, Business and Corporate Services Bradley Josephs , Acting Senior Manager, Infrastructure and Engineering Services Darcelle Matassoni , Acting Manager Environment and Community Services Luke Phillips-Page , Senior Projects Officer Infrastructure, Lord Howe Island Board (item 3.1, 3.2) Samantha Chambers-Skegs , People and Change Lead, Lord Howe Island Board (item 2.1,10.3)
Invitees	Oriana Senese , Principal Project Manager, Critical Infrastructure Program, Lord Howe Island, Business Delivery, NSW National Parks & Wildlife Service (item 3.1) Mitchell Googe , Senior WHS Coordinator (E&H Group) (item 2.1)
Apologies	Paula Pollock , Senior Manager, Environment and Community Services (via Teams)
Observer	Michael Vader , Acting Executive Director Business Delivery NPWS
Minutes	Chelsea Holden , Executive Assistant

On Tuesday 21st May, an in-camera session was held with Board Members only in attendance from 3.30 - 4.30. The closed session commenced at 4:30pm and closed at 6:00pm. On Wednesday 22nd May, the open session commenced at 9:10am and closed at 10:42am.

Unless otherwise specified, all Board decisions were unanimous.

CLOSED SESSION

1 CONFLICT OF INTEREST DECLARATIONS

Board member	Agenda item
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2 WH&S AND RISK MANAGEMENT

Closed session

3 OPERATIONS AND SERVICES

3.1 Critical Infrastructure Project Update

Closed session

3.2 Lord Howe Island Jetty Upgrade

Closed session

4 FINANCE AND BUSINESS MANAGEMENT

4.1 Lord Howe Island Planning Service

Closed session

5 FINANCE AND BUSINESS MANAGEMENT

5.1 Finance Report as at 31st March 2024

Closed session

5.2.FY 2024-2025 Budget Timeline

Closed session

OPEN SESSION

6 GOVERNANCE

6.1 Appointment of Deputy Chairperson

The Board acknowledged the outstanding contribution of Therese Turner as Deputy Chair during the previous term.

Moved by MR and seconded by JL

The Board appointed Robert Jeremy of the Elected Board members to be Deputy Chairperson

6.2 Minutes of Previous Meeting Notice of Adoption

The Board endorsed the March 2024 Board meeting minutes.

7 STATUS AND COMPLIANCE REPORT

7.1 Status and Compliance Report

The Board noted the information contained in the Status Report for out of session matters, biosecurity update, owners consent and development applications approved under delegated authority, motor vehicle importation or transfer status, feedback and complaints.



7.2 Actions from previous meeting – status report

The Board noted the information contained in the actions from previous meeting status report.

8 CHIEF EXECUTIVE OFFICERS REPORT

8.1 08.00 – Note – Chief Executive Officers Report – May 2024 – Open

The report was taken as read and the significant highlights to bring to the attention of the report are:

- Progress with Transport NSW
- Increased waste stock due to asbestos removal
- Changes to CBD amenities
- Recent woodhen banding and largest woodhen ever weighed

The Board noted the Chief Executive Officer's report including attachments.

9 FINANCE AND BUSINESS MANAGEMENT

9.1 Financial Status Update (Verbal Update Only)

- A positive outlook at the end of March 2024 was reported.
- While expenditure timing is behind schedule, funds are allocated for intended purposes subject to planning, procurement and recruitment.
- Recognition was given to the Chairman and CEO for their successful efforts to secure funding, emphasizing effective leadership and advocacy skills.

The Board noted the verbal Finance update.

9.2 Lord Howe Island Tourism Association Proposal

- The collaborative efforts in developing and implementing the strategic direction were acknowledged, including working with the LHITA volunteer committee and Destination North Coast. The Board was appreciative of the developing relationship as set out in the MoU which provides greater confidence as to the effective use of funds.
- In this case, the funding is provided to LHIB from DCCEEW through an MOU. This enables LHIB to provide a grant to LHITA this financial year. Any future commitments will need consideration in the budget context.

Moved BB and seconded by MR:

The Board approved a one off-grant grant of \$55,000 to the Lord Howe Island Tourism Association (LHITA), to be paid by instalments through a formal grant agreement (Attachment A).

The Board noted the development of a Memorandum of Understanding (MoU) between LHITA, LHIB, and DNC. This MoU aims to formalise collaboration, ensuring transparent, accountable efforts toward shared goals.

10 POLICY AND STRATEGY

10.1 Application for retrospective approval to use two (2) mobility scooters for hire purposes – Wilson Hire Service - Campbell Wilson

It was moved by RJ and seconded by MR

The Board;



1. **Approved** the application for retrospective approval to use two (2) mobility scooters for hire purposes through Wilson's Hire.
2. **Approved** the applicant being advised that any future importations of mobility scooters and transfers of private mobility scooters from members of the community to Wilsons Hire requires Board approval.
3. **Noted** a comprehensive review of all Board policies that will include the Vehicle Importation Transfer and Use Policy in relation to mobility scooters.

Action: Use discretion when attaching published policies to Business Papers in future. When possible, attach link to website in order to reduce the volume of Board papers.

10.2 Draft Lord Howe Island Community Strategic Plan (CSP) to be placed on Public Exhibition.

- The Board recognises that identifying service delivery commitments is essential.
- The demographic data is based off the most recent (2021) Census information.
- The Local Environment Plan (LEP) Review will include a capacity study to consider issues associated with the capacity of the island including housing capacity.

It was moved by MR and seconded by RJ

The Board

1. **Noted** the next steps in CSP development, including targeted engagement with proposed delivery partners prior to public exhibition.
2. **Approved** that the Draft Lord Howe Island Community Strategic Plan 2024-2034 (Attachment A) be placed on public exhibition for 6 weeks.

Action: Exhibit the Draft Lord Howe Island Community Strategic Plan 2024-2034 (Attachment A) on public exhibition for 6 weeks.

10.3 Communications Strategy

- Ongoing internal communication processes aimed at informing the Lord Howe Island Board staff have been underway. The communications strategy will provide professional guidance for the organisation.

The Board noted the Communications Strategy.

11 DEVELOPMENT APPLICATIONS

11.1 Owner Consent and Development Application – Urgent replacement of existing wastewater system – Request for approval to assess and determine application out of session – Somerset Apartments – Gai Wilson

It was moved by JL and seconded by MR

The Board

1. **Agreed** to assess and determine the owner consent and development application out of session.

12 LEASING AND LAND ADMINISTRATION

12.1 Creation of an easement in gross over Portion 109 – Bradley Wilson

- The Board noted there is a public benefit in supporting development of providing additional housing, noting the significant constraints on housing supply on the island. This has been a long-term issue of community and public interest on the island.



- The option presented is likely to have lesser impact on significant native vegetation (SNV) compared to alternatives.
- The land under discussion has served as an access for a considerable period.
- The decision is not preempting any planning decision.

As a separate matter, the the Board requested more information regarding the mapping of significant native vegetation on the proposed development area. This was in response to a concern that some areas (outside the easement footprint) may need review in terms of mapped status.

Moved by RJ and seconded by JL

The Board approved recommending that the Minister approve creation of an easement in gross over Portion 109 being vacant Crown land under Board control, avoiding impact to significant native vegetation.

Action: Supply more information regarding the mapping of significant native vegetation on the proposed area.

12.2 Cancellation of Permissive Occupancy – PO1969.04 – The Estate of Bryan Rupert Charlton

- The Board noted the ongoing development of a paper relating to the process for reissuing permissive occupancies (POs), and proposed inclusion of a criteria supporting historical use. The Board affirmed their commitment to reissuing POs for existing family members, following due process.

RJ declared an interest and the motion to proceed was initiated by MR and seconded by JL.

1. **The Board recommend to the Minister** pursuant to section 31A(3) of the *Lord Howe Island Act 1953* that Permissive Occupancy No. 106 – 1969.04 (Well & Pipeline) held by the late Bryan Rupert Charlton Young be cancelled.
2. **Approve** the payment of Valuer General's value in consideration of improvements, where there are improvements on the surrendered Permissive Occupancy, as per the policy (Attachment A – Policy Provision 5).
3. **Note** that cleanup will be ordered if required at the expense of the estate.
4. **Approve** in principle to make Permissive Occupancy available over the same or similar area as the surrendered Permissive Occupancy and seek expressions of interest from within the island community for the Permissive Occupancy or alternate public uses for the land as per the policy (Policy Provisions 6 and 7).

12.3 Application to transfer Special Lease 2011.10 by way of will – Estate of William Phillip Retmock to Ginny Yvonne Rose Retmock

MR declared an interest. It was moved by RJ and seconded by JL

The Board recommends that the Minister approve the transfer of special lease 2011.10, being Part Portion 40 of LHI 60, by way of will from the Estate of William Phillip Retmock to Ginny Yvonne Rose Retmock subject to the existing conditions of the lease and amended property management plan with an expiry date of 31 December 2025 to coincide with the expiry date of all other special leases on Lord Howe Island.

13 BUSINESS ARISING FROM PREVIOUS MEETING

Nil

14 GENERAL BUSINESS AND QUESTIONS ON NOTICE

Meeting closed 10:21



Minutes

Lord Howe Island Board

15 NEXT MEETING

20 & 21 August 2024