

# Agenda

Lord Howe Island Board



<b>Meeting</b>	<b>Board Meeting August 2024</b>
<b>Location</b>	Lord Howe Island Community Hall
<b>Date/Time</b>	Tuesday 20 <sup>th</sup> August 3.30pm – Closed Session Wednesday 21 <sup>st</sup> August 9:00am to 10:30am – Open Session
<b>Chairperson</b>	<b>Atticus Fleming AM</b> , Deputy Secretary NPWS
<b>Deputy Chair</b>	<b>Robert Jeremy</b> , Elected Member
<b>Board Members</b>	<b>Bruce Baird AM</b> , Appointed Member (Tourism) <b>Chris Bath</b> , Appointed Member (Conservation) <b>James Lonergan</b> , Elected Member <b>Matthew Retmock</b> , Elected Member <b>Therese Turner</b> , Elected Member
<b>Ministers</b>	<b>The Hon. Penny Sharpe</b> - Member of the Legislative Council Minister for Climate Change, Minister for Energy, Minister for the Environment, and Minister for Heritage. <b>The Hon. Rose Jackson</b> - Minister for Water, Minister for Housing, Minister for Homelessness, Minister for Mental Health, Minister for Youth, and Minister for the North Coast.
<b>Attendees</b>	<b>Suzie Christensen</b> , Chief Executive Officer <b>Michael Chalmers</b> , Senior Manager, Business and Corporate Services (Open session) <b>Bradley Josephs</b> , Senior Manager, Infrastructure and Engineering Services (Open Session) <b>Paula Pollock</b> , Senior Manager, Environment and Community Services (Open Session)
<b>Observer</b>	<b>Michael Vader</b> , A/ Executive Director Business Delivery NPWS
<b>Minutes</b>	<b>Sonali Chand</b> , Executive Assistant

	Tuesday 20 <sup>th</sup> August	Agenda Items – Closed Session		
3:30pm		<b>In-Camera Session – noting Robert Jeremy will be with Minister</b>		Board members only
4:30pm		<b>1. Overview of LHI issues for Ministers</b>		A Fleming and R Jeremy to lead discussion
5.30pm		<b>CONFLICT OF INTEREST DECLARATIONS</b>		
		<b>2. WH&amp;S AND RISK MANAGEMENT</b>		
		<b>2.1. WH&amp;S and Risk Management Update</b> <b>Attachment A: CAMMS Incident Summary Report – November 2022- June 2024</b>	Note	Preparer: S Chambers-Skeggs Presenter: S Christensen
		<b>3. OPERATIONS AND SERVICES</b>		
		<b>3.1. Critical Infrastructure Project Update</b>	Note	Presenter: M Vader/ S. Christensen Preparer: O. Sense

# Agenda

Lord Howe Island Board



Meeting		Board Meeting August 2024	
	<b>3.2. Birdon Contract Extension Negotiation Strategy</b> <b>Attachment A:</b> Birdon Negotiation of Existing Service Contact		Presenter – S Christensen / APP Preparer- S. Christensen
6:30pm	<b>Closed session concludes</b>		
7:00pm	<b>Dinner – Driftwood restaurant</b>		
Wednesday 21 <sup>st</sup> August    Agenda Items – Closed Session			
9:00am	<b>4. FINANCE AND BUSINESS MANAGEMENT</b>		
	<b>4.1. Budget 2024/25</b> <b>Attachment A</b> Organisational Budget Chart	Decide	Preparer: M Chalmers Presenter: M Chalmers
	<b>4.2. IT &amp; Cybersecurity as at August 2024</b> <b>Attachment A:</b> Audit Office Engagement Closing Rep	Note	Preparer: M Chalmers Presenter: M Chalmers
	<b>5. LEASING AND LAND ADMINISTRATION</b>		
	<b>5.1. Bureau of Meteorology House Reacquisition</b> <b>Attachment A</b> Permissive Occupancy 127	Decide	Preparer: M Chalmers Presenter: M Chalmers
Wednesday 21 <sup>st</sup> August    Agenda Items – Open Session			
10.00am	<b>6. MINUTES OF PREVIOUS MEETING – NOTICE OF ADOPTION</b> <b>Attachment A:</b> Board Meeting Minutes May 2024 - Closed		
	<b>7. STATUS AND COMPLIANCE REPORTING</b>		
	<b>7.1 Compliance and Status Report</b> <ul style="list-style-type: none"> <li>Out of session matters</li> <li>Biosecurity Update</li> <li>Owners Consent and Development Applications approved under delegated authority</li> <li>Motor vehicle importation or transfer status</li> <li>Feedback and Complaints</li> </ul> <b>Attachment A:</b> Attachment A - Quarterly Public Accommodation Transfer Applications - <b>CLOSED</b>	Note	Preparer: S Chand Presenter: S Christensen
	<b>7.2 Actions from Previous Meeting</b> <b>Attachment A:</b> Action sheet from previous Board meetings - <b>CLOSED</b>	Note	Preparer: S Chand Presenter: S Christensen
10:50am	<b>8. CHIEF EXECUTIVE OFFICER'S REPORT</b> <b>Attachment A:</b> Infrastructure & Engineering Services <b>Attachment B:</b> Environment & Community Services <b>Attachment C:</b> Projects <b>Attachment D:</b> - Critical Infrastructure Update	Note	Preparer: S Christensen Presenter: S Christensen

# Agenda

Lord Howe Island Board



Meeting		Board Meeting August 2024	
	<b>9. POLICY AND STRATEGY</b>		
	<b>9.1. Community Strategic Plan</b> <b>Attachment A</b> DRAFT Community Strategic Plan <b>Attachment B:</b> List of Proposed Changes to draft Community Strategic Plan	Decide	Preparer: D Matassoni Presenter: S Christensen
	<b>10. LEASING AND LAND ADMINISTRATION</b>		
	<b>10.1.</b> Application to transfer two (2) Special Leases - SL2011.21 and SL2011.22 - Estate of Bryan Rupert Charlton Young <b>Attachment A:</b> Forms 3 – SL2011.21 and SL2011.22 – Applications for special leases and property management plans – Annette Olive Young <b>Attachment B:</b> Forms 3 – SL2011.21 and SL2011.22 – Applications for special leases and property management plans – Daniel Martin Young	Decide	Preparer: P Pollock Presenter: P Pollock
	<b>10.2.</b> Application for consent to transfer PL1954.23 - Sublease - Philip Whistler to Lois Whistler	Decide	Preparer: P Pollock Presenter: P Pollock
	<b>10.3.</b> Modification of Perpetual Lease Conditions for PL2021.02 - Easement - Fletcher Owens <b>Attachment A:</b> Copy of current perpetual lease document – PL2021.02		Preparer: P Pollock Presenter: P Pollock
	<b>11. GENERAL BUSINESS AND QUESTIONS ON NOTICE</b>		
10:30am	Morning tea for the Board and Community will be provided during a break at approximately 10:30, reflecting agenda progress.		
12:00pm	<b>Open Session Concludes</b>		
12:00pm	<b>MEETING CLOSED</b>		
	<b>NEXT MEETING:</b> Special meeting – 9th October (Annual Report / Financial) Full Meeting - 26 <sup>th</sup> and 27 <sup>th</sup> November 2024		

Board Meeting: August 2024	Agenda Number: 06.00	Record Number: ED 24/6051
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**LORD HOWE ISLAND BOARD**  
**BUSINESS PAPER**  
**OPEN SESSION**

**Item**

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Adoption of minutes of previous meeting.

**Recommendations**

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1. **Endorse** the May 2024 Board meeting minutes.

**Current position**

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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 March 2024 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 – May 2024– CLOSED

## Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Sonali Chand	Executive Assistant

<b>Board Meeting:</b> August 2024	<b>Agenda Number:</b> 07.01	<b>Record Number:</b> ED24/5721
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Status and Compliance Reporting

Recommendations

- Note** 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.

Current position

At the December 2023 meeting the Board adopted to receive routine compliance reporting and information as one consolidated report. The following matters are included:

1.1 Out of Session Matters - Open .....	2
1.2 Out of Session Matters – Closed .....	2
2.1 Biosecurity Update .....	3
3.1 Owners consent approved under delegated authority .....	5
4.1 Development Applications approved under delegated authority .....	6
5.1 Motor vehicle importation or transfer status .....	6
6.1 Public accommodation licence transfer applications .....	9
7.1 Review of compliance with residency condition of perpetual leases and feedback complaints.....	9
7.2 Feedback and Complaints .....	10

## 1. Out of session Matters

### 1.1 Out of Session Matters - Open

No.	Date	Application	Vote	Comment
<b>May 2024</b>				
Nil				
<b>June 2024</b>				
1	13 June 2024	<ol style="list-style-type: none"> <li><b>Approve</b> the application to transfer a Hino-Manual 816 300 Series Tipper Truck from Lord Howe Island Board to All Island Service Pty Ltd</li> <li><b>Recommend</b> Note an application for importation of commercial use plant from All Island Service Pty Ltd for 20 tonne Caterpillar Excavator has been received and further consideration on how the excavator will be moved and stored on the island is to be investigated before a decision can be presented for the Board.</li> </ol>	<p>Supported: AF, RJ, BB, CB, JL</p> <p>No Response: MR, TT</p>	
2	13 June 2024	<ol style="list-style-type: none"> <li><b>Approve</b> the Mazda BT50 Dual Cab Utility, Registration Number DD47LJ, under exceptional circumstance for a period of two (2) years for Ellis Whitfield be imported with a bull bar.</li> </ol>	<p>Supported: AF, RJ, BB, CB, JL</p> <p>No Response: MR, TT</p>	
<b>July 2024</b>				
1	5 July 2024	<ol style="list-style-type: none"> <li><b>Approve</b> for alterations and additions to a dwelling and the relocation of a wastewater irrigation field on Lot 11 DP 1202580, No. 33 Anderson Road, Lord Howe Island, subject to the application of the conditions listed in the Assessment Report at Attachment A.</li> <li><b>Recommend</b> Issue owner consent for OC2024.1.1 for alterations and additions to a dwelling and the relocation of a wastewater irrigation field on Lot 11 DP 1202580, No. 33 Anderson Road, Lord Howe Island. Approve DA2024.1 for alterations and additions to a dwelling and the relocation of a wastewater irrigation field on Lot 11 DP 1202580, No. 33 Anderson Road, Lord Howe Island, subject to the application of the conditions listed in the Assessment Report at Attachment A.</li> </ol>	<p>Supported: AF, RJ, BB, CB, JL, MR, TT</p>	
<b>August 2024</b>				
Nil				

## 1.2 Out of Session Matters – Closed

Nil

## 2. Biosecurity Update

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### Rodent Report

Last confirmed rodent sign **12 August 2021**.

### Rat on a Rodent (ROAR) Notifications

Months	Reports	Evidence Collection	Investigations	Outcome
01 May – 01 Aug 2024	0	0	0	No evidence of rodents.

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

### Aircraft and Vessels (other than the Island Trader) Report

All vessels and aircraft arriving at Lord Howe Island were inspected. This includes the arrival of an RAAF Spartan on the 31<sup>st</sup> of July.

Period	Aircraft			Vessels	
	Qantas	Private	Eastern	Private	Commercial
01 May – 01 Aug 2024	111/111	7/7	116/116	8/8	0
% Met	100%	100%	100%	100%	

### Island Trader Report

Nine voyages occurred during this period and were thoroughly inspected both at PMQ and at LHI.

Period	PMQ Inspections	LHI Inspections
01 May – 01 Aug 2024	9	9
% Met	100%	100%

Inspections at the PMQ Birdon facility are carried out inside and outside the cargo storage shed, the jetty and the surrounding areas. The hold and the superstructure of the Island Trader are fully inspected both when empty and following loading before departure. These searches are replicated when the ship arrives at Lord Howe.

High risk biosecurity matter continues to be identified and treated at the Birdon facility at PMQ. The open aspect of the cargo shed onto the Hastings River allows for the uncontrolled movement and incursion of potential pest species into the goods storage areas. This has been partially mitigated by the use of sealed plastic containers, a washdown area and an extensive surveillance and monitoring network. This is in addition to regular searches by biosecurity detection dogs when the ship is docked. Inspections are being carried out to a high standard by the contracted biosecurity officers from Tate Animals.

This is currently the most effective way to manage the biosecurity risk at the Birdon facility without further and considerable investment.

### **Biosecurity surveillance**

Table 1. below provides an update of the rodent biosecurity surveillance effort undertaken to date as specified in the 2022 Lord Howe Island biosecurity surveillance plan<sup>1</sup>. This follows an assessment of the effectiveness of the 2021 Rodent Response Program carried out by Bode and Brown of Queensland University of Technology in 2022<sup>2</sup> and an analysis of proposed LHI surveillance network in 2023<sup>3</sup>.

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.

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<sup>1</sup> Harper, G. (2022). *'Lord Howe Island – Biosecurity surveillance plan'*.

<sup>2</sup> Bode, M & Brown, K. (2022). *'Assessment of the effectiveness of the Lord Howe Island Rodent Response Program 2021'*. Queensland University of Technology – School of mathematics.

<sup>3</sup> Bode, M. (2023). *'Analysis of proposed Lord Howe Island surveillance network'*. QUT.

Device	Number of devices	Check frequency target	Status	Comments – Including Actual checks completed or status
Camera array	180	Monthly	Met	Images analysed by eVorta AI software (and human) <ul style="list-style-type: none"> <li>• May: 128,100</li> <li>• June: 112,700</li> <li>• July: 90,900</li> </ul> No rodents seen.
Static monitoring devices (kill traps, wax tags, bait stations, chew cards, tracking tunnels)	372	Monthly	Met	Completed.
Airport and Jetty static monitoring devices (kill traps, wax tags, bait stations, chew cards, tracking tunnels)	80	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. 280 Settlement Blocks Checked.	Search Rounds completed as follows: <ul style="list-style-type: none"> <li>• 11 – 22<sup>nd</sup> June</li> </ul>
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"> <li>• 11 – 22<sup>nd</sup> June</li> </ul>

Table 1: Rodent biosecurity surveillance effort: May, June July 24

### 3. Owner consent approved under delegated authority

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.

The following owner consent applications complied with the above requirements and have been determined by the CEO since the May 2024 Board meeting:

OC	Applicant	Site	Proposal	Zone	Decision
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2023.2.1	Kevin Wilson	Lot 3, DP1279044	Decommissioning of existing Tourist Accommodation Unit 16 and Conversion to Commercial Storage Room	Zone 2 Settlement	Approved 06/06/2024 together with DA2023.2.1 subject to 4 conditions.
2024.1.1	Sophie Powell	Lot 11 DP1202580	Alterations and Additions to Dwelling and Relocation of Wastewater Irrigation Field	Zone 2 Settlement	Approved 08/07/2024 together with DA2024.1.1 subject to 11 conditions

#### **4. Development Applications approved under delegated authority**

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).

The following developments applications complied with the above requirements and have been determined by the CEO since the May 2024 Board meeting:

DA	Applicant	Site	Proposal	Zone	Decision
2023.2.1	Kevin Wilson	Lot 3, DP1279044	Decommissioning of existing Tourist Accommodation Unit 16 and Conversion to Commercial Storage Room	Zone 2 Settlement	Approved 06/06/2024 subject to 4 conditions.

#### **5. Motor vehicle importation or transfer status**

Since the last full Board meeting, nine (9) 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 May 2024 Board meeting.

Applicant	Vehicle Type	Preferred Vehicle	Use	Variation to Applicant	Comment
Campbell Wilson, Wilson's Hire Service	2 x mobility scooters	N/A	Commercial for Hire Purposes	2	Approved 22/05/2024 at May 2024 Board Meeting
LHIB	Ride-on Mower	N/A	Essential	1	Approved 17/06/2024
Darrin Nobbs, All Island Services	Tipper Truck	N	Commercial	1	Approved 20/06/2024 OOS – Transferred from LHIB
Lee Kent	Boat Trailer	N	Private	1	Approved 25/06/2024
QantasLink	Electric Club Car	Y	Commercial	0	Approved 12/07/2024 unregistered, for airport use only and not to be used on island roads – Replacement
Ellis Whitfield	Mazda Ute with Raid Bar and winch	N	Commercial	1	Temporary Approval for 2 years to 11/07/2026 under exceptional circumstance. Approved Out of Session by full Board 21/06/2024
LHIB	Boat Trailer for Biosecurity Vessel	N	Essential	1	Approved 15/07/2024
Bradley Josephs	Holden Rodeo Ute	N	Private	0	Approved 15/07/2024 - Replacement

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

As at 01/08/2024

Registered Road Vehicles – by Category						
Essential	Commercial	Private	Hire	Plant & Equipment	Imported without approval	Total
33	129	184	8	23	55	432

Registered Road Vehicles – by Vehicle type						
Car/Utility	Bus	Motorcycle / Scooter	Truck	Plant & Equipment	Trailers	Total
193	35	35	17	42	110	432

There remains a total of 55 vehicles imported without approval prior to the current policy:

- 50 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.
- 2 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 2023 (unclear if this is 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.

<b>Vehicles Imported Without Approval – By Type</b>						
Car/Utility	Bus	Motorcycle / Scooter	Truck	Plant & Equipment	Trailers	Total
4	0	5	5	6	35	55

## **COMPLIANCE AUDIT**

- 1.3 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 36 vehicles awaiting removal: -

- 35 vehicles - The replacements have been imported, however, the condition to remove the replaced vehicle has not been adhered to by the applicant.
- 1 vehicle – temporary importation which have a time limit for removal.

<b>Vehicles due for removal – By Type</b>						
Car/Utility	Bus	Motorcycle / Scooter	Truck	Plant & Equipment	Trailers	Total
14	0	9	2	4	6	36

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 seven (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.

## **6. Public accommodation licence transfer applications**

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.

Attachment A: Report – Quarterly – Status of Public Accommodation Transfer Applications - Closed

## **7. Review of compliance with residency condition of perpetual leases and feedback complaints**

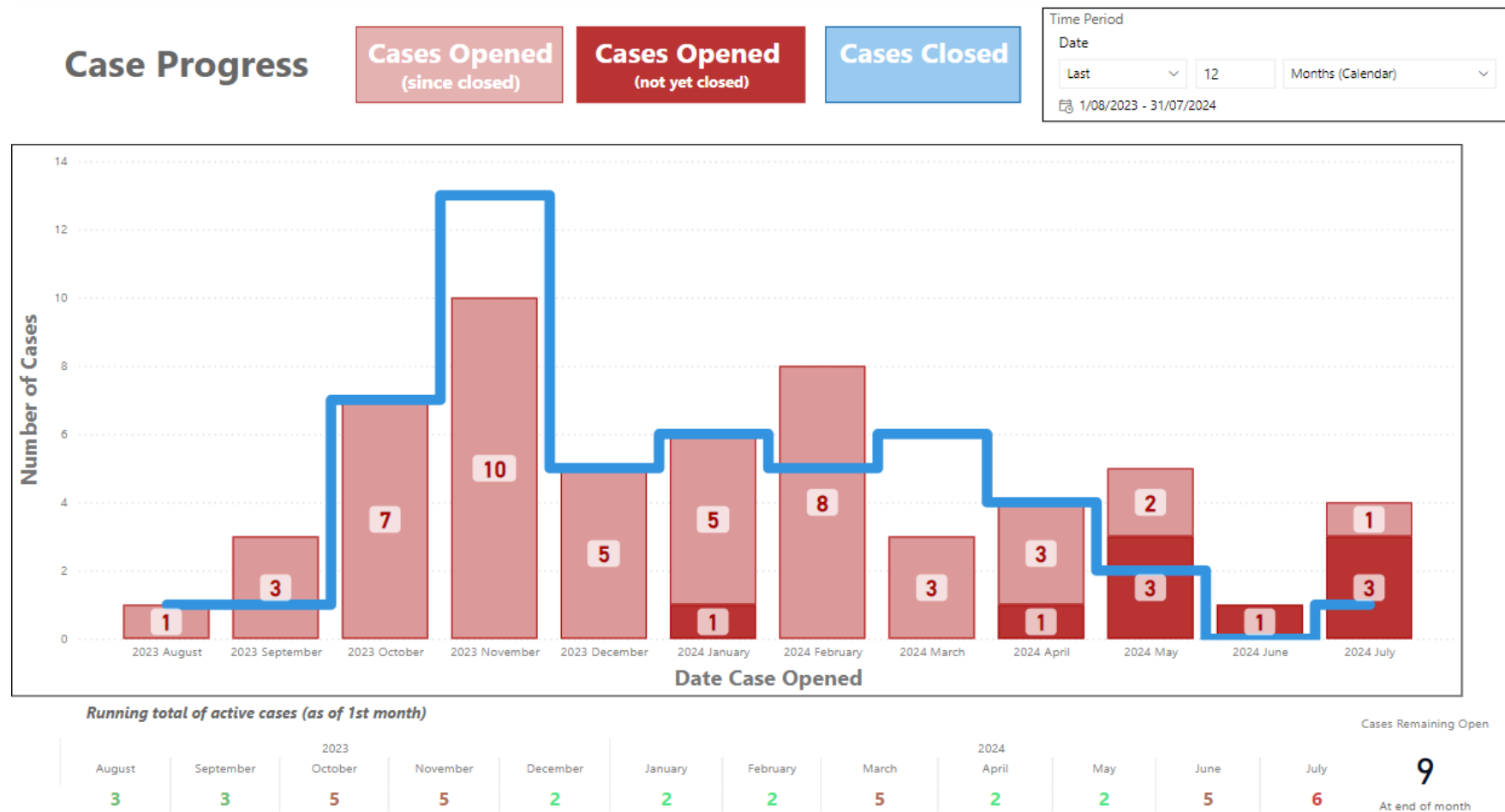
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A report is submitted to the Board bi-annually.  
Next report due for November 2024 meeting.

## 8. Feedback and Complaints

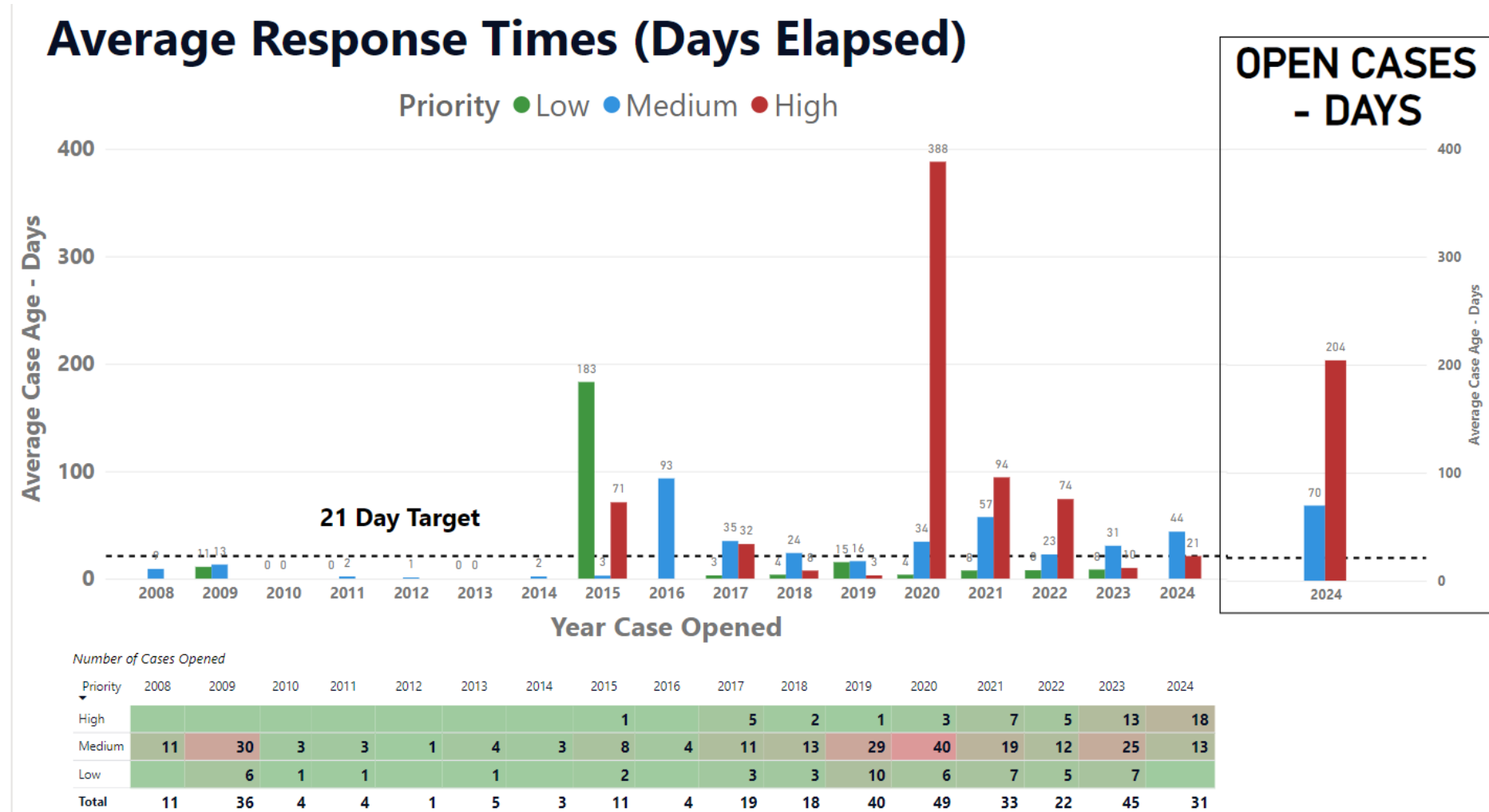
### Total Number of Complaints opened and closed between August 2023 – July 2024

The nine cases remaining open are from January, April, May, June, and July.



## Case Duration

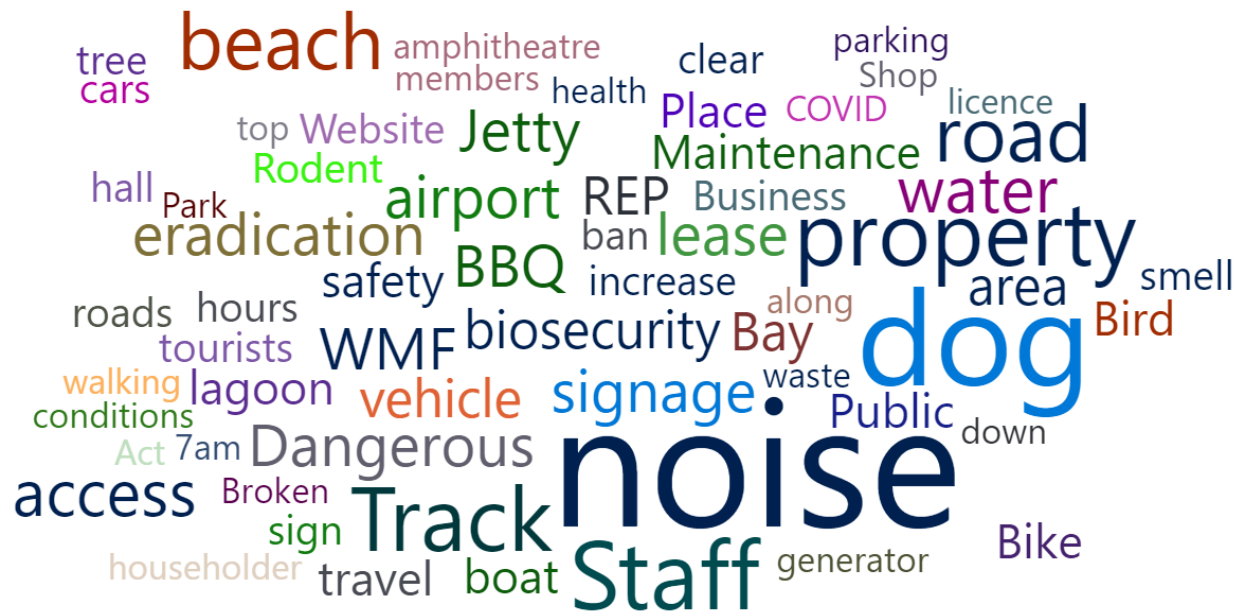
The average number of days to close a case has decreased since a peak in 2020. Most notably, for high priority cases average case duration has decreased significantly since 2020 and has remained on or below the 21-day closure threshold for the past two years. There is a slight increase in time to respond to cases compared to 2023, possibly due to higher caseload (45 cases total for 2023 vs to 31 for 2024 so far).



## Root Cause Analysis

The below word cloud shows complaint topics to date (the more complaints the bigger the word).

## CASE REASON



## Conclusion

While historical data could be interpreted in various ways based on influencing factors such as data capture, reporting processes and current events, the current data trends suggest a positive shift to monitoring and reporting complaints. Whilst there has been an increase in overall

complaints recorded over the past five years, there has also been a decrease in case duration, signifying a proactive approach to recording and addressing concerns.

## Attachments

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Attachment	Title
A	Status of Public accommodation Licences transfers - Closed

## Approval and contact

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Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Lynda Shick	Land & Property Officer
Sophie Powell	GIS Officer
Paula Pollock	Senior Manager Environment and Community Services
Sonali Chand	Executive Assistant

<b>Board Meeting:</b> August 2024	<b>Agenda Number:</b> 07.02	<b>Record Number:</b> ED24/5837
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

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Actions from previous meeting – status report

Recommendations

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

Current position

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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 previous meetings and progress against them is attached (Attachment A) for the Board’s information.

10 actions were completed since the May 2024. 9 actions from all past Baord meetings are in progress. 1 action is on hold pending IT upgrade, the status of which is reported at 4.2.  
4 actions are yet to commence, and these should be discussed by the Board with a view to removing them from the action list.

Attachments

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Attachment	Title
A	Action sheet from previous Board meetings – <b>CLOSED</b>

Approval and contact

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Approver	Position
Suzie Christensen	Chief Executive Officer

<b>Preparer</b>	<b>Position</b>
Sonali Chand	Executive Assistant



<b>Board Meeting:</b> August 2024	<b>Agenda Number:</b> 08.00	<b>Record Number:</b> ED24/5722
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Chief Executive Officer’s report 07/05/2024 – 12/08/24

Recommendations

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

Current position

Good progress has been made in the Critical Infrastructure Program since the first stage community consultation was held in May. Site investigations, background studies and governance implementation have occurred, with the first EOI for a new vessel advertised marking a significant milestone for the project. Site cleanup and establishment at the Waste Management Facility is ongoing, with excess waste being shipped off.

Funds have been secured to carry out jetty upgrade works required, including the new fendering system. Procurement will be activated in the coming period. Materials have been purchased and contracts are now in place to undertake the second stage of the road upgrade. Interruptions to services and access will be minimised wherever possible, and the community informed where this is not possible.

The completion of the Community Strategic Plan (included within papers) is another significant milestone for both the Island and the E&E review. The high-level document is representative of the aspirations and needs of the LHI community, to be delivered by multiple partners. The next step will be to consult on and further define activities LHIB is responsible for, and our service delivery commitments against those, and the plans and reporting associated with that. This will be presented at the November Board meeting.

Transport for NSW have published an Expression of Interest for the Sydney – LHI Regular Public Transport route.

The administration provided relevant documents and information to TNSW ahead of the process. The new license is planned to be in place well before March 2025 when the existing license expires.

Unfortunately, recent sampling indicates that Phytophthora has spread into the PPP, likely from anthropogenic vectors. The team have been implementing recommendations provided by the PlantClinic team, including increased hygiene protocols to prevent further spread of the pathogen into the PPP. However, the latest results indicate that previous attempts of containment have been unsuccessful, and future management options are now limited.

The Business and Corporate Services team have been busy with end of financial year processing and reporting, and preparation of the budget, along with their normal functions. Additional support by way of a contract accountant has assisted. Thanks are extended to Michael for yet again stepping up to the CEO role for a two-week period of unplanned CEO absence.

Maintaining a full complement of employees remains challenging across all business units. Increased accommodation availability during the winter tourism shut down has enabled contract and volunteer weed teams and environment staff to backfill leave and vacant positions to some extent. Heliops planned for August have been postponed due to the inclement weather.

Senior Manager Environment and Community Services Paula Pollock resigned effective 9<sup>th</sup> August. Paula had a big impact during her time with us, including managing and eradicating a myrtle rust incursion, overseeing the dwelling allocation process, progressing a number of long-standing unresolved issues, and day-to-day leadership and management of business unit. Thanks are extended to her for her commendable effort and contribution. The position has been reviewed consistent with the workforce plan and progressed to the DCCEEW talent team for recruitment.

An open recruitment process for the Senior Manager Infrastructure and Engineering Services was run, attaching a strong field. Brad Josephs was successful and has been appointed permanently and continues to deliver.

The majority of staff have now been onboarded to DCCEEW's My Career training system and undertaken refresher mandatory training across Code of Ethic and Conduct, Respectful workplaces, Sexual harassment, and Work Health and Safety. The platform allows access to multiple other online training modules online, without the cost and time required to attend face to face training on the mainland.

## Attachments

Attachment	Title
A	IES report
B	ECS report
C	Projects
D	Critical Infrastructure

## 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

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#### 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

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##### 1. Aerodrome Operations

This reporting period several significant events occurred at the Aerodrome. On July 24, five staff members completed formal training in the new Global Reporting Format (GRF) rules for assessing and reporting runway surface conditions. This training followed informal in-house sessions, with the new rules being implemented since August 1.

On July 31, a Military Medivac operation took place under challenging conditions, including high winds and wet weather. A C27 Spartan aircraft from 35 Squadron, Amberley, QLD, managed to land on its fifth attempt.

In addition, the Board recently received the Draft 2024 Aerodrome Technical Inspection Report, which included the Obstacle Limitation Surface Survey. This inspection, conducted in early May 2024 as part of the annual requirements, confirmed that there were no changes to the published Aerodrome Data.

##### 2. WMF Operations

EnviroPacific were engaged to remove known friable asbestos related to an incident at the Waste Management Facility (WMF) on Lord Howe Island on Thursday, December 21, 2017.

During the removal process, EnviroPacific uncovered historical plastic in the area and removed approximately 80 cubic meters of material from beneath the plastic and surrounding areas, ensuring that all material related to the historical incident was removed.

However, while conducting these works, EnviroPacific discovered a significant amount of friable asbestos beyond the marked area. Due to the site's past uses and the legacy materials present, they were unable to reach the natural ground to completely clear the site of friable asbestos.

A visual inspection of the site was conducted, and the area was subsequently covered with a layer of 200um plastic and fenced off to prevent public access. The EPA has been informed

and the area will be addressed within the new design in conjunction with a specialist site contamination lead and EPA.

Asbestos is now being removed from the island in separate skips organized through JR Richards. This arrangement allows the Waste Management Facility (WMF) to continue shipping regular waste off the island when standard skips are available. As a result, there will be no significant backlog of waste caused by the removal of asbestos, contrary to previous concerns.

### **3. Electricity Generation and Distribution Operations**

The total energy demand for this reporting period was 584800kWH with diesel generation totalling 194900kWH and solar generation totalling 369600kWH (approx. 63% solar). Fuel consumption for the reporting period was 63550 litres which is a difference of 7200 litres for the same reporting period last year. Fuel energy efficiency for the reporting period was 10.86 kWh/L.

Due to high Island load and inclement weather during the reporting period there were 0 days of full solar generation.

There are currently 298 customers connected to the electrical supply system. There were 2 unplanned customer supply interruptions to the distribution system during the period. There were 3 planned customer supply interruption to the distribution system during the period.

The back-up Generator that was sent back to PENSKE for a full engine rebuild has returned to the island and has been treated to enable extended shelf life while not in use.

Power station Transformer No.2 which was sent back to the mainland for repair has been completed and returned to the island in timely manner which enabled a quick installation back into service due to the loss of Transformer No.1.

On Wednesday 12<sup>th</sup> June the Powerhouse suffered its first island wide outage for 39 months. South Substation No.12 located at the Powerhouse had a major fault occur. The Transformer and cables were severely damaged due to fire and arcing rendering the transformer inoperable. Power was restored intermittently from Southern Standby Generator which unfortunately had unplanned damage occur due to a muffler section falling and putting a hole in the radiator core on start-up resulting in a coolant leak.

After preliminary testing and investigation, it appears that the weather event which occurred at the time may have caused the original fault to occur on the Transformer which was then compounded by the electrical arcing and subsequent fire in the substation.

The faulty transformer has been sent back to the mainland for repairs, new HV and LV cables have been ordered and the repair work to the substation enclosure is being completed.

### **4. IES operations**

During this reporting period, ongoing maintenance and operational efforts across the island played a significant role in ensuring the smooth functioning of facilities. Ground maintenance was consistently maintained, although BBQ facilities and services slowed down during the winter months. This period allowed for the collection of firewood in preparation for the busier seasons.

Key activities included road maintenance, such as the upkeep of drains, filling potholes, and pruning road verges to minimize hazards and risks. Additionally, there was ongoing monitoring and maintenance of algae growth on jetty stairs and the boat ramp. In the absence of the IES

Field Supervisor, an acting supervisor was appointed to oversee operations. In June, the IES crew faced staffing shortages, with three staff members unavailable.

In response to an email concerning ground erosion around the Anderson Road Sub Station, which exposed high-voltage cables and posed safety risks to the public, a meeting was held to address the issue. It was decided to construct a concrete curb structure to secure the area. In May, a contractor was tasked with this construction, and the work was completed.

The contractor also addressed other tasks, including installing two roller doors at a boat shed and laying a concrete safety ramp in front of the biosecurity cooling room. The contractor constructed a new concrete structure in front of the jetty, involving demolition and rebuilding to improve drainage and provide a stronger foundation capable of supporting heavy machinery.

## **5. Jetty Maintenance**

The replacement decking and girder works have been estimated, with preliminary pricing provided. A draft design for the fender system has been received from Worley, but further investigations are necessary to ensure the design is suitable for current ship operations. MIES has been collaborating closely with Birdon's Master to ensure that the fendering system is not only operationally effective but also prioritizes public safety while the ship is moored.

To ensure the design's adequacy, additional objective measurements need to be taken. These measurements will help establish the exact positions of the low and high-water extremes relative to the ship and the jetty. This information is crucial for designing a fendering system that can accommodate varying water levels and prevent damage to both the ship and the jetty.

Once the fendering system's design is finalized and confirmed to meet all operational and safety requirements, the project will proceed to the construction phase. At that point, the construction work will be tendered out, allowing qualified contractors to bid on the project. This process will ensure that the best possible solution is implemented to safeguard both the ship and the public during docking operations.

DCCEEW, through NPWS, have provided an additional \$1.1Million funding to undertake the works, which has been very welcome as the Board will not need to tap into reserves to complete the critical work.

## **6. Roads Project**

Direct negotiations with a material supplier for the project were successfully completed. The supplier had extensive experience delivering large quantities of high-quality material to Lord Howe Island, serving both the board and private clients. A total of 404 tonnes of various road construction materials were effectively delivered. These materials arrived at the nominated port of departure and were subsequently transported to Lord Howe Island.

The existing shipping contract with a transportation provider was leveraged to secure two additional chartered voyages, providing a combined shipping capacity of 250 tonnes. The remaining 154 tonnes of construction materials were delivered across four pre-scheduled voyages, ensuring the complete delivery of all procured road construction materials within a 10-week period.

A finalized scope of works and design was compiled to facilitate direct negotiations for the construction element of the project. These negotiations were successfully completed under the approval of the Executive Director Public Works. Pre-construction requirements have commenced, including a contract start-up meeting and documentation review. Site inspections

were carried out in conjunction with civil design and geotechnical consultants, during which design issues were identified. The design is currently under review to establish a more site-specific application of the specified pavement structure. As a result, delays have been incurred by all stakeholders, with issues expected to be resolved by mid-August.

Information packets will be distributed to the community in August to provide comprehensive details about all sections of the road projects. These packets aim to clarify any misunderstandings and offer clear explanations about the scope and specifics of the work being undertaken.

#### Attachments

<b>Attachment</b>	<b>Title</b>
Nil	

### Approval and contact

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

# CEO BOARD REPORT

## ENVIRONMENT AND COMMUNITY SERVICES

### OPEN SESSION

#### Item

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This report is a brief summary of ECS activities and issues covering the period May 2024 to August 2024.

#### 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

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#### Summary of Activities and Issues

##### 1. Biodiversity Management

##### Operations

##### *Foreshore Management*

A staged clean-up of the lagoon foreshore has commenced, with reference to the [LHI Lagoon Foreshore Management Plan](#) and the [Public Spaces \(Unattended Property\) Act 2021](#). The last thorough clean-up was undertaken in 2016, and since then, there has been an accumulation of watercraft, (some likely abandoned), in the dune area.

Unfortunately, due to position vacancies, some actions have had to be delayed. A summary of priorities and proposed timing is provided below:

Phase	Description	Timing (2024)
1	Boat ramp area	Completed
2	Amend foreshore management plan (recognize boat repair, maintenance and storage areas)	Not commenced
3	Compliance strategy and monitoring schedule	Completed
4	Create foreshore cleanup app	Completed
5	Address Boatshed issues (shared understanding of encroachment, permissible activities, operational areas and fees)	Not commenced
6	Dune area (clear abandoned items from the foreshore)	August/September

There will be frequent and clear communication with the community on this process through Householders and other means.

### ***Phytophthora testing***

Delimiting surveys were undertaken by staff from the Royal Botanic Gardens in April to determine the extent of the spread of *Phytophthora* species on the Island.

In total, 56 of the 107 samples were positive for *Phytophthora* equating to a positive rate of approximately 52%. A total of nine *Phytophthora* species/taxa were detected across 20 broad geographic areas. This includes 14 samples that were positive for *Phytophthora cinnamomi*, a plant pathogen that is listed as a Key Threatening Process under the NSW Biodiversity Conservation Act (2016) & Environment Protection and Biodiversity Conservation Act (2019). Additional species of *Phytophthora* that were detected during delimiting surveys in April, and ordered by risk to biodiversity are *P. multivora*, *P. nicotianae*, *P. kelmanii*, *P. cryptogea* and *P. Clade 6 Taxa*.

These results show that *Phytophthora* species are now distributed throughout the settlement area and have established within the Permanent Park Preserve (PPP), most likely as a result of anthropogenic activities. April results included the first detections of *Phytophthora cinnamomi* within the PPP, along the Little Island track, and at the start of both the Mt Gower and Smoking Tree Ridge tracks. *Phytophthora cinnamomi* was also detected for the first time in the Bowker Avenue trail, the Power Station and Soldiers Creek.

In response to these results, LHIB staff undertook additional sampling in June to determine spread beyond the last known positive location. Ten samples were taken along the Mt Gower track, either at popular rest stops or locations with symptomatic vegetation, with the highest concentration of samples taken from the summit of Mt Gower. The samples were sent to Royal Botanic Gardens PlantClinic for diagnostic testing. Results were received in late July with one sample from Erskine's Creek found to be positive for *Phytophthora cinnamomi*, further extending the limit of detection.

The LHIB have been implementing recommendations provided by the PlantClinic team, including increased hygiene protocols to prevent further spread of the pathogen into the PPP. However, the latest results indicate that previous attempts of containment have been unsuccessful, and future management options are now limited.

Staff from the Royal Botanic Garden's PlantClinic are due to return to the Island in mid-September to undertake the next round of delimiting surveys. The sampling strategy for these surveys is currently being designed and will focus on determining the extent of spread beyond the current limit of detection. The results and recommendations from these surveys will inform future management actions to limit the spread of this pathogen.

PlantClinic staff will also be engaged to provide a public information session whilst they are on-Island to aid community understanding of the threats associated with this pathogen, and strategies to minimise its spread.

## **Planning and Strategic**

### ***Dog Importation and Management Policy Review***

The Dog Importation and Management Policy was recently reviewed by The LHIB Environment and Community Services Unit in consultation with relevant NSW state



government agencies. Feedback received from the community since the last review was also considered.

The draft revised policy went on public exhibition from 2 – 29 May 2024. Two community information sessions were held within that period to provide an opportunity to access additional information about the draft policy and answer questions from residents.

There was a total of 23 submissions received during the public exhibition period; 16 respondents used the online form and 9 provided feedback via email. 12 submissions were from current dog owners and 13 were from non-dog owners so a good mix of opinions were provided. The submissions covered a broad range of issues and policy sections, but most were heavily focused on dog management areas.

Feedback is currently being collated and considered in relation to: legislative requirements including any regulatory amendments required; scope of the policy; likely effects on stakeholders and the environment; budget and resources.

The final draft will be presented to the Board for adoption.

### ***Resourcing and recruitment***

- Two new field officers have joined the World Heritage team on 1-year contracts to fill recent vacancies.
  - Caspar Lewis is an experienced carpenter who joins the team from the Northern Rivers of NSW
  - Lucy Copcutt, who has a Zoology degree and joins the team from the UK.

## **2. Biosecurity**

### **Operations**

#### ***Lord Howe Island points of entry***

Between the 31<sup>st</sup> March 2024 and the 1<sup>st</sup> August 2024, biosecurity officers carried out the following checks on vessels and aircraft that visited or supplied Lord Howe Island.

<b>Vessel or aircraft type and name</b>	<b>Number</b>	<b>Biosecurity matter present</b>
Qantaslink	178	None
Eastern Air Services	188	None
Private aircraft	21	None
Island Trader	10	2 of 8 (captured and destroyed)
Private yachts	13	None
<b>Total number of checks for the period</b>	<b>410</b>	

Biosecurity matter (spiders and a bleating tree frog) were found on two occasions on cargo following offloading of the island trader. These species were quarantined and destroyed.

A minor team-exercise was carried out in June on the Island Trader. A rat training blind was randomly placed on the ship by the Port Macquarie contract team. This was quickly discovered by the LHI biosecurity detection dogs during the preliminary ship inspection which was carried out once the ship was docked. This is the first of a series of periodic minor and major exercises which will be designed to test the biosecurity checking and response procedures currently in place.

### ***General biosecurity measures***

The biosecurity team are currently reviewing and updating standard operating procedures for all Lord Howe based biosecurity operations. This is being integrated with the upskilling and training of the biosecurity dog handlers and dogs during the quieter winter months. Significant improvements and upgrades have been made during this period of the Board dog kennels, in anticipation of a busy spring/ summer period.

### ***Port surveillance***

Tate animals continue to do an excellent job carrying out the biosecurity checks at the Birdon and Eastern Air facilities. Biosecurity matter is removed from incoming cargo before it is loaded and there are effective procedures in place at both facilities to minimise the incursion of pest species. Despite these procedures, these first ports of entry remain the greatest threat for an incursion by a non-native pest species onto Lord Howe Island. As the Critical Infrastructure Program rolls out, these threats will be further managed.

In June, a biosecurity officer, Tilly (Biosecurity Dog) and the Team Leader travelled to PMQ to engage with mainland stakeholders. This is part of an ongoing review of the services provided to the island and the associated biosecurity protocols and constraints. It was also an opportunity to meet face to face with several of the key suppliers to the island.

The biosecurity officer and Tilly underwent intensive search training on fresh and live prey delivered by Ryan Tate and the Tate Animals team. This included training in bushland and around the Birdon and Eastern Air facilities. They also completed a training course in the identification and detection of reptiles/ snakes and amphibians, which was delivered by Stuart Johnson of Reptile Solutions.

### ***Island wide surveillance***

During this four-month period, 5,590 surveillance checks were carried out of fixed surveillance hardware located across the island. This included the capturing and analysis of 604,600 images from the island wide network of cameras. These are auto-analysed by an online AI programme which filters out the non-target images leaving a targeted number of images to be analysed by the biosecurity team. This ongoing system is currently under review with the aim to improve and upgrade the network into a more robust surveillance system.

### **Resourcing and recruitment**

We are currently in the process of recruiting a fourth biosecurity field officer to help support the existing team but also to assist in broadening the scope of biosecurity for the island going forward. It is hoped that this person will be in position by the middle of spring.

## **3.     Weed Management**

### **Operations**

#### ***Helicopter Operations***

Helicopter lance operations were scheduled to occur in July/August 2024 to undertake targeted spot spraying of weed infestations on cliff lines. A suitable weather window has not yet been identified for these operations, with the operational window due to conclude at the end of August, or earlier as determined by the commencement of the Sooty Tern (*Onychoprion fuscatus*) breeding season. It is likely these operations will need to be postponed until 2025.

Two helicopter winch operations are planned for the 2024/2025 summer season. The operational windows for these operations are as follows:

- October 27<sup>th</sup> – November 17<sup>th</sup> 2024
- February 2<sup>nd</sup> – March 2<sup>nd</sup> 2025

These operations will continue search and control efforts in remote areas, continuing work undertaken during helicopter winch operations in November 2024. 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.

These operations are jointly funded by the NSW Government Saving our Species program, Australian Government Saving Native Species Program and North Coast Local Land Services.

Additional contract teams are currently scheduled for September, November and February.

## **Resourcing and recruitment**

### **Recruitment**

- Samuel Filetti is currently backfilling the Bush Regeneration and Weed Eradication Field Supervisor position whilst Jae De Clouett is on leave from June 17<sup>th</sup> – August 31<sup>st</sup>.
- A comparative assessment recruitment process was undertaken in June for ongoing Bush Regenerator position 420, with Jonathan Fuhri appointed to this role and due to commence on August 20<sup>th</sup>. Additional vacant Bush Regenerator positions will be recruited from this talent pool.

### **Contract Work**

Two contract teams were engaged across May and June to complete priority bush regeneration work:

- Northern Rivers Ecological
- Bushland Restoration Services

These teams completed a total of 120 person days. Contract labour is essential to meet project targets and supplement shortages of on-island labour.

### **Volunteer Program**

12 skilled bush regenerator volunteers have been engaged over June, July and August to undertake priority Weed Eradication Program work. Volunteers were appointed via a competitive application process and will contribute to 260 person days to the program across the winter months.

Volunteers have made significant contributions to the control and eradication of invasive weeds on LHI since 2004. They are an integral part of the resourcing strategy for the Weed Eradication Program and their contributions are greatly appreciated.

## **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. The next round of threatened species monitoring under SoS is due to occur in September.

Additional actions to protect the Critically Endangered Little Mountain Palm will commence in 2024, with funding awarded in new grant programs from both NCLLS and Saving Native Species. These activities include:

- Increased weed control effort in remote locations and Little Mountain Palm habitat

- Genetic assessment of population diversity
- Climate monitoring of Little Mountain Palm habitat
- Population surveys
- Establishment of an ex situ population and seed banking

## 6.     **Marine management and moorings**

### **Operations**

To comply with NSW legislation and ensure work is carried out in a safe manner, a second suitably trained diver from the LHIB will be added to the NSW DPI dive register.

Regular mooring inspections and general maintenance will continue quarterly by LHIB staff. Over the last quarter, only 9 visiting vessels were moored in the lagoon, which is to be expected over the winter months.

### **Training**

Essential training and medical assessments are 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 5.1, 5.3, 5.4, 12.1, 12.2, 12.3, 12.4.

## 8.     **Development Assessment and Land Use planning**

### **Operations**

See business papers 11.1

### **Resourcing and recruitment**

The LHIB does not have an internal statutory planning unit and has experienced significant challenges in resourcing for planning functions, particularly given the Island's remote location, unique planning context, and staff accommodation constraints.

An inability to attract and retain long term planning staff within the establishment has resulted in the LHIB contracting out planning and development services for over a decade. A more complete and efficient operating system to deliver statutory planning services to the LHI community is being investigated.

### **Approval and contact**

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

<b>Board Meeting:</b> Aug 2024	<b>Agenda Number:</b> 8.00	<b>Record Number:</b> ED24/5722.03
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Project Report

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.

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	A	A	R
	SCCF – Skate Park	R	G	A	R
	SCCF - Communications Solution and Community Hall Activation	G	G	G	G
	Commercial Property Maintenance (Historical)	G	G	G	G
CEO	Efficiency and Effectiveness Review Project ( <i>Subprojects listed separately</i> )	R	G	A	A
	<i>Community Strategic Plan</i>	G	G	G	G
	<i>Workforce Plan</i>	A	G	A	A
	<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>Local Environment Plan</i>	R	G	G	R
ECS	Middle Beach Stairs	R	A	R	R

## IES Reports

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### **SCCF – CBD Amenities**

The new scope for the Community Hall toilets to be upgraded is being drafted. A wastewater system design will be sought once approval for a variation of funds and scope is received.

The revised scope aims to adhere to the same budget and timeframes and will better meet the current and future needs of the CBD.

### **SCCF – Skatepark**

The Development Application is being prepared, and procurement for the contractor required for environmental assessments has been completed. A request for a time extension is awaiting approval. If a positive response is received, the selected contractor will be engaged, and the Development Application will be submitted.

### **SCCF - Community Hall Facilities activation:**

- **Acoustics:** The acoustic boards have been fully installed and have received positive feedback from those who have used the hall since the installation. This upgrade significantly improves the functionality of the hearing loop for hearing-impaired users.
- **AV System:** A variation for additional funds has been submitted and is awaiting approval from the grants management office. If approved, the procurement process for the purchase and installation will begin immediately. The NSW Government procurement process can take up to six weeks, and the selected AV specialist will have their own timeframe for completion of work. Efforts are being made to have the procurement request ready for immediate submission.
- **Storage:** The construction of weatherproof storage beneath the hall has been completed. The space under the hall has been fully waterproofed, painted white for visibility, and a section of concrete path has been added for easy access. This area will be used to store items for community events and the hall upgrade. A storage solution for a previously unused space in the hall annex has also been created, providing space for updated communication offerings, including a VOIP and landline phone.
- **Community Hall Hire Policy:** The Community Hall hire procedure has been aligned with similar offerings at mainland public halls. The suggested hire fee will make the hall more accessible to a wider range of users. This updated hire policy will be communicated in a separate householder announcement in the coming weeks.
- **Public Library / Book Exchange:** Discussions on location of the CBD library have been undertaken with the LHI Community Hall Committee and a location finalisation is imminent. The airport book exchange shelving will be installed first while the submitted funding variation for the Hall is awaiting approval.

### **Commercial and Residential Property Maintenance (Historical)**

The tasks identified in the asset condition review are still being addressed, with Josh Owens continuing to collaborate with local trades and specialised contractors as needed. With local contractors currently busy with scheduled winter upgrades, planning is underway to maximize the use of local trades in the coming months wherever possible.

Mackie's Electrical team from Port Macquarie will be once again visit the Island late August/early September to carry out additional ad hoc building electrical works.

## EER Projects

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### Policy Review

A full review of internal and external policies and procedures has been completed and a checklist which includes a regulation coverage matrix has been developed. This matrix maps each existing policy with its corresponding section in the LHI Regulation, allowing us to visualise where there are sections of the Regulation not covered by a policy & identify the potential for policy consolidation or retirement.

By utilising a governance framework created by DPE, the policies will become more readable and consistent, enhancing transparency for the community.

The first drafts for the identified consolidation policies (Leases, Biosecurity and Compliance & Enforcement) and associated procedures have been finalised. The Lord Howe Island Elected Board members have been engaged to review the overall policy intent, following which meetings will be set up with all Subject Matter Experts to initiate the SME review process.

Input from SMEs, it will be incorporated along with recommendations to complete the documents. The final drafts will then be forwarded to the DCCEE legal team for review (where applicable) before proceeding with community consultation and the Board approval process.

A Policy Adoption Plan has been drafted to support the Board in implementing the new and revised policies. This plan will outline the steps and actions necessary for the successful adoption of the policies.

### Revenue Review

The revenue review draft has been produced and will now be checked and finalised for presentation to the Board.

### LEP Review

Scoping work has commenced for the LEP to ensure that all foundational studies are completed to inform the review. Previous studies are being gathered to create a centralised repository of information, identifying which studies are current and which are still required.

## ECS Projects

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### Middle Beach Stairs

The Middle Beach Stairs project is progressing through procurement approval with a timeframe set for construction completion by March 2025.

## Approval and contact

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

<b>Board Meeting:</b> August 2024	<b>Agenda Item:</b> 8.00	<b>Record Number:</b> ED24/5722
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**Lord Howe Island Board**

**ATTACHMENT D**

**CLOSED SESSION**

**Item**

Critical Infrastructure Program Status Update – August 2024

**Recommendations**

1. **Note** The critical infrastructure program and projects status for August 2024

**Current position**

The Critical Infrastructure Program (CIP) is in progress for the planning and delivery of critical waste management and biosecurity infrastructure, marine freight services and associated infrastructure. These critical infrastructure projects are supported by an integrated master planning process in consultation with the Island community.

Key decision documents, project milestones and correspondence since the May Board meeting have been delivered as follows:

23/24 May     Community Information Sessions and Workshops were held the at the Lord Howe Island Community Hall.

7-11 June     Naval Architect and SMEC SME’s (logistics and waste) undertook a site analysis visit on Lord Howe Island.

12 June       Risk Workshop was held with APP PMO, NPWS, DCCEEW and WSP.

14 June       New Marine Vessel and Vessel Operations Procurement Strategy was reviewed by TfNSW for assurance and approved by DCCEEW (NPWS).

21 June       Legal Advisor (Minter Ellison) was appointed by DCCEEW.

21 June       Vessel draft Registration of Interest (ROI), eTendering documentation was reviewed by NPWS, DCCEEW and TfNSW.

25 June       Draft Planning Approvals Strategy was issued to NPWS.

25 June       Marine Operations Advisor (ABL) was appointed by DCCEEW.



8 July Quarterly Risk Working Group session was held to develop the Master Risk Register, **refer Attachment A.**

8 -11 July Ecological and Terrestrial Surveys were conducted on Lord Howe Island.

19 July Close Out Reports for reporting period ending 30 June 2024 were issued to INSW, under project names:

- P-10317\_Redevelopment of the Waste Management Facility on Lord Howe Island, and
- P-10318\_Maintaining a viable and sustainable marine freight service to Lord Howe Island.

23 July Expression of Interest (EOI) was issued to market on [BuyNSW Tenders](#) (Opportunity ID SR00150) for stage one of procurement of a New Vessel and an Operations and Maintenance contract.

25 July Ministerial Letters were issued to Paul Scully (Minister for Planning & Public Spaces) and Tanya Plibersek (Minister for the Environment & Water) seeking declaration that the capital works of the Lord Howe Island Critical Infrastructure Program is declared as Critical State Significant Infrastructure (CSSI).

26 July Final Engagement Outcomes Summary Report for Phase A community consultation was released to the public.

13 August Communications Plan and briefing prepared for the Ministers Office on the Lord Howe Island CCSI Declaration, in preparation for Ministerial visit on the 20 to 23 August 2024.

APP PMO have now defined the CIP project streams for reporting and program management purposes as follows:

**Project A** - Southern Precinct Master Planning & Authority Approvals

**Project B** - Waste Management Facility

**Project C** - Marine Infrastructure

**Project D** - Replacement Vessel & Operations

**Project E** - Biosecurity Infrastructure

**Program Status:**

APP PMO have updated and finalised the following Program documents:

- Program and Projects Management Plan
- Governance Framework and Terms of References.
- Program Master Program (CSSI) Schedule
- Program Risk Management Plan
- Program Master Risk Register

### **Projects Status:**

#### **Project A – Southern Precinct Master Planning & Authority Approvals**

- Planning Approval Strategy with recommendation for a CSSI pathway has been endorsed by LHIB / NPWS / DCCEEW.
- LHI Waste Management Facility Preliminary Design paper prepared by SMEC to inform options and design of the new waste management facility.
- Self-Assessments completed by ERM Planners, noting no requirements for EBPC for 30-day Acoustic Doppler Current Profiler's (ADCP) Measurement, Geophysical Investigations & Hydrographic Surveys.
- Project Plan to be finalised and issued to Program Board August 2024.
- Procurement Strategy and Approach in progress.
- Finalisation of Design & Functional Briefs by SMEC.

#### **Project D - New Marine Vessel and Operations**

- Procurement Strategy finalised defining the agreed approach for procuring a New Marine Vessel and Operations, including the scope, procurement approach, contract model, procurement schedule, governance and assurance arrangements.
- EOI documents and Market Sounding Questionnaire issued to market, both closing 23 August 2024
  - Probity Plan and Probity Register established as 'live' documents. Probity session completed with LHIB staff and projects team, and further sessions to be arranged for DCCEEW / NPWS.
  - Technical Specification for the new marine vessel in progress.
  - Finalisation of the EOI Evaluation Plan.

- Drafting of RFT documentation.

**Projects B, C and E** are future phases of the Program at Detailed Design and Capital Works construction delivery.

**Community and Stakeholder Engagement:**

- Communication and Engagement activities for Phase A are now complete with community information sessions held on the 23 and 24 May 2024.
- The LHI Engagement Outcomes Report was presented to Elected Board Members (EBM) on 3 July 2024.
- The [final Community Engagement Summary Report](#) providing an overview of what we heard from the community and stakeholders was released on the 26 July 2024 on the LHIB website.
- The Community Consultation Group and Government Stakeholder Consultation Group are being implemented with the initial meetings to be held in late August / early September 2024.
- Communication and engagement activities are progressing with community updates and planning for Phase B Engagement, with an intention of community consultation sessions in mid-late November 2024.

**LHIB works in progress:**

Jetty Upgrade status as follows:

- Repairs to decking timbers and girders have been costed and awaiting a final fendering design.
- Public Works will continue to project manage the Jetty Upgrade project.
- An open tender to procure the works is proposed instead of direct negotiations with previous tenderer.

Site remediation works status as follows:

- Refer to Business Paper – 08:00 – Attachment – infrastructure & Engineering Services
- Board is progressing with purchasing new skips to improve efficiency in rotation to complete the removal of the large amount of waste that is currently on site. Consultation is in progress with David Sherwood, Naval Architect to ensure the skips are suitable for the future WMF and future shipping service.

**A PowerPoint presentation** will be tabled at the Board meeting providing a further status update.

### **Next Steps**

The following key program activities are forecast over the next three (3) months:

#### **Project A – Masterplan:**

- Design and Functional Briefs completed - August 2024
- Permits issued and approved by Marine Parks, with Site Investigations for Hydrographic and ADCP (wave) studies, followed by Geotechnical, Contamination, and Geophysical, studies to be undertaken - August to November 2024, and Marine Ecological studies to be undertaken December 2024 – February 2025 (during warmer climate).
- Master Plan and Concept Designs - October to November 2024

#### **Project D – Vessel and Operations:**

- New Marine Vessel Functional and Technical Specification completed - August 2024
- Marine Vessel EOI evaluation end August. RFT release for New Marine Vessel (subject to approvals) - end September 2024

**Phase B:** Community Consultation to be undertaken – mid-end November 2024

### **Attachments**

Attachment	Title
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A	Master Risks Register – LHI Critical Infrastructure Program
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#### Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Michael Vader	Executive Director, NPWS
Preparer	Position
Oriana Senese	Principal Project Manager, NPWS
Michael Vader	Executive Director, NPWS

Board Meeting: August 2024	Agenda Number: 09.01	Record Number: ED24/5865
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Lord Howe Island Community Strategic Plan 2024-2034

Recommendations

1. **Approve** the final version of the Lord Howe Island Community Strategic Plan 2024-2034.
2. **Note** the next steps in Community Strategic Plan implementation and public release

Current position

A Draft Lord Howe Island Community Strategic Plan (CSP) has been developed based on substantial community engagement that has been undertaken over the last 20 years. Between 2003 and 2023, 73 engagements have been documented, with themes maintaining consistency throughout engagements and over time. This engagement was used to inform foundational themes presented at the workshops in February 2024. Workshops collected an additional 192 ideas which were collated and validated through the recent CSP Survey which closed on 21<sup>st</sup> April 2024.

The information was refined to create the Draft Lord Howe Island Community Strategic Plan 2024-2034 which was placed on public exhibition from 17June 2024 – 2 Aug 2024.

Themes identified fall under 9 headings:

1. Health and Wellbeing
2. Environment
3. Education
4. Culture and Heritage
5. Economy and Employment
6. Housing and Development
7. Infrastructure & Transport
8. Governance/Decision Making
9. Community Building

The 2024 CSP data collection process saw a participation rate of 45% unique participants from our community. This is considered a very high participation rate for a community strategic planning process.

As part of the CSP exhibition process, the responsibilities of the LHIB Administration have been outlined to ensure clear governance and accountability. Additionally, a review has occurred of which those of Business As Usual (BAU) activities are legislated, allowing alignment of statutory obligations with strategic goals and Service Delivery Commitments. Different delivery model options are being evaluated to identify the most efficient and effective approaches given our resources and budget.

The Draft CSP has been used to ensure operational and budget considerations for FY24/25 are aligned as much as possible with the intent that planning for FY25/26 will be fully integrated.

Currently, assessment is being undertaken regarding the capacity of our current workforce to meet Draft Service Delivery Commitments (SDC) targets, and implement the proposed operational actions. This comprehensive evaluation, along with a detailed Delivery and Operations Plans, will be presented at the November meeting, setting a clear path for our future initiatives and ensuring the Administration is well-positioned to achieve agreed objectives.

Key island stakeholder groups and organisations have been consulted about their assignment objectives, and the feedback has been overwhelmingly positive. Almost every stakeholder is working on their own action plan, which will collectively contribute to the proposed annual Community Strategic Plan report. Delivery partners consulted include

- Department of Education NSW
- Lord Howe Island Central School (LHICS)
- Lord Howe Island Historical Society and Museum
- Lord Howe Island Isolated Childrens Parent's Association
- Lord Howe Island Marine Park (LHIMP)
- Lord Howe Island Parents & Citizens Association (LHI PCA)
- Lord Howe Island Tourism Association (LHITA)
- NSW Department of Primary Industries and Regional Development
- NSW Health
- NSW Police
- South East Sydney Local Health District (SESLHD)

Further stakeholder engagement and relationship building is underway to better understand the support that can be accessed in delivery of community objectives.

## Submissions received

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5 submissions were received during the exhibition period and have been reviewed and incorporated into the final plan proposed changes (Attachment B) where applicable.

Subject of submissions

# of references (within submissions)	Submission detail
5	Addition/clarification of Key Stakeholders
2	Housing and development wording and action clarification

## Next Steps:

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1. **Final Lord Howe Island Community Strategic Plan 2024-2034 released (Sept 24):** If approved the final Lord Howe Island Community Strategic Plan will be released in September 2024.
2. **Public Exhibition of Service Delivery Commitments (Sep 24):** Service Delivery Commitments based on our strategic plans will go on exhibition for comment to inform the information to be presented at the Nov 24 Board Meeting. These suggest a target for the LHIB's service delivery and are in line with our commitment to a more accountability model of governance.
3. **Lord Howe Island Board Corporate Plan (4 years) (Nov 24):** The LHIB Corporate Plan is a document that outlines all obligations of the LHIB, this includes CSP deliverables, State and federally legislated obligations and Business as Usual (BAU) Service Delivery Commitments. This document is currently being updated and a draft will be finalised for Board review at the November meeting.
4. **Delivery Plan (4-year plan) and Operations Plan (1 year plan) (Nov 24):** These plans show the actions based on the Corporate Plan – they directly link to the CSP and will be available on public exhibition, along with the corresponding Service Delivery Commitments following the November Board Meeting.
5. **Monitoring Plan (Nov 24):** A draft monitoring plan will accompany the delivery plan; this plan outlines the methods and metrics used to track progress, evaluate outcomes, and ensure alignment with the established goals and objectives of the CSP.

## Attachments

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Attachment	Title
A	Draft Lord Howe Island Community Strategic Plan 2024-2034
B	List of proposed changes for Draft Lord Howe Island CSP

## Approval and contact

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





DRAFT

# LORD HOWE ISLAND COMMUNITY STRATEGIC PLAN

2024-2034



# OUR COMMUNITY VISION

*A vibrant, inclusive,  
united and confident  
community which seeks  
to provide a quality  
lifestyle and positive  
interaction between the  
needs and aspirations  
of our residents, visitors  
and environment.*





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# Foreward from the Board

# Introduction

The *Lord Howe Island Community Strategic Plan 2024-2034* (the Plan) is based on community feedback and provides a long-term vision for Lord Howe Island over the next 10 years. The Plan will act as our guiding strategic document for Lord Howe Island Board (LHIB) projects and for advocacy, partnerships and delivering services.

This is a plan for the whole Island community. Responsibility for achieving this long-term community vision relies on collaboration amongst the whole Island community. When the plan refers to “we” and “our,” it refers to the local community, LHIB members and officers, local businesses and other government

agencies. We will all need to work together to ensure our vision for the future becomes a reality.

The Plan sets objectives and strategies to achieve the community vision. The objectives and strategies identified fall within **9 priority themes**:

- |                          |                              |
|--------------------------|------------------------------|
| ■ Health and Wellbeing   | ■ Housing and Development    |
| ■ Environment            | ■ Infrastructure & Transport |
| ■ Education              | ■ Decision Making            |
| ■ Culture and Heritage   | ■ Community Building         |
| ■ Economy and Employment |                              |

## TIMELINE



# Background

Lord Howe Island (the Island) is located in the Tasman Sea between Australia and New Zealand. The Island is approximately 570km east of Port Macquarie and is part of New South Wales (NSW).

The Island was uninhabited until it was discovered in 1788 by Lieutenant Henry Lidgbird Ball, commander of the First Fleet ship, Supply. The Island was settled in 1834, and many current residents trace their ancestry back to the original settlers.

The Island spans an area of 14.55km<sup>2</sup> and the Settlement covers roughly 15% of the island. The Island is home to 445 people (Australian Bureau of Statistics 2021 Census) with a seasonal staff population during the tourist season.

As a World Heritage site, the Lord Howe Island Group is an outstanding example of isolated oceanic islands, with numerous endemic species and unique biota. Conservation efforts are ongoing to protect the Island's biodiversity.

In 1953, the New South Wales Government passed the Lord Howe Island Act 1953. The Act legislated a statutory authority to manage the Island and represent the interests of the Island community and the NSW Government.

This legislation established the Lord Howe Island Board (LHIB) to manage the Island's affairs and address concerns about secure home ownership, restricting land transfers and ensuring future Islanders could afford homes. The Island's land is held by the Crown, with perpetual leasehold arrangements for residents and special leases for agricultural use.

# About the Lord Howe Island Community Strategic Plan

A Community Strategic Plan (CSP) provides a long-term vision for a community. It outlines priorities, aspirations, and strategies for social, environmental, economic, and civic leadership.

At its core, a CSP responds to questions about a community's present and future. It describes where we aim to be in a decade, how we plan to reach our goals, and what Lord Howe Island looks like when we've reached those goals.

LHIB has developed the Lord Howe Island Community Strategic Plan 2024-2034 (the Plan) based on the outcomes of engagement with Lord Howe Island community members (Appendix 1-3).

The Plan gathers feedback about what the community values and what they see as opportunities and challenges. It also looks forward 10 years to provide a strategic approach to community development.

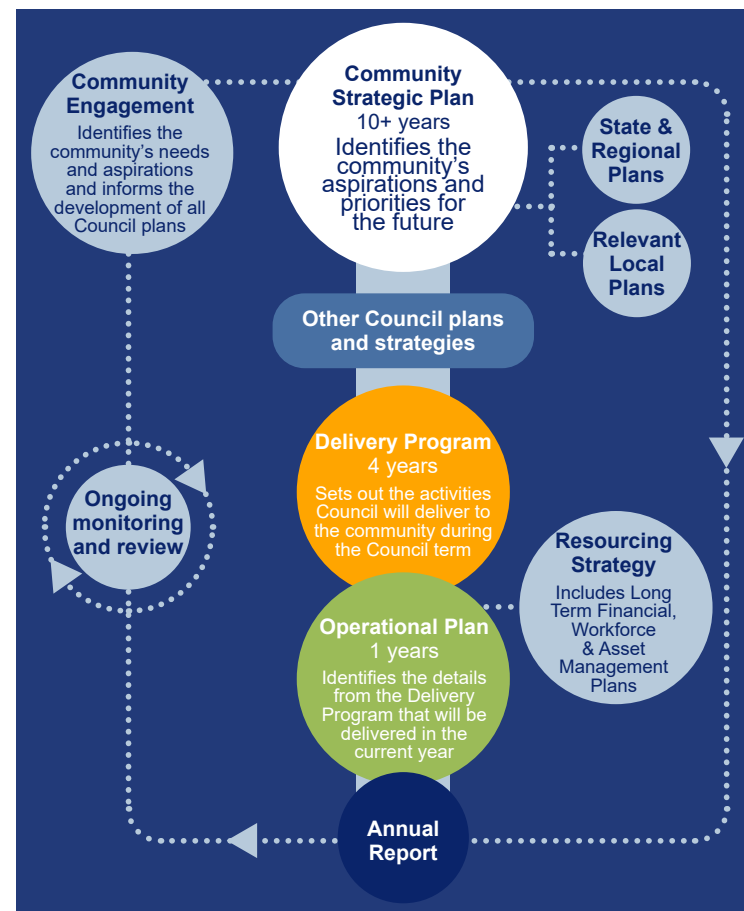


Figure 1: NSW Government's Integrated Planning and Reporting framework (Office of Local Government, NSW Government)



# Community profile

## Population



**445** People on  
Census night

**48.7%**  
Male

**51.3%**  
Female

## Age

**46** Median  
Age

**18.8%** aged 0-24 years old

**20.3%** aged 25-39 years old

**27.8%** aged 40-59 years old

**25.9%** aged 60-79 years old

**7.5%** aged 80+ years old



## Employment

**64.6%** are in the  
labour force



**44%** work part-time

**40%** work full-time

**14.3%** away from work

**2.4%** unemployed



## Living



**2.2** Average number of people per household

**65.3%**  
family  
households

**31.1%**  
single person  
households

**41.6%**  
own their own  
home outright

**15.5%**  
own their own  
home with  
mortgage

**37.3%**  
rent their home

**3.8%**  
other / not stated

## Housing



**80.5%** of households were occupied on Census night

**78.3%** of dwellings are separate housing

**17.4%** of dwellings are semi-detached (row, terrace, townhouse etc.)

## Education

**27.4%** completed diploma, advanced diploma, bachelor degree level or above

**26.9%** completed year 10, 11 or 12

**25%** completed Certificate III or IV

**14%** not stated



Note: All statistics sourced from Australian Bureau of Statistics (ABS) 2021

# Our partners

Achieving the community aspirations outlined in the Plan will rely on collaborative efforts with many partners and service providers. While LHIB does not have the capacity or responsibility to deliver all these aspirations alone, it will continue to advocate to and work with these partners on behalf of the community.

- Air Service Providers
- Community groups
- Department of Agriculture, Fisheries and Forestry (DAFF)
- Department of Climate Change, Energy the Environment and Water (DCCEEW)
- Department of Communities and Justice
- Department of Education NSW
- Department of Health and Aged Care
- Department of Planning Housing and Infrastructure (DPHI)
- Department of Regional NSW
- Destination North Coast (DNC)
- Destination NSW (DNSW)
- Freight providers
- Heritage NSW
- LHI Businesses
- LHI Churches
- LHI Community
- LHI Pet Owners
- LHI Tourism Operators
- Lord Howe Island Central School (LHICS)
- Lord Howe Island Historical Society and Museum
- Lord Howe Island Isolated Childrens Parent's Association
- Lord Howe Island Marine Park (LHIMP)
- Lord Howe Island Parents & Citizens Association (LHI PCA)
- Lord Howe Island Tourism Association (LHITA)
- Marine Rescue NSW
- NSW Department of Primary Industries (DPI)
- NSW Department of Primary Industries (DPI)
- NSW Health
- NSW Police
- NSW Rural Fire Service (RFS)
- NSW State Emergency Service (SES)
- Office of Emergency Management
- South East Sydney Local Health District (SESLHD)
- Transport for NSW (TfNSW)











# Our priority themes

To achieve the community vision, we have developed strategies and objectives that fall into the following themes. *The following list is ordered by importance based on the Community Strategic Plan Survey (2024) results.*



HEALTH AND  
WELLBEING



ENVIRONMENT



EDUCATION



CULTURE AND  
HERITAGE



ECONOMY AND  
EMPLOYMENT



HOUSING AND  
DEVELOPMENT



INFRASTRUCTURE  
AND TRANSPORT



DECISION  
MAKING



COMMUNITY  
BUILDING

## PRIORITY THEME 1

# Health and wellbeing

OBJECTIVE	STRATEGIES	DELIVERED BY:
<b>1.1 We have fair and equal access to essential healthcare services.</b>	1.1.1 Understand the needs of community members.	SESLHD
	1.1.2 Improve mental health services.	NSW Health, SESLHD
	1.1.3 Ensure on-Island emergency care is high-quality, thorough and responsive.	NSW Health, SESLHD
	1.1.4 Ensure consistent on-Island medical care availability and affordability.	NSW Health, SESLHD
	1.1.5 Support different service providers working together, so services work better for everyone.	NSW Health, SESLHD
	1.1.6 Advocate for access to government health programs (e.g. dentist).	NSW Health, SESLHD, LHIB

## HEALTH AND WELLBEING VISION

We have a range of healthcare services designed to meet the needs of our community. Every member of our community has fair access to these services and is supported to live healthy lives.



OBJECTIVE	STRATEGIES	DELIVERED BY:
<b>1.2 We support older community members on the Island.</b>	1.2.1 Provide resources and support for seniors to age at home.	NSW Health, SESLHD, LHIB, Department of Health and Aged Care
	1.2.2 Support and maintain accessibility to in-home care.	NSW Health, SESLHD, LHIB
<b>1.3 We are aware of the range of healthcare available.</b>	1.3.1 Promote information about on-Island healthcare.	SESLHD
	1.3.2 Undertake a needs analysis to determine current and future health needs of our community	SESLHD, LHIB
<b>1.4 We live healthy and well.</b>	1.4.1 Ensure long-term access to nutritious food.	LHI Businesses, LHIB
	1.4.2 Promote healthy relationships.	Department of Communities and Justice, NSW Police, SESLHD

## PRIORITY THEME 2

# Environment

OBJECTIVE	STRATEGIES	DELIVERED BY:
<b>2.1 Our natural environment is secured and protected.</b>	2.1.1 Maintain the Permanent Park Preserve using best practice approaches.	LHIB, DCCEEW, LHI Community
	2.1.2 Maintain the Marine Park using best practice approaches.	LHIMP, LHIB, LHI Community
	2.1.3 Maintain our World Heritage status.	DCCEEW, LHIB, LHI Community
	2.1.4 Protect, preserve and regenerate environmentally sensitive areas and high conservation areas.	DCCEEW, LHIB, LHI Community
	2.1.5 Communicate with visitors about how to best interact with the unique natural environment of the Island.	LHITA, LHI Tourism Operators, LHIB, LHI Community



## ENVIRONMENT VISION

Our natural environment is embraced and safeguarded by all. We carry the responsibility to preserve and enhance the habitat for all future people, plants and animals who call Lord Howe Island home.

We explore thoughtful management of resources and waste to promote a sustainably built environment that exists next to natural spaces.



OBJECTIVE	STRATEGIES	DELIVERED BY:
<b>2.2 We take pride in respecting and enhancing our natural environment.</b>	2.1.6 Develop a climate change strategy to plan for a resilient future.	DCCEEW, LHIB, LHIMP
	2.1.7 Maintain sustainable biosecurity measures to prevent introduction and spread of invasive species.	LHIB, DPI, DAFF, LHI Community, Visitors
	2.2.1 Acknowledge the historical efforts of the community in environmental stewardship and support ongoing collaboration.	LHIB, LHI Community, DCCEEW
	2.2.2 Educate residents, visitors and seasonal staff about the natural environment and our joint responsibility to protect it.	LHIB, LHI Businesses, LHITA, LHI Tourism Operators, LHI Community
	2.2.3 Collaborate with researchers to understand the environment and encourage them to incorporate citizen science in relevant studies.	LHIB

## PRIORITY THEME 3

# Education



## EDUCATION VISION

We provide access to quality education on the Island. Our community values being lifelong learners. We support and empower local young people and recognise their important contribution to the Island.

OBJECTIVE	STRATEGIES	DELIVERED BY:
<b>3.1 We have a range of education facilities for people of all ages.</b>	3.1.1 Advocate for funding and scholarship assistance for secondary and tertiary education and living away from home assistance.	Lord Howe Island Isolated Childrens Parent's Association
	3.1.2 Enhance distance education options to ensure families have diverse and equitable choices.	Department of Education NSW
	3.1.3 Strengthen community-school ties for lifelong learning and skill sharing.	Lord Howe Island Central School, LHI Community
	3.1.4 Identify skills gaps and future-proof the workforce through education and training initiatives.	LHIB, Department of Regional NSW, Department of Education NSW

## PRIORITY THEME 4

# Culture and Heritage



## CULTURE AND HERITAGE VISION

Our culture and heritage are appreciated as key pillars of life on Lord Howe Island. We celebrate our rich history and cultural heritage.

OBJECTIVE	STRATEGIES	DELIVERED BY:
<b>4.1 The unique Island culture is supported and encouraged.</b>	4.1.1 Promote access to stories, histories and cultural traditions for community members and visitors.	LHI Historical Society and Museum, LHI Community, LHITA, LHI Tourism Operators
	4.1.2 Promote educational programs and events that raise awareness of local history, culture and heritage.	LHI Historical Society and Museum, LHICS, LHI PCA, LHI Community, LHIB
	4.1.3 Promote pride in heritage and culture through events (e.g. Discovery Day).	LHI Historical Society and Museum, LHICS, LHI PCA, LHI Community, LHIB
<b>4.2 Island culture and heritage has longevity.</b>	4.2.1 Preserve and celebrate landmarks, artifacts and cultural traditions.	LHI Historical Society and Museum, LHI Community, LHIB, Heritage NSW, DCCEEW
	4.2.2 Provide opportunities to celebrate ancestry and support cultural spaces.	LHI Historical Society and Museum, LHI Community, LHIB

## PRIORITY THEME 5

# Economy and Employment

OBJECTIVE	STRATEGIES	DELIVERED BY:
<b>5.1 We have diverse local employment available for people living on the Island.</b>	5.1.1 Support local businesses to sustainably provide a range of goods and services.	LHIB, LHI Community
	5.1.2 Support diverse work arrangements and opportunities for community members.	LHIB, LHI Businesses
	5.1.3 Support and mentor young people.	LHI Community, Department of Education NSW
<b>5.2 We support local businesses.</b>	5.2.1 Provide support to help local businesses thrive.	LHIB, LHI Community
	5.2.2 Promote benefit of shopping locally.	LHITA, LHI Tourism Operators, LHI Community

## ECONOMY AND EMPLOYMENT VISION

Community members thrive within a diverse and resilient local economy.

We empower community members to contribute meaningfully to the prosperity of the Island.



OBJECTIVE	STRATEGIES	DELIVERED BY:
<b>5.3 Our tourism industry is sustainable.</b>	5.3.1 Maintain bed license cap at 400 beds.	LHIB
	5.3.2 Develop a model for sustainable tourism operations.	LHITA
	5.3.3 Develop sustainable tourism initiatives that highlight the cultural and heritage assets.	LHITA, LHI Historical Society and Museum
	5.3.4 Provide quality opportunities for visitors to appreciate Island values while minimising negative impacts.	LHIB, LHITA, LHI Tourism Operators
<b>5.4 The town centre is a vibrant and successful centre of the Island.</b>	5.4.1 Support community events and activities located in the town centre.	LHIB, LHI Community, Community groups

## PRIORITY THEME 6

# Housing and Development

OBJECTIVE	STRATEGIES	DELIVERED BY:
<b>6.1 Housing on the island is accessible and diverse.</b>	6.1.1 Plans and policies promote diverse and flexible housing options.	LHIB, DPHI
	6.1.2 Ensure businesses have a sustainable level of staff accommodation.	LHI Businesses, LHIB
<b>6.2 Our land is used in the most appropriate way.</b>	6.2.1 Development assessment considers social, environmental and legislative requirements to understand overall impact.	LHIB,DPHI
	6.2.2 Assess the Island's capacity for sustainable development and population growth.	LHIB, DPHI

# HOUSING AND DEVELOPMENT VISION

Our built environment is designed and planned with intention. Housing is more accessible and diverse.

Sustainable practices guide our development. Our community celebrates the character and heritage of the Island.



OBJECTIVE	STRATEGIES	DELIVERED BY:
6.3 Community members understand planning processes.	6.3.1 Develop community awareness and provide information and training on development planning processes on the Island.	LHIB
	6.3.2 Engage with community members about significant projects.	LHIB
	6.3.3 Ensure development processes are timely and efficient.	LHIB

## PRIORITY THEME 7

# Infrastructure and transport

OBJECTIVE	STRATEGIES	DELIVERED BY:
<b>7.1 Access to the mainland is sustainable, reliable, and affordable.</b>	7.1.1 Advocate for reliable air transport.	LHIB, TfNSW
	7.1.2 Monitor ongoing performance of air transport options.	Air Service Providers, TfNSW, LHIB
	7.1.3 Ensure transport to the mainland is accessible and affordable for locals.	Air Service Providers, TfNSW, LHIB
<b>7.2 Our transport network meets the needs of the community and visitors.</b>	7.2.1 Provide a safe and well-maintained road network.	TfNSW, LHIB
	7.2.2 Plan for a sustainable range of on-Island transport options.	TfNSW, LHIB, LHI Business Owners, LHI Community
	7.2.3 Create a vehicle strategy to understand needs and provide sustainable and appropriate Island transport solutions.	LHIB



## INFRASTRUCTURE AND TRANSPORT VISION

We have a safe road network for easy community mobility. Our air services offer reliable, sustainable, and affordable mainland access, supporting a sustainable number of visitors. We have reliable, sustainable and affordable shipping for goods. Our infrastructure is well-maintained and includes accessible, inclusive community facilities, and critical infrastructure is maintained and enhanced according to population and visitor numbers.



OBJECTIVE	STRATEGIES	DELIVERED BY:
<b>7.3 Our infrastructure and transport is climate conscious.</b>	7.3.1 Investigate the best approach to shift the Island's energy supply from fossil fuels to renewable sources.	DCCEEW, LHIB
	7.3.2 Explore options to enable private solar installation.	LHIB
<b>7.4 Our infrastructure assets are well-maintained.</b>	7.4.1 Maintain critical infrastructure (including waste, water, electricity, airport, jetty) to support community need and economic activity.	LHIB

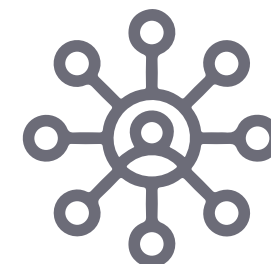
## PRIORITY THEME 7

# Infrastructure and transport cont.

OBJECTIVE	STRATEGIES	DELIVERED BY:
<b>7.5 We maintain infrastructure in line with population numbers and visitors.</b>	7.5.1 Provide accessible and well-maintained community facilities that can be adapted for a variety of uses.	LHIB
	7.5.2 Maintain amenities and public facilities (including lawns, BBQ areas, gardens).	LHIB
	7.5.3 Support development and maintenance of technological infrastructure, as desired.	LHIB, Department Regional NSW
<b>7.6 We can access goods from the mainland.</b>	7.6.1 Ensure freight service is regular, reliable and affordable.	LHIB, TfNSW, Freight Providers
	7.6.2 Monitor and report on ongoing performance of freight services.	LHIB, TfNSW, Freight Providers

## PRIORITY THEME 8

# Decision Making



## DECISION MAKING VISION

Everyone is included in our community. Decisions are made openly and fairly. We value everyone's input, share information and work together.

OBJECTIVE	STRATEGIES	DELIVERED BY:
<b>8.1 Our decision making processes focus on the community.</b>	8.1.1 Provide equitable access to all LHIB services.	LHIB
	8.1.2 Ensure appropriate social impact evaluations and community engagement informs decision-making processes.	LHIB
<b>8.2 We have an informed and engaged approach to decision making.</b>	8.2.1 Engage community members in projects, decisions and approvals made by LHIB.	LHIB
	8.2.2 Promote transparency in Board processes and decisions.	LHIB
<b>8.3 We are knowledgeable about what is happening on the Island.</b>	8.3.1 Provide a central method of communication for community members to access information from LHIB.	LHIB
	8.3.2 Facilitate understanding about community, cultural and historic context for new staff.	LHIB

## PRIORITY THEME 9

# Community building

OBJECTIVE	STRATEGIES	DELIVERED BY:
<b>9.1 We participate in our community.</b>	9.1.1 Support community groups, organisations and service clubs with different focuses and interests.	LHI Community, LHIB
	9.1.2 Optimise the use of all shared spaces for enhanced community benefit.	LHIB, LHI Community, Community groups
<b>9.2 We feel safe on the Island.</b>	9.2.1 Strengthen disaster management preparedness and understanding of emergency response plans.	Office of Emergency Management, NSW Police, SES, RFS, Marine Rescue, LHIMP, SESLHD, LHIB
	9.2.2 Promote reduction of harmful behaviours.	NSW Police, SESLHD, Departement Communities and Justice, NSW Health
	9.2.3 Visitors understand and respect Island community life.	LHITA, LHI Tourism Providers, LHI Community
	9.2.4 Ensure strong social support networks exist within the community.	LHI Community, LHI Churches, Community groups

## COMMUNITY BUILDING VISION

Our community is built on diversity and acceptance, where every community member and visitor are valued. Local connections and community groups empower us to live in a place that is safe, inclusive and welcoming.



OBJECTIVE	STRATEGIES	DELIVERED BY:
<b>9.3 Our community is harmonious, cohesive and inclusive.</b>	9.3.1 Support volunteers to drive positive change in the community.	Office of Emergency Management, Department Communities and Justice, LHIB, LHI Community
	9.3.2 Strengthen inclusion and foster community participation of people of all ages, abilities and identities.	LHI Community, LHIB
	9.3.3 Support responsible pet ownership and animal welfare needs balancing community and environmental needs.	LHIB, LHI Pet Owners, LHI Community
<b>9.4 We have a wide range of entertainment available.</b>	9.4.1 Support access to a range of sporting opportunities.	LHIB, Community groups
	9.4.2 Develop and support entertainment options.	LHIB, LHI Community
	9.4.3 Support inclusive community events and gatherings.	LHIB, DNSW, DNC, LHITA, LHI Community

# Statements

## MEASURING SUCCESS

The Plan provides a long-term vision of Lord Howe Island in 10 years. To achieve this vision it is crucial to track the implementation of objectives and strategies outlined in the Plan.

LHIB will develop supporting plans based on the vision, objectives and strategies in this plan to act as functional guides. The supporting plans will include desired outcomes, which will help to measure our success in moving toward the realisation of the community vision.

LHIB has taken the lead in developing the Plan and will implement it through Delivery and Operational Plans, but other stakeholders also play a significant role in realising the community vision. LHIB will work with these stakeholders, who include community members, community groups and organisations, businesses, schools and education facilities, New South Wales Government and Australian Government.

A key component in measuring success is ensuring that community members are engaged in projects and processes delivered by LHIB.

LHIB will review the Plan following 2034.

## LEGISLATIVE REQUIREMENTS

The Plan considers and works in support of relevant New South Wales plans and policies, and relevant global interests. Being an island, Lord Howe Island is not located within a defined NSW region. The following table describes matters of interest reflected in the Plan and the corresponding State and global plan or policy the Plan complements.

	STATE	GLOBAL
<b>Matters of interest</b>	Healthcare (including aged, child and disability care and support), transport, education, employment, police, infrastructure development, environment, emergency preparedness	Natural environment, social and human rights, geopolitical, global development and economy.
<b>Plans and policies</b>	<p>State planning policies, including Biodiversity and Conservation Policy, Coastal Policy, Housing Policy, Environmental Planning Policy</p> <p>State transport policies, including Future Transport 2056, Active Transport Strategy, Maritime Safety Plan 2026,</p> <p>State Infrastructure Strategy</p> <p>NSW Future Health Plan</p> <p>NSW SES Strategic Plan</p>	<p>UNESCO World Heritage criteria</p> <p>United Nations Sustainable Development Goals</p>

# Appendix 1: Developing the Plan

The framework for the workshop discussions was established by gathering and analysing feedback captured during engagement activities between 2010 and 2022. These engagement activities focused on a range of interests LHIB manages on behalf of the Island.

The feedback captured during these engagement activities was used to define what the community and visitors love about the Island, and the opportunities and challenges the community see for the Island over the next 10 years.

While these engagement activities focused on different matters, there was strong consistency in the themes of feedback provided by community members and stakeholders. These themes have guided the development of the Plan. In early 2024, LHIB conducted comprehensive community engagement to contribute to the draft Plan. This was to ensure

that ideas from previous community feedback were accurately captured and communicated and allowed the opportunity for understanding on what the community wanted.

The Plan was developed by collating community feedback received over the past 10 years, and finalised following community engagement activities in February 2024.

In February 2024 we conducted community workshops on various themes that were open to all residents on the Island. During these workshops, previous engagement outputs were utilized to identify themes and issues as discussion starters. Depending on attendance, discussions were held in small groups or as one large group. Participants were encouraged to share their thoughts on existing gaps, successful initiatives, and suggestions for the next decade.



Additionally, an online workshop was hosted to accommodate interested people not present on the Island. Submissions via verbal communication, email, social media comments, and staff workshops were accepted. Engagement also occurred with the primary school children and the senior citizens, providing paper surveys for those unable to access online platforms.

Feedback, ideas, and future plans were collated into one document. Large sheets containing these collated inputs were displayed at the community hall during the election of board members. Each participant was allotted 10 “votes” to assign to listed items based on their importance or priority.

Subsequently, the items were categorized into themes and used to formulate a community

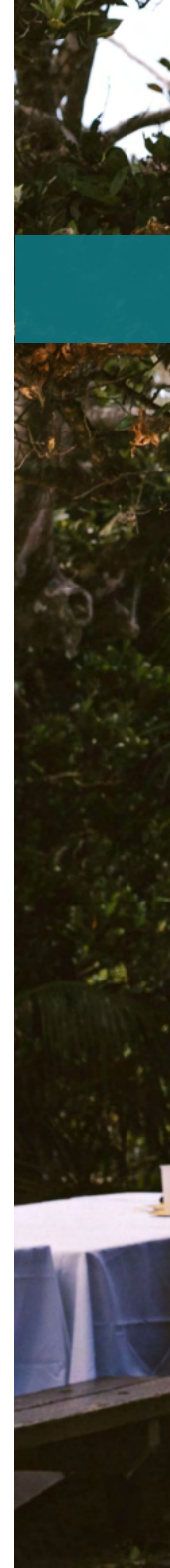
survey known as the Community Strategic Plan Survey 2024. This survey served as a means to validate if we understood the community’s feedback.

The themes, objectives, and strategies in the Plan were then revised to reflect the combined results from past engagements and the early 2024 community input process.

## Appendix 2: Other community engagement used in creating the Plan

LHIB has delivered a range of community engagement projects and activities over the last 10 years, including:

- the Small Islands Forum in 2012
- a visitors survey in 2017
- a community survey in 2019
- arrival and departure surveys for Island Conservation Volunteer visitors in 2018 and 2019
- a children's survey in 2019
- community workshops on key themes in 2019
- a wastewater workshop in 2020
- Lord Howe Island community skills and knowledge survey in 2022
- a telecommunication survey in 2022









## Appendix 3: Delivering the Plan

The Plan explores and describes our community's vision for the future of Lord Howe Island. As a vision, it describes an ideal outcome and provides objectives to achieve that outcome.

The Plan does not articulate a set route to achieve the vision. Instead, short-term plans and programs will explore each aspiration and set specific actions to reach each objective. This will provide some flexibility, over time, on how to achieve the vision.

### TIMELINE



Figure 2: Timeline of major milestones in the delivery of the Community Strategic Plan

The Plan puts together a detailed framework that combines legislative responsibilities, what the community wants, and larger government goals and LHIB responsibilities into a clear strategy. This strategy helps guide how things will be done and the plans for making it happen.

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.



Figure 3: Integrated Planning Framework: Aligning Objectives, Strategies, and Actions

## EXAMPLE ACTION IMPLEMENTATION

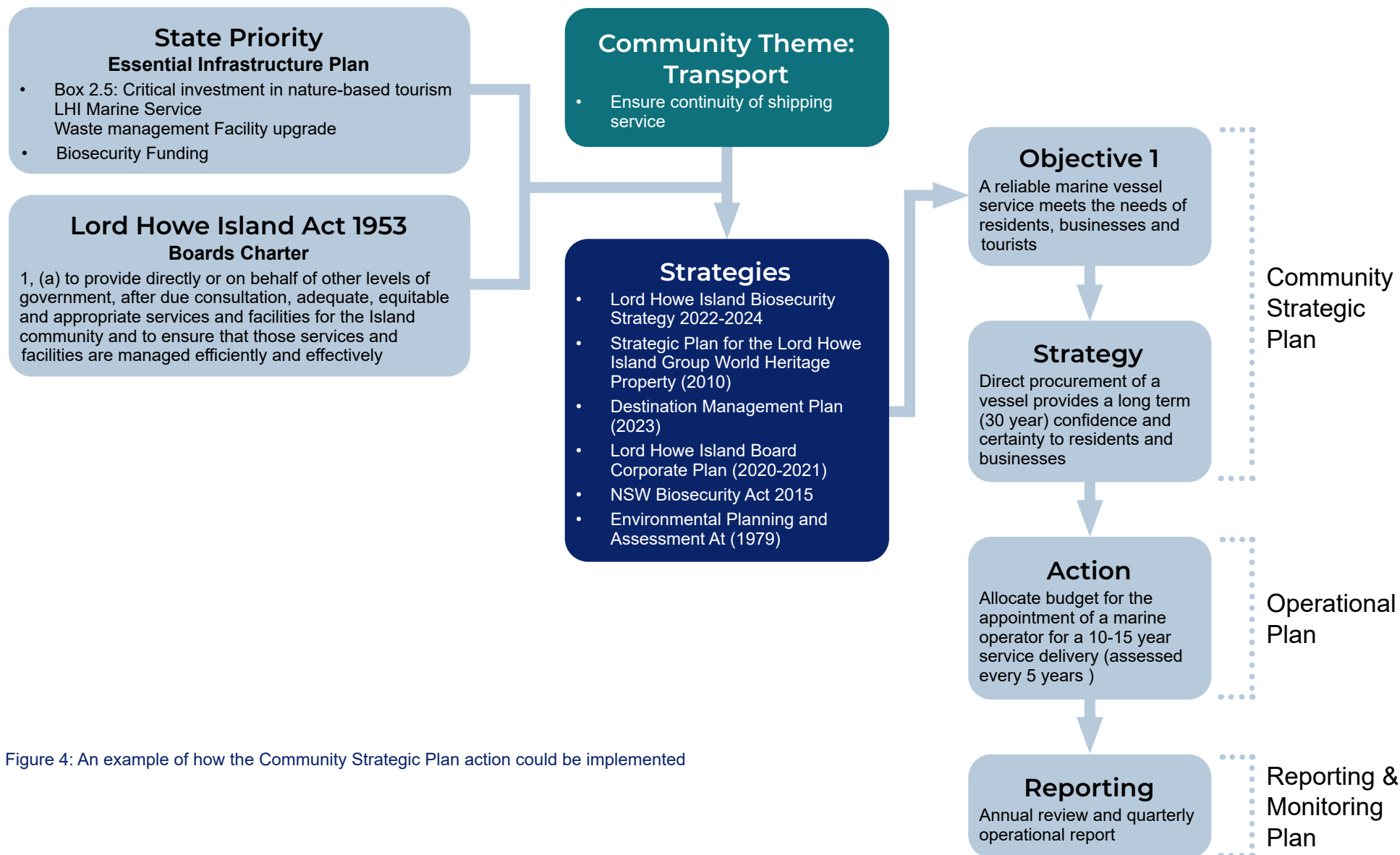


Figure 4: An example of how the Community Strategic Plan action could be implemented









### Draft CSP Amendments

PAGE	TITLE	AMEND
4	Foreword	Foreword to be finalised
10	Our Partners	Update to NSW Department of Primary Industries and Regional Development
10	Our Partners	Replace 'Office of Emergency Management with National Emergency Management Agency
14 & 15	Theme 1 Health and Wellbeing	References to delivery by 'NSW Health' or 'SESAHS' to show as "To be confirmed" pending a formal response
16	Theme 2 Environment	2.1.5 - Add DNSW / DNC
17	Theme 2 Environment	2.1.7 - Update DPI name to NSW Department of Primary Industries and Regional Development
17		2.1.7 - Remove 'visitors' not on partners list (stakeholder not a partner)
17		2.1.7 - Add DCCEEW and DOC
17		2.2.2 - Add DCCEEW
17		2.2.3 - Add LHI Community Groups, LHIMP, DPI&RD
18		3.1.4 - Update name of Dept of Reg NSW to NSW Department of Primary Industries and Regional Development
22	Theme 6 Housing & Development	6.2.1 - Add DCCEEW
24	Theme 7 Infrastructure & Transport	7.2.2 - LHI Businesses - remove 'Owners'
26		7.5.3 - Remove Dept of Reg. NSW and update to NSW Department of Primary Industries and Regional Development
28	Theme 9 Community Building	9.2.1 - Update Office of Emergency Management to National Emergency Management Agency
		9.2.3 - Replace LHI Tourism Providers with LHI Tourism Operators
		9.3.1 - Update Office of Emergency Management to National Emergency Management Agency
30	Statements	Second paragraph - Remove: ' in this plan to act as functional guides.'
37	Appendix 3	A community need driven service delivery model will underpin the.....' reword to '...A service delivery model that best meets the needs of the community will underpin...

<b>Board Meeting:</b> August 2024	<b>Agenda Number:</b> 10.01	<b>Record Number:</b> ED24/5013
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# LORD HOWE ISLAND BOARD

## BUSINESS PAPER

### OPEN SESSION

#### Item

Application to transfer two (2) special leases - SL2011.21 and SL2011.22 – Estate of Bryan Rupert Charlton Young

#### Recommendations

1. **The Board recommends** that the Minister approve the transfer of Special Lease 2011.21 being Portion 66 of LHI 17 and Special Lease 2011.22, being Lot 276 of DP48455, by way of distribution of the Will from the Estate of Bryan Rupert Charlton Young to Annette Olive Young, subject to the existing conditions of the leases and amended property management plans with an expiry date of 31 December 2025 to coincide with the expiry date of all other special leases on Lord Howe Island.
2. **Following adoption of Recommendation 1, the Board to recommend** that the Minister approve the transfer of Special Lease 2011.21 being Portion 66 of LHI 17 and Special Lease 2011.22, being Lot 276 of DP48455, by way of gift from Annette Olive Young to Daniel Martin Young, subject to the existing conditions of the leases and amended property management plans with an expiry date of 31 December 2025 to coincide with the expiry date of all other special leases on Lord Howe Island.

#### Current position

Mr Bryan Rupert Charlton Young, the holder of Special Lease 2011.21 and Special Lease 2011.22, passed away on 03 January 2024. His Will provided that all interest in both Special Leases be left to his wife, Annette Olive Young.

On 20 March 2024, the Board received a letter from Hall & Wilcox, who act for the joint executors, Annette Olive Young, Cissy Young and Daniel Young, requesting that Special Lease 2011.21 and Special Lease 2011.22 be transferred to Annette Olive Young pursuant to the Will of Mr Bryan Young. The letter advised that no Grant of Probate was applied for or issued as the deceased's assets do not constitute a requirement to apply for a grant of probate.

Hall & Wilcox has provided certified copies of the Will and death certificate of Mr Young as evidence of the appointed joint executors and beneficiary in relation to special leases.

Pursuant to s44A of the *Probate and Administration Act 1898*, Annette Young, Cissy Young and Daniel Young can sign the transfer documents for Special Leases 2011.21 and 2011.22 and give effect to the terms of Mr Young's Will.

On 12 July 2024, the relevant documentation was received from the joint executors to effect the transfer of SL2011.21 and SL2011.22 to Annette Young and subsequent to that, the transfer from Annette Young to Daniel Young.

## Section 22 Special Leases

All land on Lord Howe Island is Crown land and may only be dealt with in accordance with the provisions of the *Lord Howe Island Act 1953* (the Act).

Pursuant to Section 22 of the Act, the Act requires that a special lease holder meet the following criteria:

- (1) Subject to this section the Minister may lease Crown lands for cultivation or grazing or cultivation and grazing or for such other purposes as the Minister on the recommendation of the Board may approve.
- (2) The term of a lease under this section may be fixed for any period not exceeding ten years, but such term may, on the recommendation of the Board, be extended by the Minister for such period as the Board may recommend.
- (3) A lease may only be granted under this section to the holder of a lease under section 21 (holder of a lease in perpetuity for the purposes of residence).
- (4) An application for a lease under this section shall be made to the Board in the manner and in or to the effect of the prescribed form.

Annette Young meets the criteria under Section 22 as follows:

- Has submitted the required form 3 and Property Management Plans have been developed showing the existing and proposed land use as grazing, nature conservation and passive recreation;
- Is the holder of Perpetual Lease 1954.02; and
- Has submitted the application to the Board in the prescribed form.

## Section 23 Transfers and subleases

Section 23(4B) of the Act provides direction with regard to the term and conditions for transfer of leases issued under section 22:

- (ii) *where the original lease was a lease under section 22, the lease of the part so transferred and the residue so retained shall be each held for the balance of the term for which the original lease was held before the transfer,*
- (iii) *the lease of the part so transferred and the residue so retained shall, as from the transfer, be each held in all respects as a separate lease, but shall, subject to subsection (8) of section 21, or subsection (7) of section 22, as the case may require, and to section 25, be subject to such conditions, reservations or provisions as applied in respect of the original lease immediately before the transfer.*

## Transfer of Special Leases from Annette Young to Daniel Young

Mrs Young has also submitted Forms 5 – Applications for consent to transfer SL2011.21 and SL2011.22 to her son, Daniel Martin Young as he oversees the special lease and plans to continue running livestock on the lease.

Daniel Martin Young also meets the criteria under Section 22 as follows:

- Has submitted the required forms 3 and Property Management Plans have been developed showing existing and proposed land use for SL2011.21 - grazing, nature conservation, water catchment area and passive recreation and for SL2011.22 - grazing, passive recreation, water catchment and storage, nature and heritage conservation;
- He is the holder of Perpetual Lease 2000.02; and
- Has submitted the application to the Board in the prescribed form.

The paper proposes that the Board recommend to the Minister the transfer of SL2011.21 and SL2011.22 from the Estate of Bryan Young to Annette Young, 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.

Following the Board's adoption of Recommendation 1 proposes the Board recommend to the Minister the transfer of SL2011.21 and SL2011.22 from Annette Young to her son, Daniel Young.

There is otherwise no known objection to approval of this application.

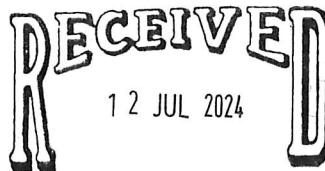
## Attachments

Attachment	Title
A	Form 3 – SL2011.21 – Applications for special lease and Property Management Plan – Young
B	Form 3 – SL2011.22 – Applications for special lease and Property Management Plan – Young

## Approval and contact

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

SL2011.22



**Form 3 Application for special leases**

Lord Howe Island Board (Clause 37 (2))

Lord Howe Island Act 1953, section 22

I, [full name] Annette Olive Young apply for special lease for the purpose of

[state use intended to be made of land] grazing Water Collection & Storage

of the land described below (and shown on the accompanying sketch—*required if the land is not a measured portion*):

I have made the declaration on the back of this form.

Signed this Eleventh day of July, 2024.

Signature: [Signature]

Address: Milkyway Old Settlement Beach Lord Howe Island NSW  
2898

To the Chairperson,  
Lord Howe Island Board.

### Declaration by applicant

I, [full name] Annette Olive Young, of [address], Milky Way  
1 Old Settlement Beach, Lord Howe Island NSW 2898

solemnly declare and affirm that I am the applicant for a special lease of the land described on the front and that the answers to the questions in the Schedule are correct.

### Schedule


1	(a)	Are you the holder of a lease in perpetuity for residence under section 21 of the <u>Lord Howe Island Act 1953</u> ?	Yes
	(b)	If you are not the holder at present, have you applied for such a lease?	N/A
2	(a)	Are you already using the land the subject of this application?	Yes
	(b)	If so, for what purpose and for how long?	GRAZING, WATER COLLECTION & STORAGE 1990
3		Are there any improvements on the land the subject of this application? Give brief particulars and estimated values of the improvements.	DAM FENCING (SOLAR ELECTRIC) \$15000 \$400

I make this solemn declaration as to the above matters according to the law in this behalf made and subject to the punishment by law provided for any wilfully false statement in any such declaration.

Signature of Declarant: 

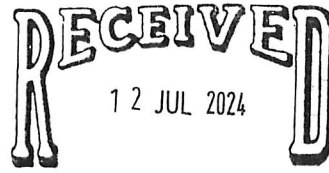
Made before me at LORD HOWE ISLAND

this 11<sup>TH</sup> day of JULY, 2024.

 AMY LOUISE HICKEY JUSTICE OF THE PEACE  
Signature of a Justice of the Peace, Commissioner for Affidavits or Notary Public: 250582

SL 2011-22

**Form 3 Application for special leases**



Lord Howe Island Board

(Clause 37 (2))

Lord Howe Island Act 1953, section 22

I, [full name] DANIEL MARTIN YOUNG apply for special lease for the purpose of  
[state use intended to be made of land] GRAZING, WATER COLLECTION AND  
STORAGE, PASSIVE RECREATION

of the land described below (and shown on the accompanying sketch—*required if the land is not a measured portion*):

I have made the declaration on the back of this form.

Signed this ELEVENTH day of JULY, 20 24.

Signature: [Signature]

Address: 319 MUTONBIRD DRIVE, LORD HOWE ISLAND NSW 2898

To the Chairperson,  
Lord Howe Island Board.

## Declaration by applicant

I, [full name] DANIEL MARTIN YOUNG, of [address], 319 MUTTONBIRD DRIVE, LORD HOWE ISLAND, NSW 2898

solemnly declare and affirm that I am the applicant for a special lease of the land described on the front and that the answers to the questions in the Schedule are correct.

## Schedule

1	(a)	Are you the holder of a lease in perpetuity for residence under section 21 of the <u>Lord Howe Island Act 1953</u> ?	YES
	(b)	If you are not the holder at present, have you applied for such a lease?	
2	(a)	Are you already using the land the subject of this application?	YES
	(b)	If so, for what purpose and for how long?	GRAZING, WATER COLLECTION & STORAGE 1990
3		Are there any improvements on the land the subject of this application? Give brief particulars and estimated values of the improvements.	DAM - \$5000 FENCING SOLAR ELECTRIC FENCE - \$4000

I make this solemn declaration as to the above matters according to the law in this behalf made and subject to the punishment by law provided for any wilfully false statement in any such declaration.

Signature of Declarant: \_\_\_\_\_

Made before me at LORD HOWE ISLAND

this 11TH day of JULY, 2024.

Amy Louise Hickey JUSTICE OF THE PEACE  
Signature of a Justice of the Peace, Commissioner for Affidavits or Notary Public: 250582



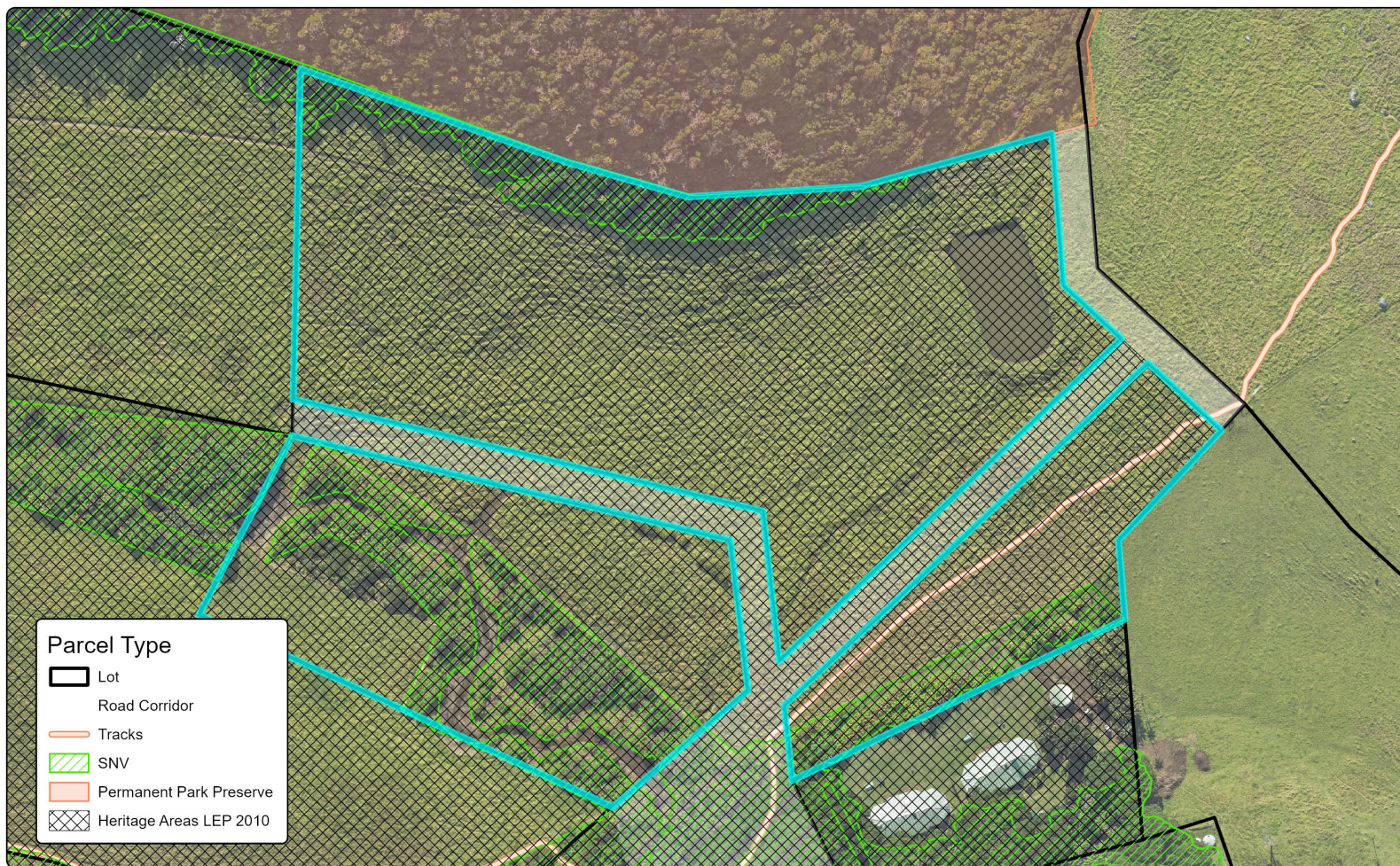
## PROPERTY MANAGEMENT PLAN

**Special Lease No:** SL2011.22  
**Portion No:** Portion 66 ,LHI 17  
**Total Area:** 34,810 square metres  
**Leaseholder:** Annette Young and Daniel Young

<b>Site description</b>	<p>Portion 276 contains extensively cleared agricultural lands with some areas of Significant Native Vegetation (SNV) along the east, west, and south lease boundaries. The western edge of the lease shares a boundary with the Permanent Park Preserve (PPP). It has a generally southerly aspect with some steeper slopes below the PPP.</p> <p>The lease is within a designated Heritage Area in the <a href="#">LHI Local Environmental Plan 2010</a> (LEP) (Old Settlement Beach area) and is therefore subject to relevant additional conditions in the LEP. The access track to the Catalina crash site (that is situated on adjoining lease 2011.21, portion 66) partially runs through the southern side of this lease. The Catalina crash site is a proposed Heritage Site.</p> <p>The lease incorporates a creek and low-lying <a href="#">Lagunaria Swamp Forest</a> that is currently fenced from livestock and is subject to LHIB revegetation program. The lease also incorporates a man-made dam, which attracts migratory water birds particularly during extended dry periods.</p>
<b>Existing and proposed land use</b>	<p><b>Existing:</b></p> <p>Grazing, passive recreation, and nature conservation.</p> <p><b>Proposed:</b></p> <p>Grazing, passive recreation, water catchment and storage, nature and heritage conservation.</p>
<b>Management priorities and responsibilities and timeframes.</b>	<p><b>Leaseholder Responsibility:</b></p> <p>Maintain lease in accordance with LHIB lease conditions, particularly for the control of pests and declared noxious weeds.</p> <p>Maintain and repair boundary fencing to a high standard to ensure livestock do not wander outside of the lease, in line with the <a href="#">Stock Importation Policy</a>.</p> <p>Maintain stocking numbers to a sustainable level and appropriately manage grazing regimes.</p> <p>Ensure mapped areas of SNV are preserved for nature conservation in line with the <a href="#">LHI Local Environment Plan 2010</a>.</p>

	<p>Ensure management activities do not interfere with the integrity of the watercourse or the regeneration of the <i>Lagunaria</i> swamp forest.</p> <p>Ensure management activities do not impact on the heritage area as described in the LEP.</p> <p><b>LHIB Responsibility:</b></p> <p>Maintain regeneration of the <i>Lagunaria</i> swamp forest area.</p>
<b>Issues/Threats</b>	<p>Overgrazing, especially on steeper slopes</p> <p>Weed invasion.</p> <p>Damage to native vegetation within mapped SNV or the PPP from ineffective fencing.</p> <p>Damage to watercourse and revegetation area from livestock and ineffective fencing.</p> <p>Damage to the heritage statues of the site from inappropriate management activities.</p>





Scale at A4 = 1:1,400  
MGA 94 - Zone 57

This map is not guaranteed to be free from error or omission. Therefore, the Lord Howe Island Board and its employees disclaim liability of any act done or omission made on the information on the map and any consequences of such acts or omissions.

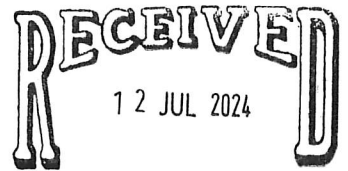
## Special Lease 2011.22

Lord Howe Island Board  
Created on: 13/08/2024





SL2011.21



**Form 3 Application for special leases**

Lord Howe Island Board

(Clause 37 (2))

Lord Howe Island Act 1953, section 22

I, [full name] Annette Olive Young apply for special lease for the purpose of  
[state use intended to be made of land] grazing, water collection, Nature  
Conservation, Passive Recreation

of the land described below (and shown on the accompanying sketch—required if the land is not a measured portion):

I have made the declaration on the back of this form.

Signed this Eleventh day of July, 2024.

Signature: [Signature]

Address: Milky Way, 1 Old Settlement Beach, LORD HOWE ISLAND NSW 2898

To the Chairperson,  
Lord Howe Island Board.

### Declaration by applicant

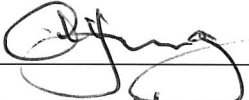
I, [full name] Annette Olive Young, of [address], Milky Way  
1 Old Settlement Beach, Lord Howe Island 2898 N.S.W

solemnly declare and affirm that I am the applicant for a special lease of the land described on the front and that the answers to the questions in the Schedule are correct.

### Schedule

1	(a)	Are you the holder of a lease in perpetuity for residence under section 21 of the <u>Lord Howe Island Act 1953</u> ?	Yes
	(b)	If you are not the holder at present, have you applied for such a lease?	N/A
2	(a)	Are you already using the land the subject of this application?	Yes
	(b)	If so, for what purpose and for how long?	GRAZING, NATURE CONSERVATION 1977 PASSIVE RECREATION.
3		Are there any improvements on the land the subject of this application? Give brief particulars and estimated values of the improvements.	Fence lines - \$5000.00

I make this solemn declaration as to the above matters according to the law in this behalf made and subject to the punishment by law provided for any wilfully false statement in any such declaration.

Signature of Declarant: 

Made before me at

LORD HOWE ISLAND

this

11<sup>TH</sup>

day of

JULY

, 20

24.



AMY LOUISE HICKEY

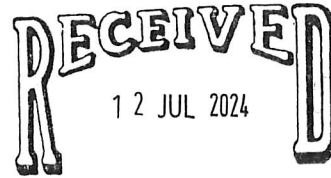
JUSTICE OF THE PEACE

Signature of a Justice of the Peace, Commissioner for Affidavits or Notary Public:

250582

SL2011.21

**Form 3 Application for special leases**



Lord Howe Island Board (Clause 37 (2))

Lord Howe Island Act 1953, section 22

I, [full name] DANIEL MARTIN YOUNG, apply for special lease for the purpose of

[state use intended to be made of land] GRAZING, WATER COLLECTION

& NATURE CONSERVATION, PASSIVE RECREATION

of the land described below (and shown on the accompanying sketch—*required if the land is not a measured portion*):

I have made the declaration on the back of this form.

Signed this ELEVENTH day of JULY, 2024.

Signature: 

Address: 319 MUTTON BIRD DRIVE, LORD HOWE ISLAND, NSW, 2898

To the Chairperson,  
Lord Howe Island Board.



### Declaration by applicant

I, [full name] DANIEL MARTIN YOUNG, of [address], 319 MUTTONBIRD DRIVE, LORD HOWE ISLAND, NSW 2898

solemnly declare and affirm that I am the applicant for a special lease of the land described on the front and that the answers to the questions in the Schedule are correct.

### Schedule

1	(a)	Are you the holder of a lease in perpetuity for residence under section 21 of the <u>Lord Howe Island Act 1953</u> ?	YES
	(b)	If you are not the holder at present, have you applied for such a lease?	
2	(a)	Are you already using the land the subject of this application?	YES
	(b)	If so, for what purpose and for how long?	GRAZING, NATURE CONSERVATION 1977 PASSIVE RECREATION
3		Are there any improvements on the land the subject of this application? Give brief particulars and estimated values of the improvements.	Fences \$5000.00

I make this solemn declaration as to the above matters according to the law in this behalf made and subject to the punishment by law provided for any wilfully false statement in any such declaration.

Signature of Declarant: \_\_\_\_\_

Made before me at \_\_\_\_\_

LORD HOWE ISLAND

this \_\_\_\_\_

11<sup>TH</sup>

day of \_\_\_\_\_

JULY

, 20 24.

AMY LOUISE HICKEY JUSTICE OF THE PEACE  
Signature of a Justice of the Peace, Commissioner for Affidavits or Notary Public: 250582

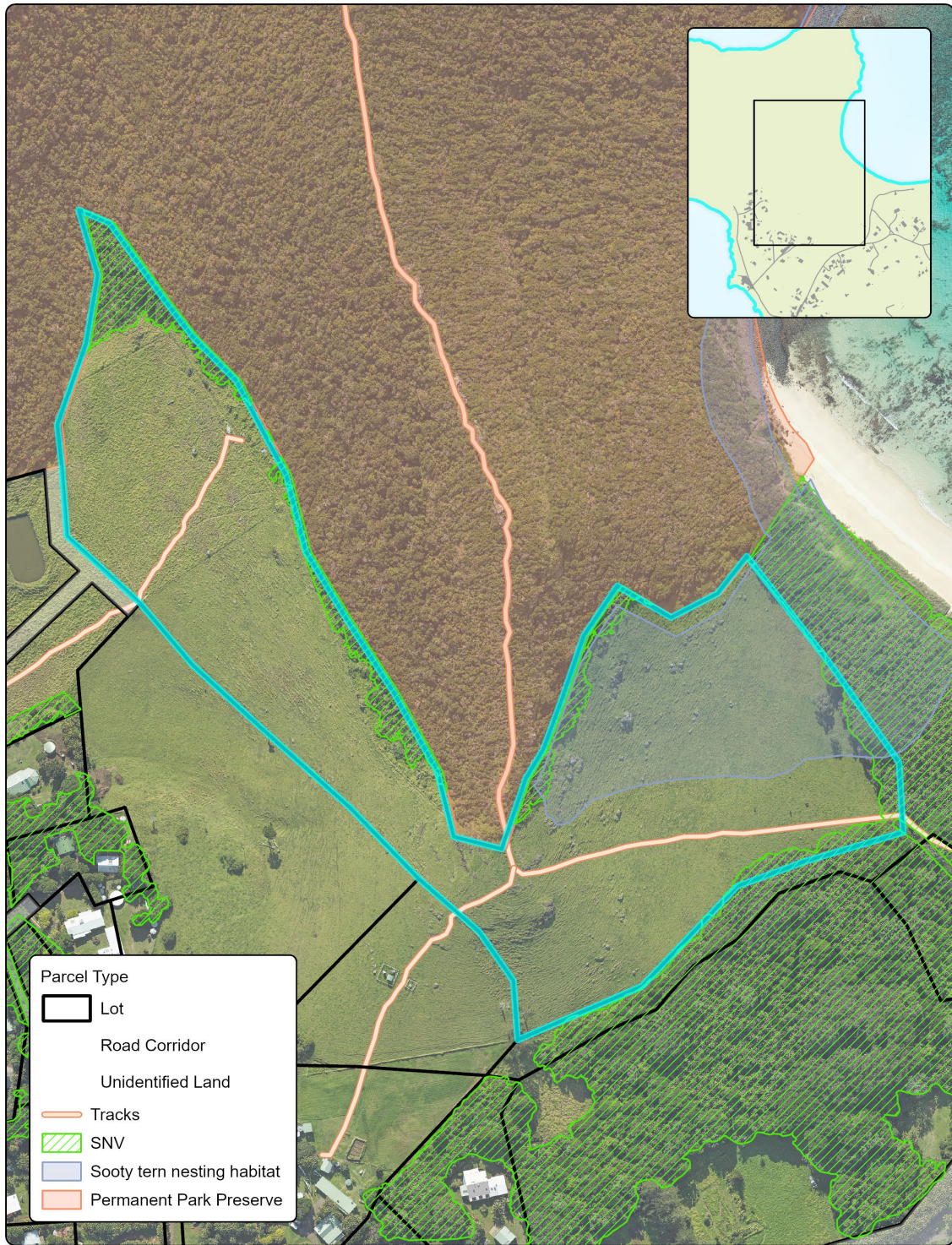
## PROPERTY MANAGEMENT PLAN

**Special Lease No:** SL2011.21  
**Portion No:** Portion 66, LHI 17  
**Total Area:** 69,050 square metres  
**Leaseholder:** Annette Olive Young and Daniel Young

<b>Site description</b>	<p>Portion 66 contains extensively cleared agricultural lands with some areas of Significant Native Vegetation (SNV) along the north, east, and south lease boundaries. The northern edges of the lease share a boundary with the Permanent Park Preserve (PPP). It features steep undulating open paddock areas with a south westerly aspect.</p> <p>A walking track runs through the lease providing access from Ned's Beach to Thompson's Lookout and makes up part of the track to the summit of Malabar Hill. The northern portion also contains wreckage associated with the Catalina crash site, and the access track to this site. The Catalina crash site is a proposed Heritage Site.</p> <p>The eastern portion of the lease overlooking Ned's Beach is an important nesting area for sooty terns. The southern boundary of the lease borders important flesh-footed shearwater nesting habitat.</p>
<b>Existing and proposed land use</b>	Grazing, nature conservation, water catchment area, and passive recreation.
<b>Management priorities and responsibilities and timeframes.</b>	<p><b>Leaseholder Responsibility:</b></p> <p>Maintain lease in accordance with LHIB lease conditions, particularly for the control of pests and declared noxious weeds.</p> <p>Maintain and repair all fencing to a high standard to ensure livestock do not wander outside of the lease or through environmentally sensitive areas, in line with the <a href="#">Stock Importation Policy</a>.</p> <p>Maintain stocking numbers to a sustainable level and appropriately manage grazing regimes.</p> <p>Ensure mapped areas of SNV are preserved for nature conservation in line with the <a href="#">LHI Local Environment Plan 2010</a>.</p> <p>Seasonally fence off sooty tern nesting area between September to February to control livestock access to the environmentally sensitive area (dates to be advised seasonally by the LHIB Environment and Community Services unit to accommodate variability).</p>

	<p>Ensure management activities do not adversely impact on the Catalina wreckage and the site overall.</p> <p><b>LHIB Responsibility:</b></p> <p>Maintain public walking tracks on the lease that are mapped in the LHI <a href="#">Walking Track Brochure</a>.</p> <p>Provide assistance with initial erection of fence to protect sooty tern nesting area – all maintenance and repairs to be the responsibility of the leaseholder following initial installation.</p>
<b>Issues/Threats</b>	<p>Overgrazing, especially on steeper slopes.</p> <p>Weed invasion.</p> <p>Damage to native vegetation within mapped SNV or the PPP from ineffective fencing.</p> <p>Adverse impacts to seabird nesting sites from cattle disturbance.</p> <p>Adverse impacts on the Catalina wreckage from management activities.</p>





<b>Board Meeting:</b> August 2024	<b>Agenda Number:</b> 10.02	<b>Record Number:</b> ED24/4410
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# LORD HOWE ISLAND BOARD

## BUSINESS PAPER

### OPEN SESSION

#### Item

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Application for consent to transfer PL1954.23 – Sublease – Philip Whistler to Lois Whistler

#### Recommendations

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1. **The Board recommends that** the Minister approve the transfer of 50% share of PL1954.23, being Portion 3 of LHI 41 and Lot 260 of DP48283, by way of sublease from Philip James Whistler to Lois Lucille Whistler for an indefinite period.

#### Current position

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Under the *Lord Howe Island Act 1953* (the Act) and the standard conditions of perpetual leases on the Island all leaseholders (whether they are sole lessees, tenants-in-common or joint tenants) have a responsibility to reside continuously and in good faith on their lease without any other habitual residence, unless the condition of residence is suspended in accordance with the LHI Act.

Section 21(7) states:

*Subject to this subsection and subsections (7A) and (7B), a condition of residence on the lease shall attach thereto in perpetuity, and shall be performed by the holder or sublessee thereof for the time being, and residence shall commence within six months after the granting of the application or such further period as the Minister on the recommendation of the Board may approve...*

Where a leaseholder does not reside on their lease they can apply to the Board to consider making a recommendation to the Minister to consent to a sublease.

Section 23(2) of the Act sets out how the Board must receive the application to transfer a lease and the requirement for Minister's consent to sub-lease:

*(2) Application for consent to transfer, except:*

- (a) by way of discharge of mortgage, or*
- (b) to the Board by way of mortgage as security for an advance under s12(A),*

*Or to sublet a lease under this Act shall be made in the prescribed form and manner, and such transfer or subletting shall not be effected, or if effected shall not be valid, unless the consent thereto of the Minister, and in the case of a transfer (not being a transfer by way of mortgage) or subletting to a person other than an Islander, the approval of the Governor, has been obtained.*



(3) The Minister may consent to the transfer (not being a transfer referred to in paragraph (a) or (b) of subsection (2)) or subletting if the Board so recommends, or the Minister may at his or her discretion refuse consent.

(4) The Board shall have an absolute discretion to recommend the granting or refusal of any application for consent under this section but shall not recommend the granting of consent to a transfer or subletting to any person other than an Islander unless satisfied that there is no Islander who desires and is in a position to take transfer or sublease, as the case may be, of the lease.

The Act does not give any further guidance as to what matters the Board should take into consideration when determining to accept or reject an application.

## Background

PL1954.23, being Portion 3 of LHI 41 and Lot 260 of DP48283, is held by the Philip James Whistler and Lois Lucille Whistler as 50%/50% share tenants in common. Philip Whistler acquired 50% of the lease by way of devolution under the Will of his father, the late James Whistler in 2011.

Lois Whistler resides on the island and is complying with the residency requirement under the lease. Philip Whistler is not residing on the island and therefore is in breach of the residency condition applying to the lease.

An application for consent to transfer Dr Whistlers 50% share of PL1954/23 to his mother, Lois Whistler was lodged on 31/05/2024.

## Conclusion

The proposed transfer of Dr Whistler's share of PL1954.23 by way of sublease is consistent with the Act:-

- The application is made in the prescribed manner;
- Lois Lucille Whistler satisfies the definition of an Islander under the Act and currently resides on the said lease, PL1954.23;
- By subleasing to his mother, Dr Whistler is able to satisfy the requirement that an Islander resides on his lease until he returns to the island.

There is otherwise no known objection to approval of this application.

## Attachments

Attachment	Title
A	Nil

## Approval and contact

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



<b>Board Meeting:</b> August 2024	<b>Agenda Number:</b> 10.03	<b>Record Number:</b> ED24/2623
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**LORD HOWE ISLAND BOARD**  
**BUSINESS PAPER**  
**OPEN SESSION**

**Item**

Modification of Perpetual Lease Conditions for PL2021.02 – Easements – Fletcher Owens

**Recommendations**

1. **Approve** modifications to Lease conditions for PL2021.02 which address miscategorising of access arrangements.

**Current position**

A review of the Lease for Lot 2 DP1261010, PL2021.02 held by Fletcher Owens has been undertaken recently in relation to a number of development applications on the property and adjoining properties.

Lot 2 DP1261010 contains access arrangements noted in the Lease which are intended to provide rights of access in favour of 2 properties to the north being Lot 11 DP1202580 (Josh Owens) and Lot 1 DP1261010 (Diane Owens).

Two easements for access appear to have been mis categorised at the point of assignment on the lease. Clause 21 of the lease which deals with the easement identified 'A' on the Plan of subdivision and clause 22 of the lease which deals with the easement identified 'C' in the Plan are erroneous. Both easements are described as benefitting Lot 2, which is incorrect. They in fact burden Lot 2 for the benefit of adjoining Lot owners (Lot 1 and Lot 11).

A written request has been received from the legal representative of Josh Owens to amend the Lease to reflect the intended and actual rights of access which burden Lot 2 in favour of Lots 1 and 11.

**Amended Lease Conditions Wording**

The wording of the Lease agreement is proposed to be amended as follows:

Clause 21:

"The Lessee has the burden of an easement for services in terms of the wording of Part 11 of Schedule 8 of the Conveyancing Act 1919 but only within the survey boundaries shown on the plan DP1261010 registered 9 March 2020 held by the Board vide a copy of which is attached as a notation to this Lease."

Clause 22:

"The Lessee has the burden of an easement for services in terms of the wording of Part 11 of Schedule 8 of the Conveyancing Act 1919 but only within the survey boundary shown on the plan DP1261010 registered 9 March 2020 held by the Board vide a copy of which is attached as a notation to this Lease.

## Attachments

Attachment	Title
A	Copy of current Perpetual Lease document PL2021.02 – Fletcher Owens

## Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Myall Stevens	Contract Planner

State of New South Wales  
IN THE COMMONWEALTH OF AUSTRALIA



LEASE IN PERPETUITY FOR THE PURPOSE OF RESIDENCE

(Lord Howe Island Act 1953, section 21)

WHEREAS Diane Ellen Owens of Lord Howe Island being the holder of a Lease in Perpetuity No. 2015.02 for the purpose of residence under the provisions of the *Lord Howe Island Act, 1953*, as subsequently amended (hereinafter referred to as the 'original lease') has in accordance with the provisions of the said Act transferred the original lease as to part only of the land comprised therein to Fletcher Chase Owens and the residue of the land comprised in such lease has been retained by the said Diane Ellen Owens AND WHEREAS the original lease has been delivered up for cancellation and all things required by law have been done to enable separate leases to be issued in respect of the part so transferred and the residue so retained.

I, the Minister for Energy and Environment pursuant to section(s) 21 and 23 of the *Lord Howe Island Act 1953* (the Act), responsible for administering the Act, did on the                      day of                      2021 grant to **FLETCHER CHASE OWENS**, his executors, administrators and assigns a lease in perpetuity for the purpose of residence of a parcel of land containing **8,446 square metres** and being measured **Lot 2 of DP1261010** situated on Lord Howe Island (not including any roads within the boundaries of that portion) being **Lease in Perpetuity No. 2021.02** (shown in the plan hereon), together with all rights, easements and appurtenances to hold the land in perpetuity subject to the Act and the regulations made under the Act and to the following conditions:

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

1. THE lessee shall subject to and in accordance with the provisions of the *Lord Howe Island Act, 1953*, and the Regulations thereunder reside on the said land and make it their bona-fide residence.
2. THE lessee shall hold and use the land hereby leased bona fide in the lessee's own interest and shall not transfer, mortgage (except to the Board as security for an advance under section(s) 12A of the said Act), sublet or otherwise in any way deal with the land hereby leased or any part thereof (except by way of discharge of mortgage) except with the consent in writing of the Minister responsible for administration of the Act first had and obtained.
3. THE rent for each year shall be paid in advance to the Board on or before the 31st December of the year preceding that for which it is due.
4. THE lessee, where any fences gates or turnstiles have been erected on the land hereby leased pursuant to the conditions attaching to a previous lease and such fences gates or turnstiles are situated on the land or on the boundaries of the land hereby leased, shall repair maintain and keep in good order and condition to the satisfaction of the Board all such fences gates and turnstiles and

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



the approaches to all such gates and turnstiles.

5. THE lessee shall at all times in respect of the land hereby leased effectually destroy or cause to be destroyed all Crofton Weed, Asparagus Fern and such plants or weeds as may from time to time be declared by the Board to be noxious plants or weeds or which the Board may direct to be destroyed.
6. THE lessee shall at all times, unless authorised or otherwise directed by the Board, carefully preserve all bush, timber, trees, palms and vegetative material (except noxious weeds and plants) on the land hereby leased, and shall take all reasonable steps to prevent stock gaining access to any part of the land hereby leased on which is growing bush, timber, trees or palms.
7. THE lessee shall not at any time without the previous consent of the Board interfere with or permit to be interfered with by ringbarking, cutting or otherwise any bush, timber, trees, palms or vegetative material (except noxious weeds or plants) on the land hereby leased. Where in pursuance of an authority from the Board any ringbarking, cutting or other interference is effected for the purpose of improvement of the land hereby leased all second growth, weeds or noxious plants on such improved area shall be eradicated by the lessees by such regular consecutive treatments as the Board may direct.
8. THE lessee shall take effective steps to keep the land hereby leased free from rats or other animals now or hereafter declared by the Board to be noxious animals.
9. THE lessee shall not at any time erect or cause or permit to be erected on the land hereby leased any building or structure and shall not alter or cause or permit to be altered any building or structure at any time on the land hereby leased except with the approval of the Board first had and obtained. All buildings or structures now or hereafter existing upon the land hereby leased shall be maintained by the lessees in good order and condition to the satisfaction of the Board.
10. THE lessee shall not at any time erect, effect, or permit to be erected or effected within the site of any defined or designed easement any building, excavation or other works which shall interfere with the erection maintenance and use of works envisaged in accordance with the purpose of such easement and compatible with the object thereof.
11. THE lessee shall not at any time carry out or permit to be carried out upon the land hereby leased any burning off operations except with the consent of and subject to such conditions as may be imposed by the Board.
12. THE lessee shall not overstock the land hereby leased or any part thereof, the decision as to overstocking to rest with the Board. Should the Board deem it necessary for maintenance of pasture or preservation of the fertility of the land hereby leased or any part thereof or for the prevention of erosion thereon, it may determine the maximum number of stock that may be depastured on the land hereby leased or any specified part of such land and the lessees shall not permit the number so determined to be exceeded.
13. THE lessee shall, if and when directed by the Board, from time to time adopt and maintain on the land hereby leased or any part of it, such agricultural and/or pastoral practices and/or install such soil erosion control structures and/or refrain from or discontinue agricultural and/or pastoral practices as the Board may specify in the interests of soil conservation and the mitigation or prevention of erosion.
14. ALL palm trees and the product thereof on the land hereby leased are reserved to the Crown and shall remain Crown property but the lessees shall have sole right to collect palm seed from the land hereby leased subject however to the power of the Board to authorise some other person to collect the seed AND in that event the lessees shall permit all persons so authorised by the Board from time to time to enter upon the land hereby leased and collect and remove therefrom palmseed in such quantities as the Board may specify and the lessees shall not be entitled to compensation for any palm seed collected and removed under any such authority from the Board.

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15. THE lessee shall not at any time take or remove or permit to be taken or removed from the land hereby leased any minerals stone gravel clay shells or other material except by a person for the time being holding a permit so to do issued by or under the authority the Minister for Energy and Environment, PROVIDED the lessees may, with the prior approval of the Board, take from the land hereby leased such stone gravel clay shells or other materials which the lessee may require to use for building or other purposes upon the land hereby leased.
16. THE lessee shall permit the Board or anybody or any person authorised by it to enter upon the land hereby leased with any material and equipment at any time and from time to time for the purpose of constructing and maintaining authorised works or any other purpose approved by the Board without interference or annoyance by the lessee.
17. THE lessee shall permit the Commonwealth of Australia and any Authority of the Commonwealth or its agents, servants, workmen and invitees at all times by day or by night to go, return, pass and repass on foot along over and upon any part of the land hereby leased on which an electricity transmission or telecommunication line is now or may hereafter be constructed, for all purposes connected with effecting any necessary repair and maintenance for the transmission and supply of electricity or telecommunication services.
18. THE lessee shall not conduct upon the land hereby leased any trade or activity which in the opinion of the Board is offensive or which may endanger the public health.
19. THE lessee shall indemnify and keep indemnified the Crown from and against all actions, suits, claims and demands of whatsoever nature and all costs, charges and expenses which may be brought against the Crown or which the Crown may incur in respect of any accident or injury to any person or property which may arise out of the construction and maintenance by the lessees of gates, turnstiles or other authorised works, notwithstanding that the conditions of this lease shall in all respects have been observed by the lessees or that any such accident or injury shall arise from any act or thing which the lessees may be authorised or required to do thereunder.
20. THE lessee has the benefit of a Right of Access in terms of the wording of Part 14 of Schedule 8 of the *Conveyancing Act 1919* but only within the surveyed boundaries shown on the plan DP1261010 registered 9<sup>th</sup> March 2020 held by the Board vide a copy of which is attached as a notation to this lease.
21. THE lessee has the benefit of an Easement for Services in terms of the wording of Part 11 of the Schedule 8 of the *Conveyancing Act 1919* but only within the surveyed boundaries shown on the plan DP1261010 registered 9<sup>th</sup> March 2020 held by the Board vide a copy of which is attached as a notation to this lease.
22. THE lessee has the benefit of an Easement for Services in terms of the wording of Part 11 of Schedule 8 of the *Conveyancing Act 1919* but only within the surveyed boundaries shown on the plan DP1261010 registered 9<sup>th</sup> March 2020 held by the Board vide a copy of which is attached as a notation to this lease.



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

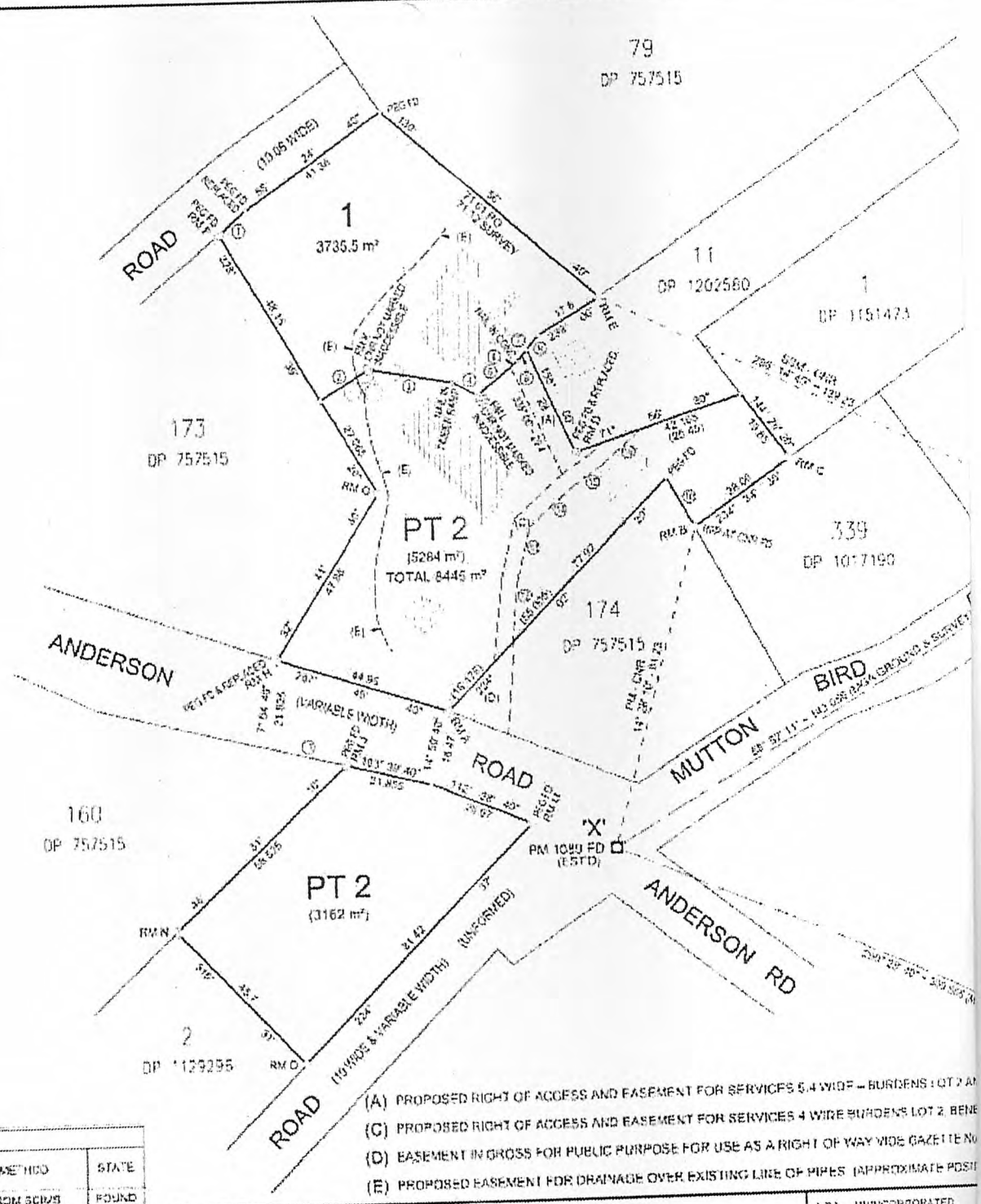
PLAN FORM 2 (A2)

WARNING: CREATING OR FOLDING WILL LEAD TO REJECTION

SCHEDULE OF REFERENCE MARKS				
NO.	DESCRIPTION	BEARING	DISTANCE	ORIGIN
A	RM GIP FD	44° 01' 40"	0.78	LHI 128 - 2500
B	RM GIP FD	68° 45' 30"	0.48	LHI 128 - 2500
C	RM GIP FD	144° 28' 00"	1	DP 1151473
D	RM GIP GONG	45° 25' 45"	0.355	DP 1202580
E	RM GIP	21° 32' 40"	0.235	PLACED
F	RM GIP FD	233° 31' 00"	1	DP 1116574
G	RM GIP FD	334° 40' 45"	7.31	LHI 128 - 2500
H	RM STAR PICKET	325° 27' 45"	15.01	PLACED
I	RM STAR PICKET	179° 19' 20"	7.835	PLACED
J	RM GIP FD	162° 00' 40"	3.324	LHI 128 - 2500
K	RM GIP	136° 09' 20"	1.82	PLACED
L	RM GIP FD	224° 30' 40"	1.295	LHI 128 - 2500
M	RM STAR PICKET	355° 03' 30"	22.775	PLACED
N	RM NAIL IN GONG	230° 30' 00"	13	PLACED
O	RM GIP FD	292° 28' 45"	0.54	LHI 130 - 2500
P	RM GIP FD	222° 11' 00"	3.165	DP 1120206
Q	RM GIP FD	30° 07' 00"	2.925	DP 1120206


SCHEDULE OF SHORT BOUNDARIES			
NO.	BEARING	DISTANCE	COMMENTS
(1)	13° 25' 40"	2.80	BOUNDARY
(2)	238° 39' 21"	14.135	BOUNDARY
(3)	290° 00' 00"	21.125	BOUNDARY
(4)	239° 00' 00"	7.2	BOUNDARY
(5)	250° 30' 00"	13	BOUNDARY
(6)	120° 30' 00"	13.211	EASEMENT
(7)	229° 00' 00"	5.1	BOUNDARY
(8)	229° 00' 00"	3.6	BOUNDARY
(9)	229° 00' 00"	4.5	BOUNDARY
(10)	330° 52' 33"	14	BOUNDARY
(11)	133° 29' 43"	20.000	BOUNDARY
(12)	5° 37' 45"	15.42	EASEMENT
(13)	13° 21' 00"	13.425	EASEMENT
(14)	48° 31' 55"	14.47	EASEMENT
(15)	55° 09' 55"	8.645	EASEMENT
(16)	47° 52' 15"	12.625	EASEMENT

COORDINATE SCHEDULE					
MARK	MGA COORDINATES		CLASS	ORDER	STATE
	EASTING	NORTHING			
PM 1080	536 416.757	6 512 809.683	C	4	FOUND
SSM 10718	536 329.021	6 512 809.621	C	4	FOUND
SSM 6782	536 696.225	6 512 356.779	A	1	FOUND
DATE OF SCRS COORDINATES: 30-6-2017 MGA ZONE 57 MGA DATUM GDA 84					
COMBINED SCALE FACTOR: 0.99999					



- (A) PROPOSED RIGHT OF ACCESS AND EASEMENT FOR SERVICES 5.4 WIDE - BURDENS LOT 2 AND
- (C) PROPOSED RIGHT OF ACCESS AND EASEMENT FOR SERVICES 4 WIDE BURDENS LOT 2, BENE
- (D) EASEMENT IN GROSS FOR PUBLIC PURPOSE FOR USE AS A RIGHT OF WAY WIDE GAZETTE NO
- (E) PROPOSED EASEMENT FOR DRAINAGE OVER EXISTING LINE OF PIPES (APPROXIMATE POSI

SURVEYOR		PLAN HEADING	LGA INCORPORATED
Name	DALLAS BRIAN LAUNDRY	SUBDIVISION OF LOT 10 IN DP 1202580	Locality LORD HOWE ISLAND
Date	30-6-2017		Reduction Ratio 1:500
Reference	B042118 ST3		Length in metres


Signed:   
 Minister for Energy and Environment

Date: 23.2.21

Reserved for notations as to transfer etc.

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



Transfer by way of MORTGAGE  
dated 25 November 2021  
from FLETCHER CHASE OWENS  
to WESTPAC BANKING CORP  
of 1 King St, Concord West, Sydney NSW 2138  
of the within lease produced and entered in  
the Lord Howe Island Board's register  
on this 2nd day of DECEMBER 2021  
Chief Executive Officer  
Lord Howe Island Board 

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