

# Minutes

## Lord Howe Island Board



Meeting	Lord Howe Island Board Meeting
Location	Community Hall, Lord Howe Island
Date/Time	Wednesday 4 <sup>th</sup> June 15:50pm – In-Camera Session Wednesday 4 <sup>th</sup> June 16:50pm - Closed Session Thursday 5 <sup>th</sup> June 9:13am to 09:30am – Closed Session Thursday 5 <sup>th</sup> June 09:30am to 12:05pm – Open Session
Chairperson	<b>Atticus Fleming AM</b> , National Parks, and Wildlife Service
Deputy Chair	<b>Robert Jeremy</b> , Elected Member
Present	<b>James Lonergan</b> , Elected Member <b>Matthew Retmock</b> , Elected Member <b>Therese Turner</b> , Elected Member
Attendees (ALL)	<b>Suzie Christensen</b> , Chief Executive Officer <b>Michael Chalmers</b> , Senior Manager, Business and Corporate Services <b>Myall Stevens</b> , Associate Director, Infrastructure, Assets & Places, KPMG <b>Michael Vader</b> , Executive Director Business Delivery, National Parks and Wildlife Services
Attendees (Open Session Only)	<b>Bradley Josephs</b> , Acting Senior Manager, Infrastructure and Engineering Services <b>Krissy Ward</b> , Senior Manager, Environment
Invitees	<b>Oriana Senese</b> , Principal Project Manager, Critical Infrastructure Program, Lord Howe Island, Business Delivery, NSW National Parks & Wildlife Service (Item 12.01) (Via Teams)
Minutes	<b>Sonali Chand</b> , Executive Assistant

On Wednesday 4<sup>th</sup> June, an in-camera session was held with Board Members only in attendance from 15:50- 16:50. The closed session commenced at 16:50 and closed at 18:31. On Thursday 5<sup>th</sup> June, the closed session commenced at 09:13am to 09:30am followed by open session commencing from 09:30am to 12:01pm.

Unless otherwise specified, all Board decisions were unanimous.

### CLOSED SESSION

- 1 INTRODUCTION TO NEW BOARD MEMBERS – Verbal
- 2 CONFLICT OF INTEREST DECLARATIONS

Board Member	Agenda Item
James Lonergan	04.03

## 3 WH&S AND RISK MANAGEMENT

### 3.1 WH&S and Risk Management Update

Closed Session

## 4 FINANCE AND BUSINESS MANAGEMENT

### 4.1 Finance Report as at 31 March 2025

Closed Session

### 4.2 Budget FY 2026

Closed Session

### 4.3 Review of Board's Decision on Jim's Business Licence

Closed Session

## 5 LEASING AND LAND ADMINISTRATION

### 5.1 Compliance with Condition of Residency – Audit Approach

Closed Session

### 5.2 Opportunity to Fast-track Priority Reforms to LEP

Closed Session

### 5.3 Application to Suspend Condition of Residency on PL1996.01

Closed Session

## 6 DEVELOPMENT APPLICATIONS

### 6.1 Resolution for Taaffe Matter

Closed Session

## OTHER BUSINESS

Closed Session

## OPEN SESSION

## 7 INTRODUCTION TO NEW BOARD MEMBERS – Verbal

Deferred - new members not yet announced

## 8 GOVERNANCE

### 8.1 Minutes of Previous Meeting – Notice of Adoption

**The Board endorsed** the special Board meetings of February 2025 and April 2025, and scheduled February 2025 Board meeting minutes.

## 8.2 Actions from Previous Meeting

**The Board noted** the information provided in this report.

## 9 STATUS AND COMPLIANCE REPORTING

### 9.1 Compliance and Status Report

The Board discussed the biosecurity risk due to current flooding situation in Mid-North Coast.

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

## 10 CHIEF EXECUTIVE OFFICER'S REPORT

The Board discussed the continuation of the marine freight service, which has been secured for an additional two years with the support of MV. The Board was also advised that the landslide at Neds Beach has been remediated, and the associated shed has reopened. BJ provided updates on the roads project and the jetty project, noting that progress on the latter has been delayed due to recent flooding in the Mid North Coast region.

The Board discussed the audits conducted on the tracks and the biodiversity plan.

*Action: Proactively address any risks to the use of the Mt Gower track.*

*Action: Contact the NPWS Ecohealth Team to ensure the monitoring component of the Biodiversity Management Plan aligns with the approach underpinning the NPWS eco health program.*

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

## 11 FINANCE AND BUSINESS MANAGEMENT

### 11.1 Budget Update – Verbal

MC provided a verbal update on Budget. Chair thanked MC, SC and MV for securing additional DCCEEW funds.

### 11.2 Cyber Security Policies

Moved by RJ and seconded by JL:

**The Board approved** the adoption of the Information Security Policy and associated Standards.

**The Board noted** the update to procure the services required to be compliant with the Policy and Standards.

### 11.3 Application – Liquor Licence – LHI Post Office

Moved by JL and seconded by TT:

**The Board approved** the application for a liquor licence at the Lord Howe Island Post Office.

### 11.4 Renewal of Financial Authorisation Instrument

Withdrawn

### 11.5 Renewal of Non- Financial Authorisation Instrument

Withdrawn

## 12 OPERATIONS AND SERVICES

### 12.1 Critical Infrastructure Project Update

The Board discussed the CIP status. Andrew Nimmo and Brad Cogger presented the 3D construction plan to the Board.

**The Board noted** the critical infrastructure program and projects status for June 2025.

### 12.2 Health Concerns – Black Noddy in Town Centre

Moved by MR and seconded by RJ:

**The Board noted** that full colony removal is not recommended.

**The Board noted** that permits will be in place before actions are taken.

**The Board approved:**

- a) the selective removal and/or pruning of Norfolk Pines over the winter months (details to be determined following further assessment and consultation with seabird ecologists).
- b) the trial of social attraction techniques (decoys, call playback) at alternative potential nesting sites (to be determined).
- c) the submission of an application for a licence under relevant legislation allowing for limited nest removal and dispersal techniques in problem areas early in the breeding season before egg laying commences.

**The Board supports** continued monitoring to ensure management actions are ecologically informed, do not adversely impact on the population and align with biodiversity conservation goals and regulations.

*Action: Present back to the Board in 12 months after the techniques have been trialled.*

## 13 DEVELOPMENT APPLICATIONS

### 13.1 DA2025.1.1 – Fletcher Owens - Two storey alterations and additions to existing dwelling and relocate holding tank for existing wastewater system.

Moved by RJ and seconded by JL:

**The Board approved:**

- a) that OC2025.2.1 for Two Storey Alterations and Additions to Existing Dwelling and Relocate Holding Tank for Existing Wastewater System on Lot 2 DP 1261010, Anderson Road, Lord Howe Island be issued.
- b) that DA2025.1.1 for Two Storey Alterations and Additions to Existing Dwelling and Relocate Holding Tank for Existing Wastewater System on Lot 2 DP 1261010, Anderson Road, Lord Howe Island be approved subject to the conditions listed in the assessment report.

### 13.2 DA2025.3.1 – LHIB - Replacement of Existing Timber Middle Beach Northern Access Stairs – Request to assess and determine out of session.

Moved by TT and seconded by MR:

**The Board approved** the development and circulation of an Out of Session paper to determine DA2025.3.1 if no adverse submissions are received.

## 14 LEASING AND LAND ADMINISTRATION

### 14.1 Application to Transfer 8 Tourist Accommodation Licences – Wilson's Ocean View Lodge to Chad Wilson Hunter Bay House

Moved by JL and seconded by RJ:

**The Board approved:**

- a) the cancellation of the existing Tourist Accommodation Licence for Kelly Galloway, Wilson's Ocean View Lodge on PL2022.03 for the maximum number of 35 persons and issue new Tourist Accommodation Licence for Kelly Galloway, Wilson's Ocean View Lodge on PL2022.03 for the maximum number of 27 persons, excluding children under five years of age, who may be accommodated at any one time as detailed in application dated 07/03/2025.
- b) the issue of a new Tourist Accommodation Licence for Chad Wilson, Hunter Bay House on PL2022.01 for the maximum number of eight (8) persons, excluding children under five years of age, who may be accommodated at any one time as detailed in the application dated 07/03/2025.
- c) the use of the existing rooms at Wilson's Ocean View Lodge to operate the Tourist Accommodation Licence for Chad Wilson on PL2022.03 for the maximum number of eight (8) persons, excluding children under five years of age, who may be accommodated at any one time until Hunter Bay House is operational.

**The Board noted** that once Hunter Bay House is operational, the use of Unit 9 & Unit 15 Wilson's Ocean View Lodge will cease immediately, and the number of persons accommodated in Unit 7, Unit 8 and Unit 14 will be redistributed. An Owner Consent/Development Application to decommission and change the use of Unit 9 and Unit 15 will be lodged as detailed in the application dated 07/03/2025.

### 14.2 Application for consent to transfer PL1954.39 - Estate Judith Frances Wilson to Louise Gaye Wilson

Moved by JL and seconded by TT:

**The Board approved** recommending the Minister grant approval to transfer by way of Will of PL1954.39, being Portion 191 of LHI 136, from the Estate of Judith Frances Wilson to Louise Gaye Wilson as sole tenant.

**The Board approved** Recommending that the Minister suspend the condition of residency on second lease under special circumstances for Louise Gaye Wilson for consideration by the Minister under Section 21(7A) of the LHI Act 1953.

### 14.3 Application for consent to transfer PL1993.01 - Sale - Narelle Thompson to Jed Thompson

Moved by JL and seconded by TT:

**The Board approved recommending** the Minister approve the transfer by way of sale of PL1993.01, being Lot 208, DP40096 from Narelle Jean Thompson to Jed Ambrym Thompson.

**On approval of recommendation**, the Board agreed to determine Out of Session the transfer by way of mortgage from Jed Ambrym Thompson to his chosen bank.

## 14.4 Application for consent to transfer 50% share PL1954.27 – Andrew Wilson to Judith Riddle

Moved by JL and seconded by TT:

**The Board approved recommending** the Minister transfer a 50% tenant in common share of PL1954.27, being Lot 1 of DP1131292, by way of gift from Andrew Chase Wilson to Judith Ann Riddle as sole tenant.

**The Board noted** that the Minister's approval (A572800) to suspend the condition of residency attaching to PL1954.27 in respect of Judith Ann Riddle on 21/12/2017 remains in force.

*Action: The Board has requested that administration add maps as an attachment on transfer of leases in future.*

## 14.5 Home Business Review

Moved by RJ and seconded by MR:

**The Board approved** the amended Home Business Amended Fact Sheet (Attachment C).

**The Board noted** the checklist will be developed and be approved out of session.

## 15 BUSINESS ARISING FROM PREVIOUS MEETING

Nil

## 16 GENERAL BUSINESS AND QUESTIONS ON NOTICE

The Chair thanked Suzie Christensen, Michael Chalmers, Bradley Josephs, Krissy Ward, Sonali Chand and the Lord Howe Island Board team for their hard work. The Chair also thanked Michael Vader and Oriana Senese.

Meeting Closed 12:01

## 17 NEXT MEETING

26th and 27th August 2025