

Agenda

Lord Howe Island Board



Meeting	Board Meeting November 2025
Location	Lord Howe Island Community Hall
Date/Time	Tuesday 25 th November 11:00am – In-Camera Session Tuesday 25 th November 1:00pm - Closed Session Wednesday 26 th November 9:00am to 12:00pm – Open Session
Chairperson	Naomi Stephens , NS, ED Park Operations Coastal, NPWS
Deputy Chair	Robert Jeremy , RJ, Elected Member
Board Members	James Lonergan , JL, Elected Member Matthew Retmock , MR, Elected Member Therese Turner , TT, Elected Member Hon. Nathan Rees , NR, Appointed Member Margaret Osmond , MO, Appointed Member
Attendees (All)	Suzie Christensen , SC, Chief Executive Officer Michael Vader , MV, ED Business Delivery, NPWS
Attendees (Open Session Only)	Bradley Josephs , BJ, Senior Manager, Infrastructure and Engineering Services Darcelle Matassoni , DM, Senior Project Officer Krissy Ward , KW, Senior Manager, Environment Michael Chalmers , MC, Senior Manager, Business and Corporate Services Darcelle Matassoni , DM, Senior Project Officer Oriana Senese , OS, Principal Project Officer (NPWS)
Minutes	Tamiyka Abbott , TA, Executive Assistant

25th November Agenda Items – Closed Session

10:00am	New Board Members Island Orientation		R. Jeremy S. Christensen
11:00am	In-Camera Session		Board members only
12:00pm	LUNCH - Anchorage		
1:00pm	1. CONFLICT OF INTEREST DECLARATIONS		Presenter: N. Stephens
1:05pm	2. WH&S AND RISK MANAGEMENT		
	2.1. WH&S and Risk Management Update	Note	Preparer: M. Chalmers
	Attachment A: Risk Register - Q1 FY 25-26		Presenter: M. Chalmers
	2.2. WHS Action Plan	Decide	Preparer: S. Christensen
	Attachment A: LHIB WHS Roadmap 2025-2027		Presenter: S. Christensen
1:30 pm	3. OPERATIONS AND SERVICES		
	3.1. Planning for Implementation of the CIP - Verbal	Note	Presenter: M. Vader
2:00 pm	4. FINANCE AND BUSINESS MANAGEMENT		
	4.1. Finance Report	Decide	Preparer: M. Chalmers
	Attachment A: Finance Report as of October		Presenter: M. Chalmers

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Lord Howe Island Board



Meeting		Board Meeting November 2025	
	4.2. Aviation Update	Endorse	Presenter: D. Matassoni
	Attachment A: Lord Howe Island Aerodrome Operation - Q3 - Jul to Sep 2025		Preparer: D. Matassoni
2:30pm	5. LEASING AND LAND ADMINISTRATION		
	5.1. Application to suspend condition of residency attaching to PL2007.02 for Audrey Ball	Decide	Preparer: M Chalmers
	Attachment A: Form 1 and support documents – PL2007.02 – Audrey Ball – CLOSED		Presenter: S Christensen
3:00pm	6. COMMITTEE RECOMMENDATIONS		
	6.1. Committee Minutes and Recommendations	Note	Preparer: S Christensen
			Presenter: S Christensen
	6.2. Review of Board Decision – Use of Jetty	Note	Preparer: S Christensen
			Presenter: S Christensen
3:30pm	Closed Session Concludes		
6:00pm	DINNER – Driftwood		
26 th November Agenda Items – Open Session			
9:00am	7. GOVERNANCE		
	7.1. Minutes of Previous Meeting – Notice of Adoption	Note	Preparer: T. Abbott
	Attachment A: Board Meeting Minutes August 2025 – CLOSED		Presenter: S. Christensen
	7.2. Actions from Previous Meeting	Note	Preparer: T. Abbott
	Attachment A: Actions Items - August 2025 - CLOSED		Presenter: S. Christensen
9:15am	8. STATUS AND COMPLIANCE REPORTING		
	8.1. Compliance and Status Report	Note	Preparer: D. Birch, T. Abbott, S. Powell, and L. Shick
	Attachment A: Status of Public Accommodation Licence Transfers - November 2025 - CLOSED		Presenter: S Christensen
9:20am	9. CHIEF EXECUTIVE OFFICER’S REPORT		
	9.1. Chief Executive Officer’s Report	Note	Preparer: S. Christensen
	Attachment A: Infrastructure & Engineering Services		Presenter: S. Christensen
	Attachment B: Environment & Community Services		
	Attachment C: Projects		
	Attachment D: Business and Corporate Services		
9:45am	10. FINANCE AND BUSINESS MANAGEMENT		
	10.1. Finance Report – Verbal update	Note	Preparer: M. Chalmers
			Presenter: M. Chalmers

Agenda

Lord Howe Island Board



Meeting	Board Meeting November 2025		
	10.2. Dark Sky Festival Lord Howe Island Incorporated - Request for Ongoing Hall Hire Fee Waiver Attachment A: Dark Sky Festival - Letter of Request	Decide	Preparer: T. Abbott Presenter: S. Christensen
10:00am	11. OPERATIONS AND SERVICES 11.1. Critical Infrastructure Program Attachment A: LHIB Board Meeting Presentation 11.2. LHIB Community Environment Advisory Committee Report – Q3 November 2025	Note Note	Presenter: O. Senese Preparer: O. Senese Presenter: K. Ward Preparer: K. Ward
	COMMUNITY MORNING TEA – 10:30-11:00		
11.00 am	11.3. Preparedness for H5N1 Avian Influenza 11.4. Phasmid Translocation Proposal Attachment A: Phasmid Translocation Proposal Summary Attachment B: Phasmid Resourcing Table 11.5. Skatepark Proposal Future Attachment A: Final Concept Report 2024 Attachment B: Budget Review and Recommendations 2021 Attachment C: Pump Tracks and Climbing Walls Attachment D: Budget, Risk & Timeline 11.6. Shared Zone Implementation Attachment A: Minutes – Traffic Committee Attachment B: Map – Aerial View 11.7. VHF Radio Repeater Installation Attachment A: Review of Environmental Factors Attachment B: Appendix 1 - Threatened Species Assessment	Note Endorse Decide Decide Decide	Presenter: K. Ward Preparer: K. Ward Presenter: K. Ward Preparer: L. Murphy Presenter: D. Matassoni Preparer: D. Matassoni Presenter: B. Josephs Preparer: B. Josephs Preparer: K. Ward Presenter: K. Ward
12:15pm	12. POLICY AND STRATEGY 12.1. PPP Plan of Management Attachment A: Draft Plan of PPP Management	Decide	Presenter: K. Ward Preparer: T. Nixon
12:30pm	13. DEVELOPMENT APPLICATIONS 13.1. DA – 20204.2.1 – Taaffe Attachment A: Assessment Report - OC2025.5.1 and DA2024.2.1 Attachment B: Discovery - Grant of PL1971.01 Attachment C: Discovery - Grant of PL1976.02 and Access Strip Marked Up	Decide	Preparer: S. Christensen Presenter: S. Christensen
12:45pm	14. LEASING AND LAND ADMINISTRATION		

Agenda

Lord Howe Island Board



Meeting	Board Meeting November 2025		
	14.1. Application for consent to transfer PL1954.32 - Estate Leslie King to Hayden Leslie King Attachment A: Form 5 - Estate of King Leslie to King Hayden Attachment B: Map - PL1954.32	Decide	Preparer: M. Chalmers Presenter: S. Christensen
	14.2. Application to transfer two perpetual leases - Estate of John Francis Green Attachment A: Forms 1 and support documents CLOSED Attachment B: Summary of Relevant Sections Attachment C: Map – PL1954.45 Attachment D: Map – PL1958.04	Decide	Preparer: M. Chalmers Presenter: S. Christensen
	14.3. LSPS and Land Capacity Study Update	Note	Presenter: D. Matassoni Preparer: D. Matassoni
	BUSINESS ARISING FROM PREVIOUS MEETING		
	GENERAL BUSINESS AND QUESTIONS ON NOTICE		
1.00pm	Meeting Closed		
	NEXT MEETING: February 10/11 2026		

Board Meeting: November 2025	Agenda Number: 07.01	Record Number: ED25/8171
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Minutes of Previous Meeting – Notice of Adoption

Recommendations

1. **Endorse** the Board meeting of August 2025.

Current position

Process for Distribution of Board Meeting Minutes

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

- Draft minutes will be produced within five working days of a Board meeting and distributed to Board members on the sixth working day, unless delayed for a valid reason agreed to between the Chief Executive Officer and the Chairperson.
- Board members are to return their endorsement, or otherwise, of minutes in writing no later than 10 working days after date of posting distribution.
- 10 working days after date of posting distribution, the Board will deem the minutes of the meeting to be endorsed, subject to any amendments which were received prior to that date and agreed for inclusion by the Chairperson.

Endorsement of Board Meeting Minutes

Minutes of the August 2025 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 – August 2025 - CLOSED

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Tamiyka Abbott	Executive Assistant

Board Meeting: November 2025	Agenda Number: 07.02	Record Number: ED25/8783
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Actions from previous meeting – status report

Recommendations

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

Current position

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.

12 actions were completed since the August 2025 board meeting. 10 actions from all past Board meetings are in progress. 1 action is on hold
1 action is for review. It should be discussed by the Board with a view to removing from the action list.

Attachments

Attachment	Title
A	Action sheet from previous Board meetings – CLOSED

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Anna Connor	Executive Assistant

Board Meeting: November 2025	Agenda Number: 08.01	Record Number: ED25/8177
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Lord Howe Island Board Business Paper

OPEN SESSION

Item

Status and Compliance Reporting

Recommendations

1. **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.	<u>Out of session Matters.....</u>	<u>2</u>
1. 1	Out of Session Matters - Open	2
1. 2	<u>Out of Session Matters – Closed</u>	<u>2</u>
2.	Biosecurity Compliance Report 23 May – 01 August.....	3
3.	<u>Owner consent approved under delegated authority</u>	<u>4</u>
4.	<u>Development Applications approved under delegated authority</u>	<u>4</u>
5.	<u>Motor vehicle importation or transfer status</u>	<u>4</u>
6.	<u>Public accommodation licence transfer applications.....</u>	<u>7</u>
7.	<u>Review of compliance with residency condition of perpetual leases</u>	<u>7</u>
8.	<u>Feedback and Complaints</u>	<u>7</u>

1. Out of session Matters

1.1 Out of Session Matters – Open

No.	Date	Application	Vote	Comment
August 2025 – N/A				
September 2025 – N/A				
October 2025 – N/A				
November 2025				
1.	18/11/2025	Approve DA2025.6.1 (PAN-575602) for a Wastewater Management System Upgrade at Gower Wilson Memorial Hospital, Lot 34 DP 757515, Lot 11 DP 1274979 & Lot 41 DP 757515, Lagoon Road, subject to the conditions listed at the end of the report.	Supported: MR, RJ, MO, TT, JL, NS, NR	

1.2 Out of Session Matters – Closed

Since the August 2025 Board Meeting, there have been no closed Out of Session matters.

2. Biosecurity Compliance Report

The figures below provide an update of the rodent biosecurity surveillance effort undertaken to date as specified in the 2022 Lord Howe Island biosecurity surveillance plan. 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 and an analysis of proposed LHI surveillance network in 2023.

Device	Number of devices	Frequency target	Status	Comments – Including Actual checks completed or status
Camera array	150/167 Active Cameras	Monthly	2 cameras requiring maintenance & not checked. 15 cameras not installed.	Images analysed by eVorta AI software (and human) - August: 180,989 - September: 115,579 - October: 110,476 No rodents seen.
Static monitoring devices (kill traps, wax tags, bait stations, chew cards, tracking tunnels)	216/273 Devices Active	Monthly	Not met - see comments.	Aug - 192 checks. Sep - 198 checks. Oct - 183 checks. 7 Devices require maintenance. 50 devices not installed.
Airport and Jetty static monitoring devices (kill traps, wax tags, bait stations, chew cards, tracking tunnels)	75/95 Devices Active	Weekly	Partially Met	20 devices not installed. 0 devices require maintenance.
Ship & PMQ	22 Eastern 34 Ship 32 Birdon	Daily	Met	Live capture traps are checked on a daily basis. Kill traps are checked throughout the two-week rotation.

Device	Number of devices	Frequency target	Status	Comments – Including Actual checks completed or status
				It's important to note that biosecurity captures are around and within the shed which is not secure from incursion and will be an ongoing constraint. We are reinvigorating a biosecurity device data capture programme when the ship arrives at LHI, to confirm that all the devices within the ship have been checked and signed off.
Dog searches (full sweep)	Full sweep of the settlement	Twelve-weekly	Not met. 209/ 263 Settlement Blocks Checked.	Search Rounds completed as follows: 16 Aug – 13 Oct - This equates to 500kms of searches by the LHI and contract biosecurity teams. - Crown block searches were down this month due to staff absences for leave and one key member on an extended leave without pay.
Dog searches (Crown Blocks)	Settlement Crown Block Search	Twelve-weekly	Underway. 21 / 72 Crown Settlement Blocks Checked to date	Search Rounds completed as follows: 8 Oct – current (23 Oct)
Vessel Checks	3		Met	
Flight Checks	277		Met	102 Eastern Air Flights– 1 Biosec Find 33 Private Flights 141 SmartLynx Flights
Island Trader Checks	7 PMQ 5 LHI (one ship turned around)		Met	6/6 PMQ with Biosecurity Matter 1/6 PMQ Checks underway 4/5 LHI Checks no biosecurity matter 1 Biomatter find on LHI (redback spider)

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 August 2025 Board meeting:

OC	Applicant	Site	Proposal	Zone	Decision
2025.4.1	Lord Howe Island Board	Foreshore Reserve – Middle Beach Reserve 12 (Public	Replacement of Existing Timber Middle Beach Northern Access Stairs.	Significant Native Vegetation	Approved 27/08/2025

		Recreation, Access, Shelter & Foreshore Improvement), Lord Howe Island			
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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).

No development applications were determined by the CEO since the August 2025 Board Meeting.

5. Motor vehicle importation or transfer status

Since the last full Board meeting, seventeen (17) vehicles applications to import or transfer were determined under the 'Vehicle Importation, Transfer and Use Policy'.

The table below shows the vehicle applications determined since the August 2025 Board meeting.

Applicant	Vehicle Type	Preferred Vehicle	Use	Variation to Applicant	Comment
Birdon Pty Ltd	Isuzu NPR 45-155	No	Commercial	0	Approved 28/08/2025 – Replacement
Lord Howe Island Board	Toyota Hilux	No	Essential	0	Approved 08/08/2025 – Replacement
Lord Howe Island Board	Toyota Hilux	No	Essential	0	Approved 08/08/2025 – Replacement
Lord Howe Island Board	Caterpillar 320 Excavator	No	Essential	0	Approved 08/08/2025 – Replacement
Lord Howe Island Board	Manitou 2150RT Compact Track Loader	No	Essential	0	Approved 08/08/2025 – Replacement
Lord Howe Island Board	Toyota Hilux	No	Essential	0	Approved 08/08/2025 – Replacement

Applicant	Vehicle Type	Preferred Vehicle	Use	Variation to Applicant	Comment
Lord Howe Island Board	Land Cruiser	No	Essential	0	Approved 08/08/2025 – Replacement
Lord Howe Island Board	Caterpillar CB2.7GC Drum Roller	No	Essential	0	Approved 08/08/2025 – Replacement
Kerry McFadyen	Box Trailer	No	Private	1	Approved 29/08/2025
Luke Phillipps-Page	BYD T3 Electric Van	Yes	Private	0	Approved 01/09/2025 – Replacement
Lord Howe Island Board	Silvereye Boat Trailer	No	Essential	0	Approved 16/09/2025 – Replacement
Lee and Taylah Kent	Mazda CX-5	No	Private	1	Approved 16/09/2025
Lord Howe Island Board	Trailer – Fuel Cleaning System	No	Essential	1	Approved 23/09/2025 – Temporary
Gary Crombie	Move Boat Trailer	No	Private	1	Approved 29/09/2025
Lord Howe Island Board	Boat Trailer	No	Essential	1	Approved 01/10/2025 – Temporary
Campbell Wilson	Dunbier Boat Trailer	No	Private	1	Approved 30/09/2025
Rachael McFadyen	Mayfair ATM Boat Trailer	0	Private	1	Approved 22/10/2025

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

As at 12/11/2025

Registered Road Vehicles by import classification						
Essential	Commercial	Private	Hire	Plant & Equipment	Imported without approval	Total
39	131	198	8	21	47	444

Registered Road Vehicles by type						
Car/Utility	Bus	Motorcycle / Scooter	Truck	Plant & Equipment	Trailers	Total
200	34	36	13	40	121	444

At the June 2016 meeting it was requested that future reports include trends in regards to vehicles imported without approval and clarification that these are vehicles which pre-date the Board approval and monitoring process. There remains a total of 47 vehicles imported without approval prior to the current policy:

- 42 vehicles were imported without approval prior to and in 2014. Most of these vehicles are trailers.
- 1 vehicle, a boat trailer, was imported without approval in 2015.
- 2 vehicles, 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)
- 3 vehicles have been replaced and are awaiting removal.

The following table shows further differentiation in the vehicle statistics to identify the types of vehicles that have been imported without written approval.

Vehicles Imported Without Approval – By Type						
Car / Utility	Bus	Motorcycle / Scooter	Truck	Plant & Equipment	Trailers	Total
4	0	6	0	4	33	47

COMPLIANCE AUDIT

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

There is a total of 37 vehicles awaiting removal.

Vehicles due for removal – By Type						
Car / Utility	Bus	Motorcycle / Scooter	Truck	Plant & Equipment	Trailers	Total
16	0	9	1	4	5	37

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 currently has eight (8) vehicles scheduled for removal, comprising three (3) utility vehicles, one (1) truck, three (3) pieces of plant and equipment, and one (1) trailer.

Since the August Board meeting, five (5) of these vehicles are awaiting replacement units. The remaining three (3) vehicles include one (1) forklift due for removal in August 2025 and two (2) unregistrable plant items.

A plan has been developed for the systematic removal of the Board vehicles mentioned above, along with vehicles which are no longer registered and awaiting disposal.

Once the remaining three (3) have been removed:-

- 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 license transfer applications

The Board Members requested that management provide a quarterly report on the status of

each of the public accommodation license transfer applications, including an update on the decommissioning of accommodation units where relevant. Please refer to Attachment A of this business paper:

Attachment A – Status of Public Accommodation Transfer Applications

7. Review of compliance with residency condition of perpetual leases

A report is submitted to the Board bi-annually, the last report was presented to the Board at the November 2024 Board meeting.

In June 2024, the Elected Board Members requested that Administration provide details on the process applied where a leaseholder is assigned to the bi-annual compliance report and what evidence is gathered during this process.

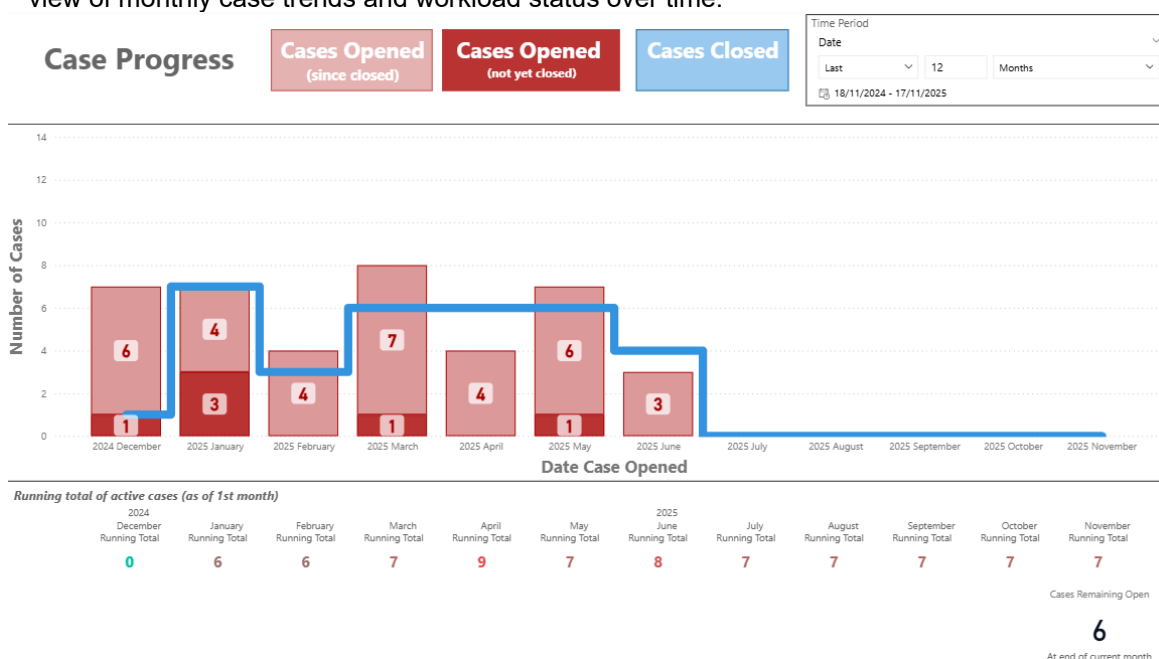
A business paper was drafted outlining the current audit approach for the August 2024 meeting, the paper was withdrawn from the agenda of the August 2024, November 2024 and June 2025 Board Meetings.

Compliance actions have been on hold pending consideration of the Audit Approach.

8. Feedback and Complaints

Total Number of Complaints opened and closed between September 2024 – August 2025

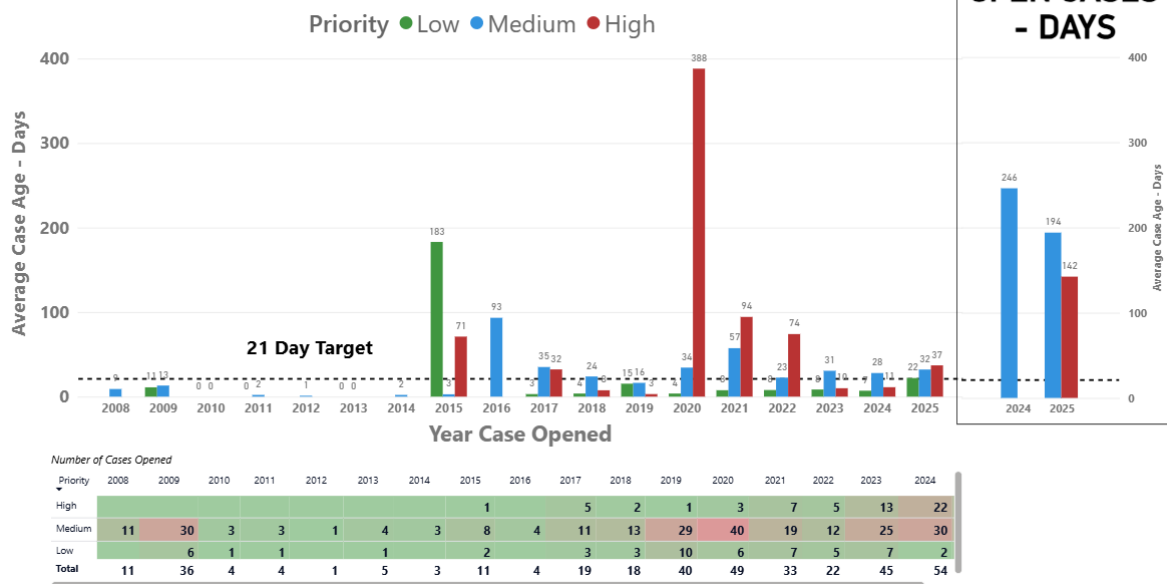
This graph illustrates case progress over the past 12 months (18 November 2024 – 17 November, 2025), showing monthly counts of cases opened (both closed and still open) and closed cases. The blue line tracks the running total of active cases each month, peaking at 9 in April 2025 and ending with 7 active cases in November 2025. The chart provides a clear view of monthly case trends and workload status over time.



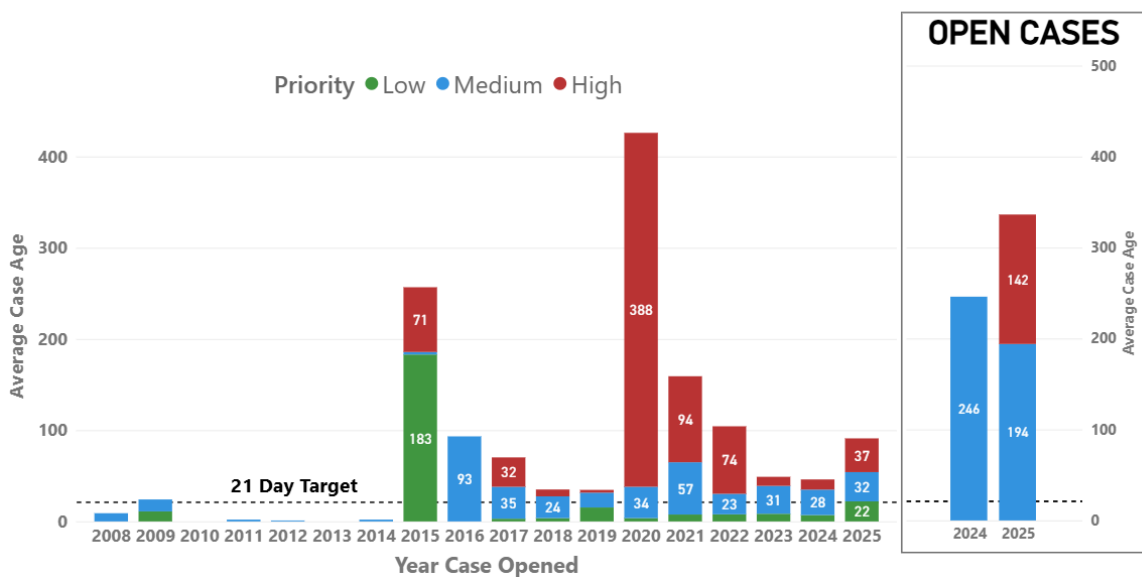
Case Duration

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 had remained on or below the 21-day closure threshold from then. Although there is a slight increase in time to respond to cases compared to 2023 and 2024, this is possibly due to continued high caseload (45 cases total for 2023, 54 in 2024 and 33 for 2025 so far). Complexity of issues has also influenced the time elapsed to respond and close out items.

Average Response Times (Days Elapsed)



Response Times



Attachments

Attachment	Title
A	Status of Public Accommodation License Transfers - Closed

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Lynda Shick	Land & Property Officer
Darryl Birch	Biosecurity Team Leader
Tamiyka Abbott	Executive Assistant

Board Meeting: November 2025	Agenda Number: 09.01	Record Number: ED25/8178
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Chief Executive Officer's Report

Recommendations

1. **Note** The Q2 2026 CEO Report

Current position

Critical Infrastructure Program Update

The CIP has reached several important milestones this quarter, including:

- The Request for Tender for the design and Construction of a new vessel has closed and the evaluation process has concluded. Contract award is expected by end November.
- The tender for a Main Works Contractor to undertake design and construction of the Island based built infrastructure has also closed. The Tender Evaluation Panel have commenced the evaluation.
- The CIP EIS has been submitted and is published. The consultation period was extended for a week and concluded on the 18th November.
- Equipment purchased to assist with site establishment and cleanup at the Waste Management Facility (WMF) will arrive by barge in November. Large pieces of disused equipment and other excess waste have been prepared for removal by backload, reducing the compliance risk of the WMF.
- The annual EPA site inspection was undertaken at the Waste Management Facility and other relevant Board sites. EPA representatives were very happy with the progress being made to remove excess waste. While eager to see construction of a new facility commence, progress on the CIP was noted and no further compliance notices will be issued at this point in time.

The small LHIB team has been heavily involved in the above activities, and it is rewarding to see the project moving from planning to delivery.

Governance

- In accordance with requirements, the LHIB's FY25 Annual Information Statement (previously Annual report) including Audited Financial Statements were submitted on time and will be tabled in Parliament.
- The new LHIB Committee met for the first time Wednesday 12th November. It was a productive meeting and their recommendations to the Board are within the papers. Workshops to progress the authorising instruments and statutory planning framework are scheduled.

- The Audit and Risk Committee met on Monday 17th November. Minutes can be circulated when made available.

Operational update

- Challenges were experienced at the powerhouse due to identification of saltwater and diesel bug being present in holding tanks for the Powerhouse generator. Staff have been working with the supplier to identify the root cause. Specialist fuel cleaning equipment and contractors were brought in to resolve the matter locally. Supply is being monitored before discharge into the holding tanks.
- The Island's marine freight service operated by Birdon was again disrupted recently. Supplies of JetA1 fuel were at critical levels and mitigation measure activated to manage to ensure passenger transport and emergency evacuation capacity was not compromised.
- The jetty upgrade project is complete, improving safety and operability risks.
- CASA completed their surveillance inspection and audit. 2 safety findings and 5 observations were noted. The last survey was undertaken in 2019 when 3 safety findings and 15 observations were made. An action plan to rectify is in place.
- The transition from Qantas to SmartLynx (previously Skytrans) continues.
- The Board is on high alert for presence of H5N1 Avian Influenza (Bird Flu), due to the large presence of migratory birds. An incident response plan is in place.
- Staff have recently undertaken Australasian Interservice Incident Management training, which is broadly applicable to not only to a potential Bird Flu outbreak, but many other incident response situations. This is an important capability in such a remote location, with many staff also serving in volunteer rescue and response organisations such as SES and RFS.
- The Environment Team are making significant progress with the well overdue PPP POM ready for public consultation, heliops scheduled and ABHA work underway.
- The administration assisted with coordination and communication and biosecurity clearance for a recent visit of the HMAS Canberra. The visit seemed to be well received by residents, especially school children and their carers who were hosted on Board. Relationships with the RAN are vital to our emergency response preparedness and the team was happy to extend our support to their training exercise.

Attachments

Attachment	Title
A	Infrastructure and Engineering Services
B	Environment Services
C	Projects
D	Business and Corporate Services

Approval and contact

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

CEO BOARD REPORT

INFRASTRUCTURE AND ENGINEERING SERVICES

OPEN SESSION

Item

Core Service Streams

1. Aerodrome Operations
2. Electricity Generation and Distribution Operations
3. Waste Management
4. Capital Plant Replacement
5. Emergency Management
6. Water
7. IES Operations

Major Projects, Major Maintenance Items and Procurements

8. Jetty Maintenance
9. Roads

Summary of Activities and Issues

Aerodrome Operations

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

Bunting was installed on Blinky Dune at the end of August 2025 to mitigate bird activity; however, due to the exceptionally large numbers of Sooty Terns, the measure has proven largely ineffective. Hundreds of eggs continue to be destroyed during the twice-daily egg sweeps, and significant bird activity persists in the area. A Notice to Airmen (NOTAM) has been issued to advise pilots of the heightened bird hazard at this location. Additional reports from pilots have also confirmed large flocks of Sooty Terns between North Head and Rabbit Island, prompting a second NOTAM to ensure continued pilot awareness and flight safety.

A new asphalt hot crack sealing machine has recently arrived on the island to improve runway maintenance capability. The equipment will be used to address ongoing cracking issues along the runway, taxiway, and turning nodes, where previous sealing products have failed to deliver lasting results. The new system is expected to significantly enhance surface preservation and extend the operational life of the airport pavement infrastructure.

Electricity Generation and Distribution Operations

The total energy demand for this reporting period was 472,220kWH with diesel generation totaling 167,600kWH and solar generation totaling 325,100kWH (approx. 68.8% solar). Fuel consumption for the reporting period was 43200 litres which is a difference of 1300 litres for the same reporting period last year. Fuel energy efficiency for the reporting period was 10.93 kWh/L.

Board Meeting: November 2025

Agenda Number: 09.01

Rec No: ED25/8178.01

There are currently 301 customers connected to the electrical supply system. There was 1 unplanned customer supply interruptions due to customer overload to the distribution system during the period. There were no planned customer supply interruption to the distribution system during the period.

The standby generator located at the south quarry has been replaced and the new standby generator connected to the Islands distribution system. Over the coming weeks the new standby generator will be run in by way of loading up the generator to test operation and reliability.

Bulk fuel cleaning of all 3 Powerhouse diesel storage tanks was completed in October due to a large quantity of contaminated diesel in one of the smaller 17000 litre storage tanks. This was outsourced to a company from the mainland who were very quick to respond to the incident. They completed the full clean in around 5 days.

The back-up Generator which is stored at the Powerhouse for Engine replacements was sent back to PENSKE for a full re-build.

Waste Management

The Environment Protection Authority (EPA) conducted its annual Environment Protection Licence inspection on Wednesday, 15 October 2025. The inspectors noted significant improvements at the Waste Management Facility (WMF) and commended staff for their efforts in maintaining a clean and well-organised site. Inspectors expressed particular appreciation for the work undertaken by the Waste Facility Coordinator in leading the ongoing clean-up and compliance improvements. The formal inspection report is yet to be received by the Board but is anticipated to reflect the positive feedback provided during the visit.

Remediation works at the WMF continue to progress. Several pieces of obsolete large plant, including an aged excavator, traxcavator, and tar truck, have been dismantled and prepared for transport to the mainland for scrapping, which is expected to occur in November 2025.

During this reporting period, approximately 180 tonnes of waste were exported to the mainland, comprising around 70% of the existing waste glass stockpile and the remaining backlog of builder's waste and metal scrap. Due to the accumulated backlog, only 14% of this material was able to be diverted from landfill; however, this rate is expected to improve as remediation efforts advance and normal waste separation and processing operations resume.

Capital Plant Schedule

The procurement and shipping of new capital plant through Public Works are progressing as planned. The suppliers are scheduled to deliver all equipment by Friday 7th November. Coordination between the supplier and the shipping agent has been seamless to ensure timely delivery.

Shipping logistics have also been confirmed, with the container dispatched and prepared for loading. Communication between the supplier and the shipping agent has ensured smooth receival arrangements with no anticipated delays.

Biosecurity inspections have been organised on the mainland side by Public Works in coordination with the shipping agent, with a potential inspection of the barge scheduled for Monday, 3 November. Provided all movements proceed as expected, the shipment is still on track to arrive on Lord Howe Island by Monday, 10 November. A representative from the

shipping contractor will travel to the island ahead of schedule to oversee receipt and ensure all plant and equipment are unloaded and commissioned without issue.

Emergency Management

The Lord Howe Island Local Emergency Management Committee (LEMC) convened in October 2025, where Senior Manager Environment Krissy Ward presented on the Board's preparedness measures for a potential H5N1 (Bird Flu) incursion, focusing on the environmental management response. The committee was also joined by Dr Vicky Sheppard, Director of the Public Health Unit, South Eastern Sydney Local Health District (SESLHD), who provided an overview of the human health considerations and public safety protocols associated with such an event. The session fostered cross-agency collaboration and ensured the island's emergency management arrangements remain aligned with regional and state health frameworks.

In addition, Transport for NSW (TfNSW) is scheduled to deliver a Marine Pollution Basic Equipment Operator course on 26 and 27 November 2025. Twelve Board staff members will participate in this training to enhance local emergency response capability for marine pollution incidents, ensuring readiness and improved coordination in the event of an environmental emergency.

Water

Potable water captured from the roofs of the Diamond's, The Crooked Post, Marine Parks Office, and Post Office buildings was recently assessed and found to be non-compliant with the Australian Drinking Water Guidelines (ADWGs). The contamination was isolated to the additional storage tanks rather than the operational tanks, and at no point were any of these businesses supplied with water that did not meet ADWG standards. As a precautionary measure, the affected systems were disconnected, and plumbing modifications were undertaken to redirect the potable water supply for all four sites to the Public Hall water tanks. During this period, treated and compliant water was carted to site to maintain continuity of service. The plumbing works were completed by the end of October 2025, and subsequent testing confirmed full compliance with the ADWGs.

In parallel, Board staff have been providing potable water to various residences and businesses across the island due to ongoing dry conditions and limited rainfall. The Board's central water storage reserves are being closely monitored to ensure sufficient capacity remains for both operational requirements and emergency supply, maintaining the reliability and safety of the island's essential water infrastructure.

General Operations

During this reporting period, the Assets team continued to deliver a wide range of essential maintenance and operational services to support the Lord Howe Island Board. Despite staffing challenges arising from injuries and periods of leave, the team maintained its commitment to ensuring the island's infrastructure and public amenities remained in good condition. Core activities included the maintenance of picnic areas, amenities, and public grounds, road repairs and gravel sweeping, vegetation control, waste and liquor deliveries, and support for ongoing airport operations. Additional works included Waste Management Facility (WMF) servicing, pontoon maintenance, spraying and Blinky bunting, housekeeping, fleet management, and removal of second-hand jetty timbers. A key safety response during this period involved the coordinated removal of a dead Black Butt tree at North Bay following a report from the Local operator. Staff also completed a range of training courses, including

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Dogman Rigger, First Aid, Scaffolding, Forklift, Telehandler, and White Card, to strengthen operational capability.

Jetty Maintenance

All jetty maintenance works were completed at the start of October 2025, with the contractor achieving 100% defect-free completion and no rectification works required. The contractor provided all relevant as-built design documentation, verifying full compliance with approved design parameters. During construction, additional works were undertaken to repair unforeseen damage, including several girders that exhibited hidden deterioration undetectable during prior inspections due to the decking structure.

No workplace health and safety or environmental incidents were reported throughout the delivery of the project. The Post Completion Period commenced in October 2025, with a 4% retention held for a 12-month period to cover any potential defects, although none are anticipated. With all works successfully concluded and quality standards met, there are no ongoing issues or further contract management actions required.

Further works will be planned to rectify the Northern section of the Jetty for next Financial Year barring unforeseen circumstances.

Roads

The Anderson Road Upgrade Works reached physical completion in early October 2025; however, the contractor did not achieve 100% defect-free completion. Two residential properties were affected by emulsion spills on paved driveways and accessways, requiring rectification. Lord Howe Island Board is working with the contractor to ensure that these defects have been fully addressed to support full contractual closeout.

Attachments

Attachment	Title
	Nil

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Bradley Josephs	Manager Infrastructure & Engineering Services

CEO BOARD REPORT

ENVIRONMENT UNIT

OPEN SESSION

Item

Core Service Streams

1. Biodiversity Management
2. Biosecurity
3. Weed Management
4. Threatened Plants
5. Marine Management / Moorings
6. Spatial and data

Summary of Activities and Issues

1. Biodiversity Management

General

- H5N1 avian influenza, is a highly contagious viral disease that primarily affects birds, but can also infect other animals and, rarely, humans. It is of global concern as it spreads across the world's wild and migratory birds. While the Department of Primary Industries and Regional Development is the combat agency for H5N1 Avian Influenza outbreaks in NSW, it is anticipated that LHIB will be required to undertake the island's on-ground response. LHIB has joined with other agencies as part of a state and national preparedness effort aimed at helping communities prepare for the possible impacts of H5N1 avian influenza.
- The recently released 2025 IUCN World Heritage Outlook Report highlights the Lord Howe Island Group as one of only five Australian natural World Heritage properties rated with a "Good" Conservation Outlook and one of just two rated as having "Highly effective" management. While the report identifies increasing global pressures such as climate change, invasive species, and emerging wildlife diseases, LHI stands out as a model of resilience and effective stewardship within the World Heritage network.
- In mid-August, selective removal and lopping of Norfolk Pines was carried out as the first action of a phased program aimed at managing the density and distribution of nesting Black Noddies in the CBD. Ongoing monitoring of the colony will be implemented to measure the effectiveness of the management actions. Removed pines have been replaced with plantings of native tree species behind Diamond's store.
- Craig Stehn and team from DCCEEW conservation programs group visited in September and October to undertake fieldwork on threatened land snails.

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- Dr Terry O'Dwyer visited in October for fieldwork on Kermadec Petrel and White-bellied Storm Petrel.

Asset and vegetation management

- A planned trip to Balls Pyramid from 12-14 August with Bill Proctor of Safety Access & Rescue to install anchor points was postponed due to sea conditions. The back up plan was activated and Bill and his team of two climbing specialists delivered a rope access training course to seven environment unit staff. The training incorporated remote casualty care and rescue techniques.
- In early September, Greg Frankham and John Darragh from NPWS Blue Mountains specialist trackwork team visited LHI to share expertise and provide inter-agency support. They assessed sections of the serviced track system, reviewed the walking track strategy, provided advice on construction techniques and erosion control suited to local conditions, and shared NPWS guidelines and training resources to help build internal capacity.
- Pre-season maintenance of the Mt Gower track was undertaken in September, including lopping of hazardous trees, vegetation trimming, spraying of exotic grasses along the lower road and replacement of a worn rope below the get-up place.
- In late October, Franmarine commercial diving services carried out priority inspections and maintenance on the LHIB-managed public moorings in the lagoon. Major mooring component replacement work had to be postponed due to the Island Trader unable to deliver specialist equipment on voyage B186.
- Work on temporary rerouting of the smoking tree ridge track at Soldiers Creek commenced in mid-October, including placement of stone steps to minimise soil movement and erosion of the creek bed without the need for boardwalks or other infrastructure.
- BAU continued throughout the reporting period including track maintenance, vegetation trimming and spraying, restoration site management and servicing of boot scrub bays.

Compliance

- The foreshore cleanup was completed in October, with a number of unclaimed items to be held in storage until the end of November to allow reasonable time for rightful owners to reclaim items before they are disposed of or sold.

2. Biosecurity

The figures below provide an update of the rodent biosecurity surveillance effort undertaken to date as specified in the 2022 Lord Howe Island biosecurity surveillance plan¹. 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 and an analysis of proposed LHI surveillance network in 2023.

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

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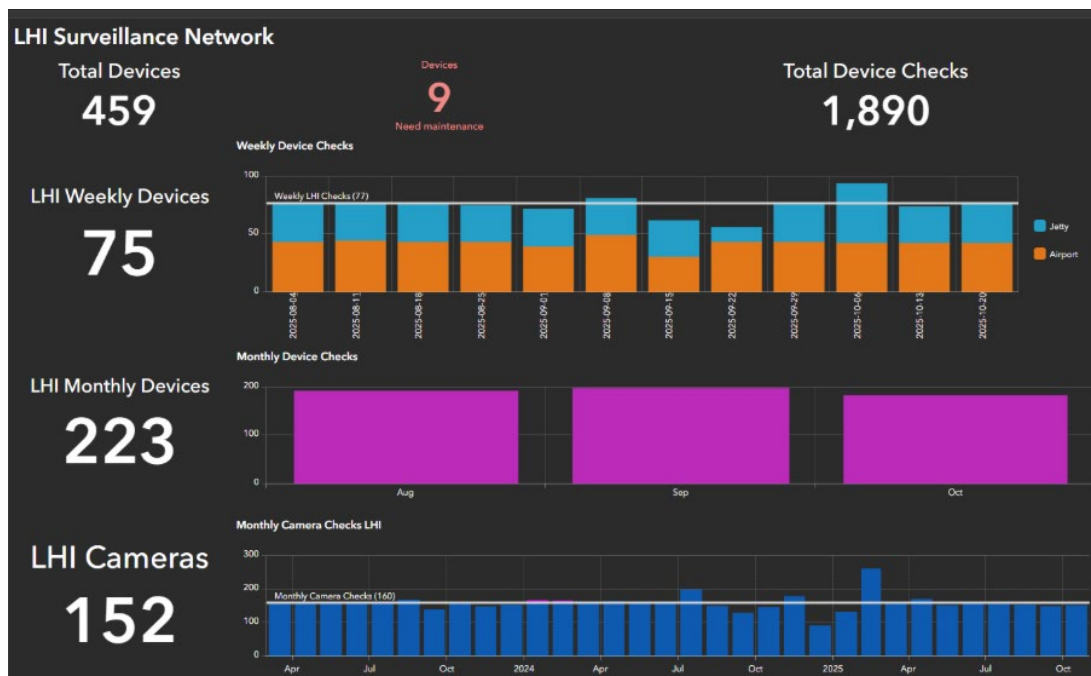
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monitored on a weekly basis, whilst a second more geographically spread monitoring network is checked monthly. Dog searches have been occurring on a 12-weekly cycle for all settlement blocks and 6-weekly cycle for unoccupied Crown settlement blocks. Contract dog teams continue to be used for full settlement searches or as required.

Surveillance network

- Figure 1. below illustrates the number checks of the surveillance network carried out by the biosecurity team between 05 August 23 May and 03 November 2025.



- The surveillance network was maintained throughout the period and targets were met. The biosecurity team are currently discussing the best way forward for what is an ageing surveillance network. Consideration will be given to making the system more efficient and using emerging technologies which is likely to include a network of remotely managed wifi cameras.

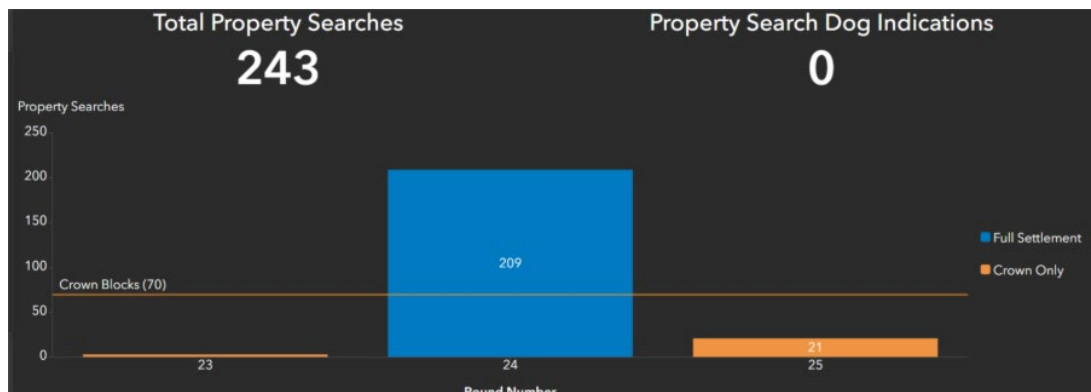
Dog searches full settlement and crown blocks

- Figure 2. below illustrates the total property searches throughout the period 05 August – 03 November. This includes a full round of checks with contract biosecurity detector dogs (round 24) and crown block checks which are below target. The team has been running at a reduced level through this period due to annual leave and one staff member on a period of leave without pay. The team is constantly juggling resources during the summer period with an increase in tourist flights and freight flights on a daily basis.

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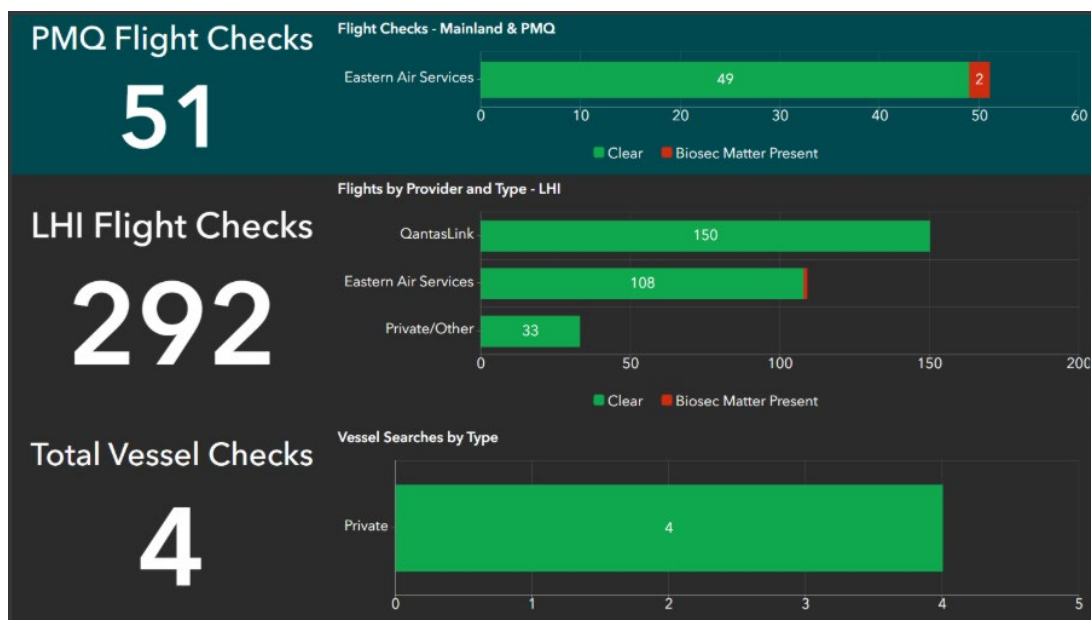
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Vessel checks – flights and private vessels

- Figure 3. below illustrates the number of May – 03 November.
A frog and some flowers were intercepted at the EAS hanger before flying.
Unauthorised flowers were intercepted and destroyed at the LHI airport in October.
No other biosecurity risk material was found.



Island Trader check – Port Macquarie/ Lord Howe Island

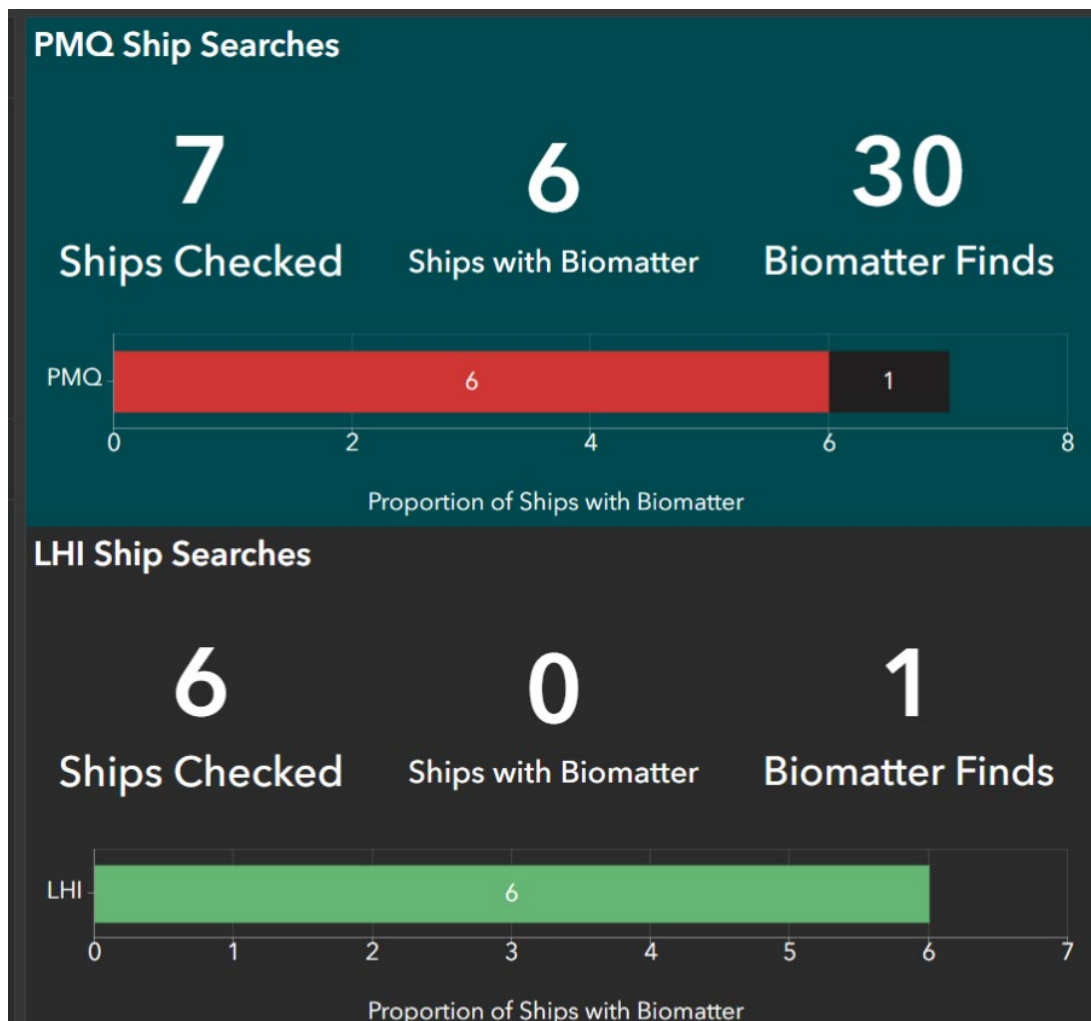
- During the reporting period 05 August - 03 November there were seven ship voyages to the island. Figure 4. below shows that a significant proportion of the biosecurity risk material arriving at the Birdon shed are rodents (14/30). These are being intercepted and caught within the shed and the immediate surroundings. This highlights the vulnerability of the Birdon shed to incursion and the need for constant vigilance in these areas.

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One red back spider was found during the LHI biosecurity check.



Broughton Island

- A two-person biosecurity handler and detection dog team went out to Broughton Island from the 9 -16 September as a follow up to the first trip in April this year. The team carried out extensive searches across the island with the NPWS rangers and activated the surveillance network but did not detect any rodent sign.
- To meet current best practice when addressing an incursion, and to continue with training for the LHI biosecurity dogs and handlers, it's likely that a follow up trip will be undertaken in the future.
- LHIB is collaborating with the NPWS media team to put together a short media release of the trip.

African Big-headed Ants (ABHA)

- The eradication of ABHA project has commenced in November, initially with a search phase, which will be followed up with baiting of target areas as the

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summer progresses. The searching will be conducted within the community and initially along the walking track network. Rhyenn Buckley, the biosecurity team's most recent member will be co-ordinating this work. She has raised awareness of the project outcomes at the September Community Environment Advisory Committee meeting. (See below regarding a detector dog).

New Biosecurity Detection Dog

- The new biosecurity detection dog (Mahli) arrived on the island on the 10th October. She is an 11-month-old liver/ white English springer spaniel, bred from a long line of working and biosecurity dogs. She has been raised and trained by the team from Tate Animals and is already showing her skills as a detection dog.

She is currently undergoing an intensive training programme with the LHI team. Ryan Tate recently visited the island to assist with the training and to carry out ongoing assessments of the LHI biosecurity team.

In addition to searching for rodents, Mahli is being trained to also search for African big-headed ants as part of the ongoing eradication of the species.

3. Weed Management

Search effort – 05 August – 3 November

Hectares searched	Hours of effort	Days worked
89.62	2434	56

Weeds Removed

Species	Seedling	Juvenile	Young Mature	Mature	Reshoot	Total
Bitou Bush	5	24	20	77	0	126
Black Passionfruit	0	7	0	0	0	7
Blue Passionflower	183	105	4	1	0	293
Bridal Creeper	27	340	154	72	0	593
Cherry Guava	21	359	46	7	4	437
Climbing Asparagus Fern	9	35	4	0	0	48
Cotoneaster	0	4	0	6	0	10
Ginger Lily	0	7	0	0	0	7
Ground Asparagus	4521	3246	507	542	0	8816
Madeira Vine	10	0	0	5	0	15
Morning Glory - Blue	0	0	0	1	0	1
Norfolk Pine	59	10	0	0	0	69
Ochna	164	435	41	7	9	656
Palm Grass	0	1	3	0	0	4
Sweet Pittosporum	0	8	1	0	0	9
Tobacco Bush	127	444	150	111	2	834
Umbrella Tree	0	1	0	0	0	1
Yellow Guava	8	27	14	4	0	53

Totals	5134	5053	944	833	15	11979
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Heli operations

- Helicopter winch operations are scheduled to run for a 10 – 14day period between 20 November and 7 December 2025, subject to suitable weather. During this time, members of the LHIB Environment Unit and external contractors will be winched into steep and hard-to-access terrain to search for and control priority weeds. The work builds on progress made during the November 2024 helicopter operation. Exact dates for daily operations will be confirmed in November, pending a suitable weather window for the helicopter's transit to Lord Howe Island. The helicopter may also be used for sling-loading materials into remote areas.

Volunteer program

- The 2025 WEP Volunteer Program has now concluded. A total of 14 volunteers participated in the program from June to October this year, contributing roughly 300 person days to the program.

Community gardening workshops

- The Lord Howe Island Board received funding to deliver a series of community workshops to encourage responsible gardening practices that support the protection of our World Heritage environment. The workshops intend to provide learning opportunities that increase awareness of biosecurity risk and weed threat in the home garden, whilst also offering practical and relevant skills for the local community.

The first workshops were held in late October:

- Fruit Tree Grafting – 21 participants
- Caring for Fruit Trees – 20 participants

Feedback from the events was largely positive. Two additional workshops are scheduled for early next year. Feedback from these initial workshops will be used to develop future events.

This project is funded by the Australian Government Natural Heritage Trust and delivered alongside Local Land Services, a member of the Commonwealth Regional Delivery Partners panel.

4. Threatened plants***Rock Shield Fern (Polystichum moorei)***

- The independent NSW Threatened Species Scientific Committee decides which species and ecological communities are listed as threatened on the *Biodiversity Conservation Act 2016* (the Act) and identifies key threatening processes. The Committee has proposed to change the listing for Rock Shield Fern (*Polystichum moorei*) from Endangered to Critically Endangered. The conservation assessment for this species can be found [here](#). This proposal is open for public submissions until 26 December 2025.

Climate sensor network – Little Mountain Palm (Lepidorrhachis mooreana)

- Indicium Dynamics have been procured to assist with installation of a climate sensor network on the summit of Mt Gower. Installation is scheduled in January

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2026. The data collected by the sensors will assist understanding of microclimatic conditions required for LMP habitats, the impact of climate change on these conditions, and potential mitigation strategies for this species. This project is funded by the Australian Government through the Saving Native Species program and the Natural Heritage Trust and delivered alongside Local Land Services, a member of the Commonwealth Regional Delivery Partners panel.

5. Marine management and moorings

- Between 5 August and 31 October 2025, there were five mooring bookings.

6. Spatial and data management

- GIS project work this period centred on:
 - Supporting the Projects Team with the Land Capacity Study and developing Delivery Plan metrics across the organisation;
 - Supporting delivery of a Data Management Plan;
 - Creating new data collection apps and systems for IES to better manage maintenance and monitoring;
 - Developing dashboards to assist the Environment team monitor track work and track assets;
 - Improved data analysis tools and automatic reporting for the Weed Team; and
 - Finalising the Public Webmap and performing beta-testing prior to release.
- BAU GIS activities focused on staff training, in particular developing and delivering a GIS training plan for LHIB teams, to better utilise GIS data and systems to improve workplace efficiency and knowledge-sharing.

Attachments

Attachment	Title
Nil	

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Krissy Ward	Senior Manager Environment Services

Board Meeting: November 2025	Agenda Number: 09.01	Record Number: ED25/8178.03
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Projects Unit Report

Recommendations

1. **Note** the *Projects Snapshot* and the overall transition from planning to delivery now underway across infrastructure, policy, and internal systems projects managed by the Projects Unit.

Overview

The Projects Snapshot below introduces a simplified reporting format that gives the Board clear oversight of project status, risks, and key updates. Each project now includes indicators for schedule, budget, resourcing, and overall delivery health, along with a “Path to Green” section outlining the actions needed to maintain or recover progress.

Following an extended phase of planning and system review, the organisation is now entering a major implementation period. Over the next 12 months, project activity will increase across infrastructure delivery, procurement, and the rollout of the Community Strategic Plan (CSP) and Efficiency & Effectiveness (E&E) reforms. These efforts are supported by improvements to governance, reporting, and operational systems.

To coordinate overlapping work across the Projects Program, broader implementation initiatives, and the Critical Infrastructure Program construction phase, the Projects Team has introduced monthly forecasts to track resourcing pressures, procurement timelines, and emerging risks. An escalation process is now in place, and project-level forecasting is integrated into Board reporting to ensure ongoing visibility and coordination.

Overarching Risks

The key risks relate to limited capacity and competing timeframes as multiple high-priority projects transition into delivery. While budget constraints are currently manageable, procurement lead times, contractor availability, and system dependencies could disrupt schedules.

The updated governance framework and Envisio integration streamline workflows and remove duplication, enabling earlier identification of risks and helping align project timing with available capacity and strategic priorities.

The year ahead marks a critical shift from planning to delivery, across both infrastructure and internal systems. Strong foundational work has been completed, and the focus now shifts to embedding these systems, ensuring operational consistency, and managing delivery within existing capacity. Strong change management and clear communication will be implemented to maintain progress and manage expectations.

PROJECTS SNAPSHOT – OCT 2025

Grey Cells = E&E Projects

CEO

Project / Focus Area	Schedule	Budget	Internal Resourcing	Overall RAG	Key Updates	Path to Green
Aviation & Airline Contracts	On Track	On Budget	Yes	●	• Qantas transition complete at 1 Dec. • Contacts signed Sept 25. • See Board Paper	Finalise oversight structure and reporting access with TfNSW; confirm long-term management ownership.
Land Capacity & Evidence Base (LEP / LSPS)	Slight Delay	On Budget	Yes	●	• Technical memos finalised for EBM. • Electricity and wastewater modelling progressing. • Wastewater strategy Review underway. • Preparing presentation materials for EBM and Board – See Board Paper.	Complete modelling and integrate evidence into EBM presentation; seek final Board endorsement.
Policy & Regulation Review	Delayed	On Budget	Yes (resourced Oct)	●	• On-island consultations complete. • Draft methodology under development for EBM. • Implementation stream to be scoped following endorsement.	Finalise methodology + sequencing; prepare EBM presentation; confirm implementation stream.
Project Setup & Governance Workflow	Delayed	On Budget	Yes	●	• Workflow reviewed by CEO and aligned with procurement updates. • Envisio integration pending. • Training materials to be finalised by year-end.	Finalise Envisio integration; commence training rollout early 2026.

Envisio Implementation (Projects & Ops)	On Track	On Budget	Partly	●	• Measure mapping nearing completion. • Pilot training planned for November. • Training booked for January rollout testing sessions.	Finalise metric alignment; run pilot training; confirm rollout readiness.
Enterprise Data Coordination & Ownership	On Track	On Budget	Yes	●	• Audit work almost complete. • Admin/SMT session planned to confirm owners and confirmation of frameworks.	Deliver Admin/SMT session to confirm ownership and governance of data systems.

BCS

Project / Focus Area	Schedule	Budget	Internal Resourcing	Overall RAG	Key Updates	Path to Green
KPMG Project Support Contract	On Track	On Budget	Yes	●	• Extension scope and terms agreed in principle. • Shift toward systems development and governance focus. • Finalising scope.	Execute 12-month extension; update deliverables; transition to governance/planning support.
MidCoast Council Contract	Delayed	On Budget	Partly	●	• Weekly coordination meetings established. • Project Plan being completed. • Transition plan highlighted as priority requirement.	Finalise feasibility; confirm transition plan; establish regular coordination meetings.
IT & Data Management Program	Significant Delay	Overrun	No	●	• Scope consolidation and Data Management Plan (DMP) underway. • Change-management framework to be developed. • Resource proposal required for SMT endorsement.	Define scope, governance and resourcing; review DMP, develop transition plan for SMT endorsement.

IES

Project / Focus Area	Schedule	Budget	Internal Resourcing	Overall RAG	Key Updates	Path to Green
Lot 44 Toilets & Wastewater	Delayed	Over Budget	Yes	●	• DA complete – See Board Paper. • Ready for tender release pending approval.	On board decision, progress procurement, reduce overruns; finalise contractor engagement.
Middle Beach Stairs	Delayed	Over Budget	Partly	●	• Design and specifications finalised. • Forge response pending; tender ready if needed. • Materials currently being produced – shipping confirmation pending. • Construction plan in development.	Confirm supplier availability or retender; adjust budget to market rates. Finalise construction plan.
Skate Park	Delayed	On Budget	No	●	See Board Paper	Present options to Board (Nov), proceed on decision.
Public Hall Refurbishment	Delayed	On Budget	Partly	●	• Procurement underway. • Material order and installation timeline being reviewed, likely February 2026 install.	Finalise procurement; confirm LoRaWAN/AV/Wi-Fi allocations.
Emergency Comms / LoRaWAN & Gower Repeater	On Track	On Budget	Yes	●	• Installation window aligned with HeliOps mid-November. • Karera O&M review and pricing finalisation underway.	Finalise installation and O&M review with Karera; monitor field test results.

ENVIRO

Project / Focus Area	Schedule	Budget	Internal Resourcing	Overall RAG	Key Updates	Path to Green
PPP Plan of Management	On Track	On Budget	Yes	●	• CEAC review completed and feedback incorporated. • See Board Paper	Submit for Board endorsement following CEAC review. Communications plan being developed.
Biodiversity Management Plan	On Track	On Budget	Partly	●	• Panel review complete. • Consultant contract award pending CEO approval. • Mobilisation planned for November.	Finalise contract award; mobilise consultant.
Bootscrub Bays (incl. survey)	Delayed	On Budget	Yes	●	• Prototype design and fabrication progressing. • Survey underway for placement and function testing. • Final design to be validated November–December.	Complete fabrication/installation of test option; Review survey outcomes.
Horticulture Workshops	On Track	On Budget	Yes	●	• Final workshops held and well attended. • Participant feedback being analysed. • Summary report to be finalised December.	Conclude final sessions; capture participant feedback for 2026 planning.
Weed Eradication Program Review	Minor Delay	Tight	Partly	●	• Review scope drafted (Nicola). • Resourcing and sequencing under review.	Confirm resourcing and sequencing.

Attachments

Attachment	Title
NIL	

Approval and contact

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

CEO BOARD REPORT

BUSINESS CORPORATE SERVICES

OPEN SESSION

Item

Core Service Streams

1. Liquor Store
2. Cyber Security
3. Human Resources - Vacancies
4. Land & Property
5. Administration

Major Projects, Major Maintenance Items and Procurements

6. Information Communication Technology - Authority / Altitude

Summary of Activities and Issues

Liquor Store

Revenue is 4% below forecast but remains 7.5% higher than the previous financial year. Expenditure is 4% below forecast. Operations were stable with no service interruptions.

A full operational review will be provided to the Board this financial year to assess whether there is an ongoing need for the Board to remain the sole liquor supplier to businesses on the Island.

Cyber Security

The Board has adopted the new Cybersecurity Policy and associated standards. The next step is to tender for managed cybersecurity and IT support services through KPMG. This process is currently delayed pending the results of the data-management review initiated by the Projects Team. The aim remains to have a contractor engaged by the end of the financial year.

Human Resources – Vacancies

At the end of September, the organisation had:

- 10 vacancies,
- 4 acting arrangements, and
- 4 active recruitment processes underway.

Initial tracking of recruitment timeframes shows an average end-to-end duration of 103 days, from request-to-fill to acceptance. Further scrutiny of bottlenecks will follow.

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Land and Property

Activity for the period included:

- 17 vehicle applications (14 approved; 3 in assessment).
- 6 business licences processed (new/amended/cancelled).
- 3 liquor licence matters (2 issued; 1 cancelled).

Ministerial submissions:

- Four briefs submitted and returned approved:
 1. Transfer of 50% share – *Andrew Wilson to Judith Riddle.*
 2. Transfer by sale – *Narelle Thompson to Jed Thompson.*
 3. Transfer – *Estate of Judith Wilson.*
 4. Extension of term – *Special Leases.*

Planning activity included 2 new Development Applications (not yet determined) and 1 Construction Certificate issued.

MidCoast Council

Contract negotiations are effectively complete. A detailed transition plan covering data management, recruitment, and commencement is being finalised, with the intention to start early in the new year.

Administration

The administration team registered 4,174 documents during the period. These covered enquiries, applications, debtor processes, payroll, and accounts payable.

Staff completed 1,128 actions, with 598 actions outstanding. A portion of outstanding actions require no further work as they are information-only.

Information Communication Technology

The upgrade of the Boards financial software provider has been delayed due to contractor hold-ups. The first phase, a stock upgrade, is now scheduled for completion in May 2026.

Subsequent upgrades will follow across accounts payable, payroll, asset management and customer request management modules.

Two new software products, Enviso and Swiftex, have been purchased to improve internal/external communications and corporate reporting. Both products will be implemented before the end of the financial year.

Attachment	Title
Nil	

Approval and contact

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

Board Meeting: November 2025	Agenda Number: 10.02	Record Number: ED25/8038
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Request for ongoing Free of Charge Use of Community Hall – Dark Sky Festival

Recommendations

1. **Approve** the Dark Sky Festival Lord Howe Island Incorporated Committee request for ongoing free of charge use for the Community Hall for:
 - 7 days as a wet weather backup for event, and
 - 8 days of free use for lead-up events (if required) that cannot be consecutive with the event
 subject to 8 weeks forward notice and availability of the Hall.

Current position

The first Lord Howe Island Dark Sky Festival was successfully held in May 2025. It is hosted and run by a not-for profit incorporated committee. The festival is designed to attract visitors in the shoulder season to boost annual visitation and support the visitor economy. The event was also well subscribed by locals.

In its inaugural year, discounted Community Hall hire fees were applied to assist the festivals' establishment, particularly for a children's craft event, and as a wet weather backup (that was not used).

Given the success of their first event, the Dark Sky Festival Committee have requested the ongoing use of the hall for each year for the lead up and during the festival period (Attachment A). The festival period itself runs for seven days. The lead-up events (craft workshops eg. Turkish Lamp making and pottery) vary in time, ranging from three to seven days, and occur outside the festival month.

This paper is presented for a Board decision in the interests of transparency, and to provide the Dark Sky committee certainty for future events. The Board's in-kind support will also assist the committee secure future grant funding for community and children's activities. Granting free or discounted use of the hall is a discretionary item generally applied by the CEO. It is granted to other not for profit community benefit activities, including dancing and acro lessons, school concerts and first aid training for the community.

The current cost of main hall hire is \$335 per day plus an associated cleaning fee of \$145 minimum, totalling \$3,360 for the week of the event.

It is recommended to approve the request of committee and impose a limitation of 15 business days free use (\$5000 value) per annum to ensure adequate time for the festival to run and its lead-up events. Booking should be made 8 weeks in advance. Any duration over this time will incur the hall use fee plus cleaning. The request for use may be denied if it conflicts with Board and Committee meetings.

Attachments

Attachment	Title
A	Letter Request for Dark Sky Festival use of Community Hall

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Tamiyka Abbott	Executive Assistant



Amy Reed
Secretary
Dark Sky Festival Lord Howe Island Incorporated
PO Box 97
Lord Howe Island NSW 2898
hello@darkskyfestival.info

23rd September 2025

The Elected Board Members
Lord Howe Island Board
Bowker Avenue
Lord Howe Island NSW 2898

Re: Ongoing Free of charge use of The Lord Howe Island Community Hall

Dear Board Members,

On behalf of the Dark Sky Festival Lord Howe Island Incorporated Committee, I am writing to request ongoing, free-of-charge use of the Lord Howe Island Community Hall for the Dark Sky Festival each May, beginning with our 2026 event which is scheduled to run between 16th till 23rd May 2026. We would like to access the Community Hall as a **wet weather backup option** for outdoor Festival events, with a commitment to pay the associated cleaning fee for any use.

Our request for free of charge use of the Lord Howe Island Community Hall also extends to any complementary, community led art classes leading up to each year's festival, such as the Turkish Lamp Workshop which ran last year. Again, we are more than happy to pay the associated cleaning fee for any use.

The Dark Sky Festival is designed to draw visitors during the shoulder season, support local businesses, engage our community and celebrate the Island's pristine night skies. With the support of Destination NSW and the local community, we are working to establish the Festival as a signature annual event that enhances the cultural life of the Island and contributes to a sustainable and resilient local economy.

Our goal is to engage as many residents and businesses as possible in delivering an inspiring program including live music, unique dining experiences, astronomy and astrophotography sessions and creative art installations made by our community. By creating an inclusive,

collaborative event, we aim to boost visitation during a traditionally quieter time, providing tangible benefits for accommodation providers, dining venues, tour operators and the wider community.

Importantly, the Dark Sky Festival directly aligns with several objectives in both the **Lord Howe Island Community Strategic Plan 2024–2034** and the **Lord Howe Island Destination Management Plan 2024–2034**:

- **Lord Howe Island Community Strategic Plan:**
 - 5.4: Support community events and activities in the town centre.
 - 9.1.2: Optimize the use of shared spaces for enhanced community benefit.
 - 9.4.2: Develop and support entertainment options.
 - 9.4.3: Support inclusive community events and gatherings.
- **Lord Howe Island Destination Management Plan:**
 - 1.2: Apply for Dark Sky Sanctuary designation through Dark Sky International. (Hosting regular dark-sky events such as this Festival is an important part of that journey.)
 - 3.2: Develop a winter experiences and events program as part of an industry capacity-building initiative.
 - 3.3: Facilitate the development and attraction of winter events.

By granting the ongoing free use of the Community Hall as part of the Board’s sponsorship of the event, you will be directly supporting a unique, future-focused initiative that enhances the Island’s reputation, strengthens tourism during the shoulder season and delivers lasting value for the community.

The Dark Sky Festival Lord Howe Island Incorporated committee, Danielle Nicolson (President), Tim Burke (Treasurer) and I would be delighted to meet with you to discuss this request in more detail or to answer any questions you may have about the 2026 program or the Festival’s long-term vision.

Thank you for considering this proposal and for your commitment to supporting events that showcase the very best of Lord Howe Island for both residents and visitors.

Kind regards,

Amy Reed
Secretary
Dark Sky Festival
Lord How Island Incorporated

Board Meeting: November 2025	Agenda Number: 11.01	Record Number: ED25/8870
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Critical Infrastructure Program Status Update – November 2025

Recommendations

1. **Note** The critical infrastructure program and projects status for November 2025

Current position

The Critical Infrastructure Program (CIP) is at a key milestone transitioning from procurement and planning phase to the detailed design and construction delivery phase. Environmental Impact Statement (EIS) has been publicly exhibited on the NSW Major Projects Portal; procurement activities on new marine vessel and main infrastructure works complete and marine freight services in progress.

Program Status:

- **Presentation on Program Status update is provided at Attachment A.**
- **Key Program activities:**
 - Engineering & Architectural design packages and performance specifications released to Tenderers for the Main Infrastructure Works (MIW) Request for Tender (RFT) Stage 2 via BuyNSW on 4 September 2025. MIW tenders closed on 14 November 2025.
 - On 3 October 2025 the EIS was submitted to Department of Planning, ([Lord Howe Island Critical Infrastructure Project | Planning Portal - Department of Planning and Environment](#)). The Estimated Development Cost was submitted on 9 October 2025. The EIS Public Exhibition was held from 15 October 2025 until 18 November 2025. Print copies were available at the Museum and Board Offices. And community drop-in sessions were held in the community hall on 6 November 2025.
 - Community concerns raised about the new marine vessel and “roll-on roll-off” marine freight operations during EIS public exhibition. The Department of Planning infrastructure Assessments team informed the community as drop-in sessions on 6 November 2025, that the new marine vessel does not form part of CSSI projects approvals.
 - The New Marine Vessel design and build preferred tenderer has been announced with Serco Australia as the preferred shipbuilder.

- The Marine Freight Service and Operations (Package 2) Request for Tenders progress on suite of scope of services and contract documents.
- Program and projects management transfer from The APP Group to NSW Public Works, **refer Attachment B** for the updated Governance Arrangements and Structure.
- **Projects A to E status summaries are available at Appendix A.**

Next Steps

The following key program activities are planned for the next period:

- **Governance Arrangements updated** with transition from APP PMO to NSW Public Works.
- **New Marine Vessel (Design & Construct)** contract finalisation and detailed design commence.
- **Main Infrastructure Works (Design & Construct)** tender evaluation and award of contract.
- **Submissions Report** in response to stakeholder and community comments on Environmental Impact Statement Report (EIS) to Department of Planning, Housing and Infrastructure (DPHI).
- **Biosecurity requirements** detailed for the new marine freight service in the Request for Tender (RFT) documents.
- **Release RFT (Package 2)** Marine Vessel Operate and Maintain (O&M) to shortlisted tenderers.

Attachments

Attachment	Title
A	LHI CIP Program Status Presentation
B	Governance Arrangements Updated – November 2025

Approval and contact

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

Appendix A - Projects Status – Projects A to E

CIP project streams for reporting and program management purposes are as follows:

- **Project A** – Master Planning & Authority Approvals
- **Project B** - Waste Management Facility
- **Project C** - Marine Infrastructure
- **Project D** – New Marine Vessel & Operations
- **Project E** – Biosecurity Infrastructure

Project A – Master Planning & Authority Approvals

- Final Pre-Tender Estimate issued from Quantity Surveyors (MBMpl) and endorsed by Program Sponsors, 14 September 2025.
- Finalisation of the Environmental Impact Statement (EIS) and Technical Assessments / Reports by APP PMO and ERM Planners.
- Lodgement of the EIS on 3 October 2025. DPHI confirm completion check of the EIS on 7 October 2025. Estimated Development Cost (EDC) submitted to DPHI on 9 October 2025.
- EIS Public Exhibition commenced on 15 October 2025 for 28 days, and extended until 18 November 2025, in response to community's request for additional time to make submissions in the NSW Planning Portal. Community drop-in sessions were held on 6 November 2025.
- Infrastructure NSW Close Out Plan's approved by NPWS / LHIB for reporting on 13 Oct. 2025.
- The APP PMO final Monthly Report for the masterplanning and approvals phase was completed and submitted to the Program Board on 16 October 2025.
- The APP Group Handover Meeting (Governance, Deliverables, Authorities, Information, Correspondance) to NSW Public Works / DCCEEW / LHIB was held on 30 October 2025.
- The APP Group Handover Meeting (Main Infrastructure Works RFT) NSW Public Works for tender evaluation phase was held on 4 November 2025.
- Main Infrastructure Works (Design & Construct) RFT Stage 2 tender closed on 14 November 2025. NSW Public Works to progress tender evaluation and contract award.
- APP PMO services end (except Project D) on Monday, 24 November 2025 and NSW Public Works commence.

Project B - Waste Management Facility (WMF)

- Final Waste Management Facility Technical Specifications and Scope of Works were issued 14 October 2025.
- New WMF equipment manufacture complete, delays encountered with delivery to the island and delayed installation scheduling by both Waste Initiatives and Rowland Engineering.
- Cleanup of WMF progressing well by LHIB / NSWPW, including contaminated glass onsite bagged and sent for disposal, chemical shed clear of all chemicals, all heavy machinery on site has been cut up for shipping to mainland and BAU waste is being managed with no increase to existing stockpiles.
- Machinery delivery by barge in progress to LHI in mid-November 2025.
 - CAT 320 Tier 4 Stage Excavator
 - CAT CB27 Twin Drummer Roller
 - Manitou 2150RT Compact Track Loader

Project C - Marine Infrastructure

- Marine Infrastructure Navigational Simulation to be issued by SMEC in mid-November 2025.

Project D - New Marine Vessel and Operations

- Tender evaluation for the New Marine Vessel (Package 1) Tender concluded and Evaluation Report approved by Tender Review Panel on 30 September 2025.
- DCCEEW Secretary Approval of the Preferred Tenderer for the Design and Build of the new marine vessel on 17 October 2025.
- Minister for the Environment noted the preferred tenderer on 12 November 2025. And an announcement of Serco Australia for the Design and Build of the new marine vessel, released on 17 November 2025.
- Community Consultation Group (CCG) members raised concerns regarding the concept vessel design and marine operations. A subsequent meeting was held on 4 September 2025 with the Naval Architects and Marine Operations Advisor to present the new marine vessel characteristics and benefits as follows:
 - Designed and built to Class
 - Ship shaped with bulbous bow designed to have more favourable seakeeping and higher transit speeds than the Island Trader
 - Improved lagoon passage operability with maximum loaded vessel draft of 2.3 metres, noting the Island Trader draft is 2.6 metres
 - Predominantly RoRo with LoLo capability, with ships crane integrated
 - Designed to perform unloading and loading operations afloat and when grounded
 - Twin bow thrusters and twin propellers protected by skegs
 - Stern Door less exposed to wave action
 - Performance designed for 30-knot beam wind low speed manoeuvrability
 - Significant ballast capacity with respect to tank volume and pump size increasing vessel operability
 - Biosecurity monitoring with the latest surveillance system on the vessel
 - Flexibility of the open deck design for stowage of cargo and weather protected enclosed forward cargo area
 - Shoreside fixed ramp height to be sized to suit vessel ramp when grounded
 - Mooring arrangements are to be confirmed by the Vessel Designer once awarded, with input into Infrastructure Design for the fixed piled vessel ramp. Number, size and capacity of Mooring Dolphins to be finalised
- Postponed release of the RFT for the marine freight service until after New Marine Vessel D&C contract is awarded and the preferred Tenderers' concept vessel design is known.
- Workshops held with Tender Review Panel to further progress the scope of services and commercial and contractual framework for the new marine freight service.
- The marine freight services have been grouped into 3 main phases:
 - Mobilisation
 - Freight Service
 - Vessel Operations & Maintenance
- Marine Freight Service (Package 2) RFT Volumes 1-4 drafting in finalisation phase as follows:
 - RFT Volume 1: Overview
 - RFT Volume 2: Returnable Schedules
 - RFT Volume 3: Contract
 - RFT Volume 4: Scope of Services
- Commercial contract in progress with Minter Ellison lawyers and DCCEEW Legal for the marine freight service (Package 2).

Project E - Biosecurity Infrastructure

- LHIB inspection site visit of Barrow Island, WA (Chevron)

Lord Howe Island Critical Infrastructure Program

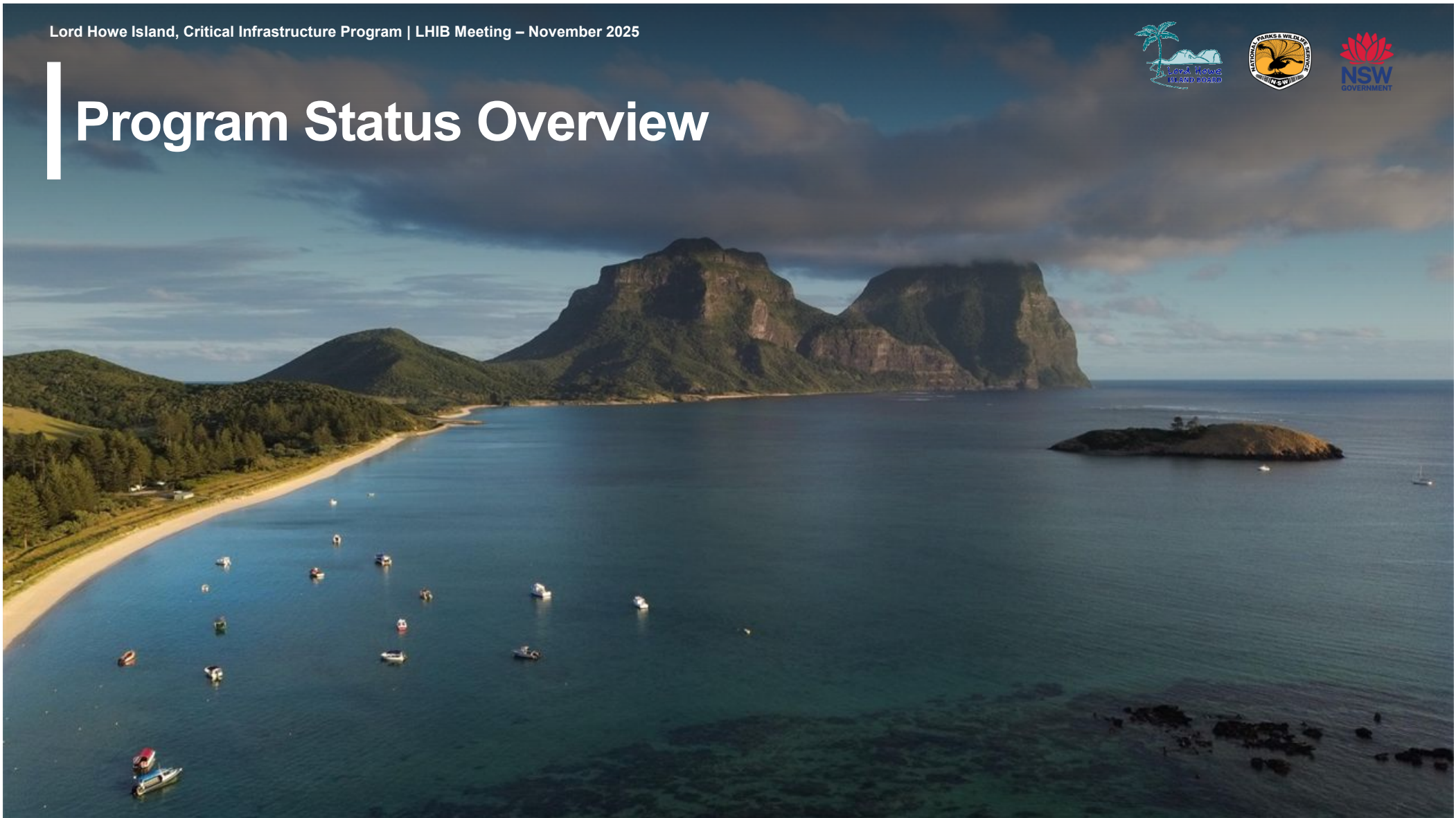
Lord Howe Island Board Meeting – 25 November 2025



Lord Howe Island, Critical Infrastructure Program | LHIB Meeting – November 2025



Program Status Overview



Lord Howe Island, Critical Infrastructure Program | LHIB Meeting – November 2025

Program Status Summary

KEY UPDATES

- ✓ EIS lodged via NSW Planning Portal on 3 October 2025.
DPHI confirm completion check of the EIS on 7 October 2025.
- ✓ EIS Public Exhibition commenced 15 Oct. 2025 for 28 days, extended until 18 Nov. 2025. Print copies and community drop-in sessions held on 6 November 2025.
- ✓ Engineering / Architectural design packages and performance specifications released to Tenderers for the Main Infrastructure Works Request for Tender (RFT) Stage 2 via BuyNSW on 4 September 2025
Tender close on 14 November 2025.
- ✓ Commercial and Technical Interactive Sessions held with Tenderers.
Tender evaluation is progress being led by NSW Public Works.
- ✓ RFT (Package 1) New Marine Vessel (Design & Construct) tender evaluation complete.
Preferred shipbuilder announced by the Minister on 17 Nov. 2025
- ✓ Drafting in progress of Marine Freight Service and Operations (Package 2) RFT suite of tender documents
- ✓ Program and projects management transfer from APP Group to NSW Public Works for detailed design and construction delivery.



Public Exhibition on Island, 15 October to 18 November 2025

Lord Howe Island, Critical Infrastructure Program | LHIB Meeting – November 2025



Projects Management Transition

Key updates for the Board:

- ✓ **NSW Public Works to project manage**
 - ❖ Main Infrastructure Works detailed design and delivery of construction works
 - ❖ New Marine Vessel contract administration for detailed design and build.

- ✓ **APP Group have finalised handover to DCCEEW and NSW Public Works.**
 - ❖ MIW Procurement handover was on 7 Nov. 2025
 - ❖ APP PMO services end (except Project D O&M) on Monday, 24 November 2025
 - ❖ NSW Public Works commence project management services on 24 Nov. 2025





Construction Delivery Management

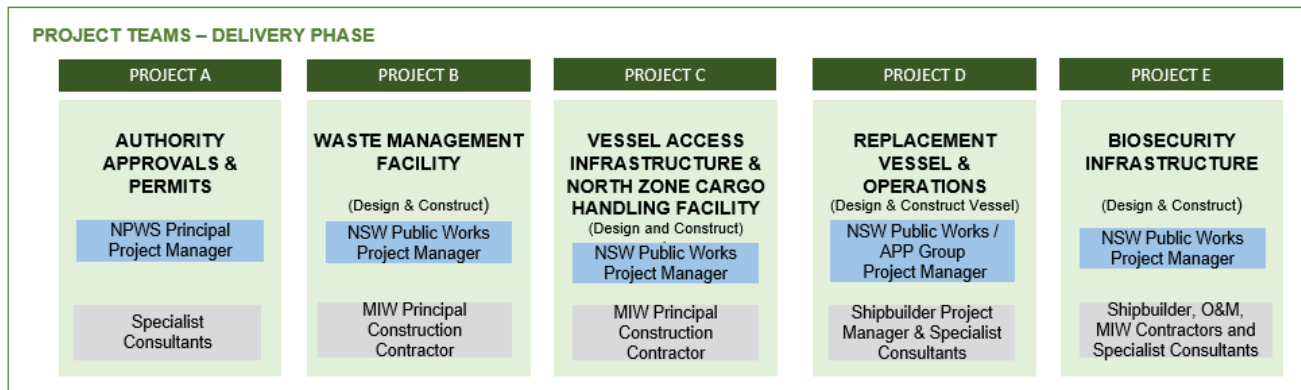
- ✓ **Construction delivery works planning:**
 - ❖ Construction Management Plans and Detailed Works Methodology
 - ✓ Construction Project Sites and EIS / Safety compliance
 - ✓ Construction Delivery Programme
 - ✓ Construction Environmental Management
 - ✓ Construction Risks and Biosecurity Management
 - ✓ Workforce and Logistics Management
 - ❖ Extent of Works at North and South Zones (site sheds, laydown, fencing and temporary signage)
 - ❖ Dilapidation inspection and recording of Lagoon Road and existing jetty infrastructure and existing sheds
 - ❖ Communication and Community Engagement Plan – Community information sessions to meet the Contractors



Lord Howe Island, Critical Infrastructure Program | LHIB Meeting – November 2025



Program Governance Arrangements (Delivery)



Program Groups

- ▶ **Lord Howe Island Board** – Quarterly Meetings
- ▶ **Program Board** – Monthly Meetings
- ▶ **Project Control Group (Delivery)** – Key milestones
- ▶ **Government Stakeholder Consultation Group** – Bi-Monthly Meetings
- ▶ **Community Consultation Group** – Bi-Monthly Meetings
- ▶ **Biosecurity Technical Advisory Group** – Meetings and Workshops as required

Project Teams Governance Groups

- ▶ **Project Team Working Group** – Meetings as required

Lord Howe Island, Critical Infrastructure Program | LHIB Meeting – November 2025



Planning Approvals Status

KEY UPDATE

Key updates for the Board:

CSSI Application

- ▶ Environmental Impact Statement (EIS) submitted to Major Projects Portal on 3 October 2025. EIS includes 27 Appendices.
- ▶ DPHI notified DCCEEW on 10 October the approved release for public exhibition on the NSW Planning - Major Projects Portal on 15 October 2025.
- ▶ DPHI Infrastructure Assessments Team were on-island from 5-7 November 2025, including attendance at CCG Meeting on 6 November 2025
- ▶ Exhibition closed on 18 November 2025
- ▶ DPHI meeting on 24 November to discuss community and state agencies feedback.
- ▶ Response to Submissions Report to be progressed by DCCEEW.

State Significant Infrastructure

Exhibition

Lord Howe Island Critical Infrastructure Project

Port Macquarie-Hastings

Submissions closing in 28 days

Make a submission

All submissions must be made online through the NSW Planning Portal. If you need help making a submission, visit [help and resources](#) or call Service NSW on 1300 305 695.

Current Status: Exhibition

Interact with the stages for their names

Want to stay updated on this project?

Notify me

The Project proposes the construction, operation and maintenance of new marine infrastructure, cargo handling facility, biosecurity infrastructure and waste management facility on Lord Howe Island, and associated landscape and vegetation restoration.

EPBC

This project is a controlled action under the *Environment Protection and Biodiversity Conservation Act 1999* and will be assessed under the bilateral agreement between the NSW and Commonwealth Governments, or an accredited assessment process. For more information, refer to the Australian Government's [website](#).

Attachments & Resources

Notice of Exhibition (1)

Application (1)

SEARs (1)

EIS (28)

Project Details

Application Number	SSI-78107213
EPBC ID Number	2025/10188
Assessment Type	State Significant Infrastructure
Development Type	Water transport facilities (including ports)
Local Government Areas	Port Macquarie-Hastings
Exhibition Start-End Date	15/10/2025 - 11/11/2025

Contact Planner

Name

Nathan Heath

Phone

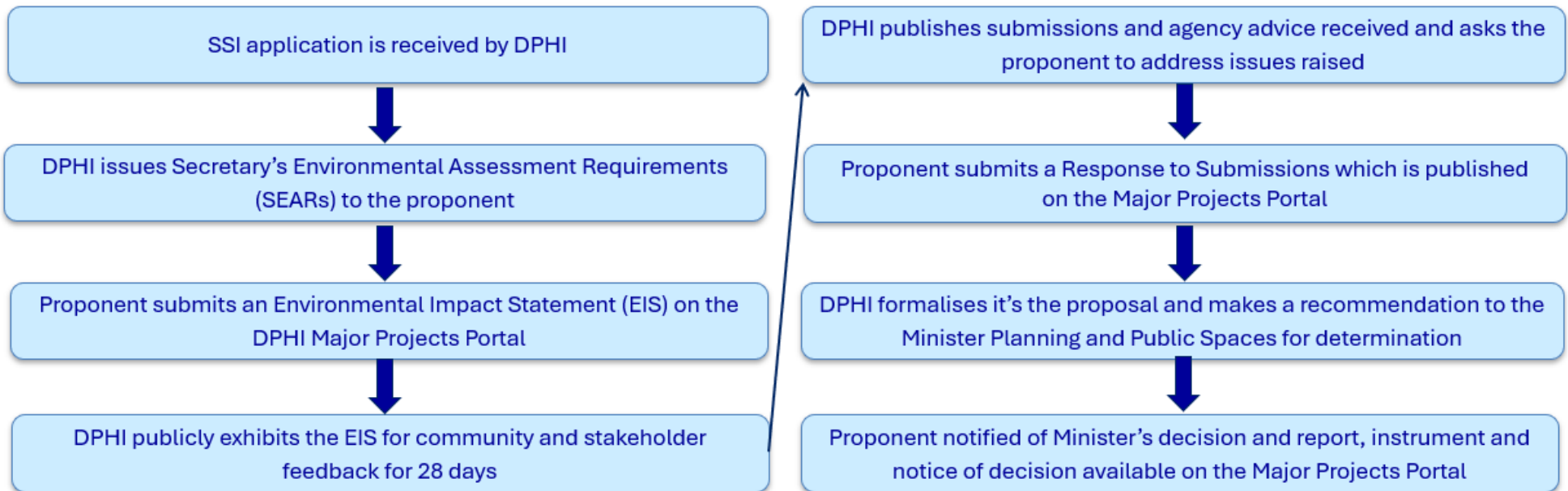
02 8289 0517

View project on map



Planning Approvals – next steps

State Significant Infrastructure

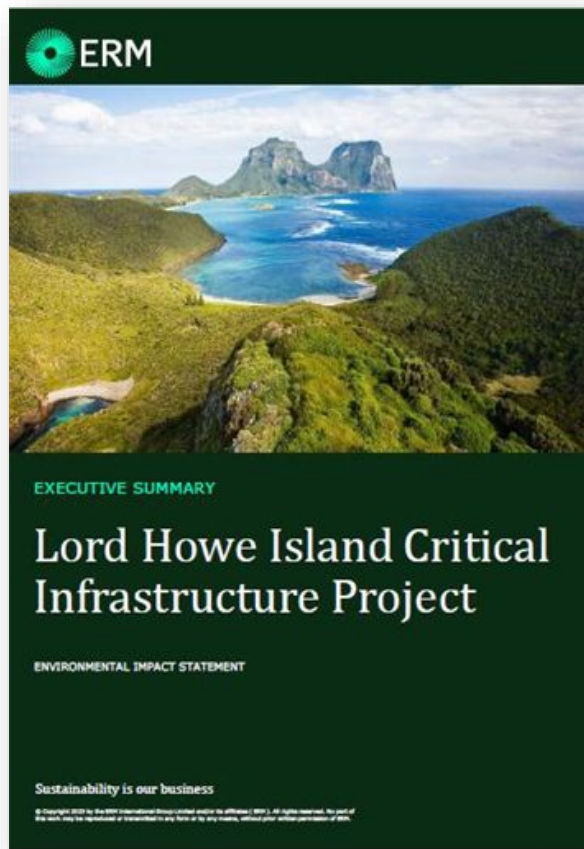


 **We are here**



Environmental Impact Statement Public Exhibition

SUMMARY



Key issues addressed:

- ▶ Air Quality and Odour
- ▶ Aviation
- ▶ Climate Change Risk
- ▶ Biosecurity
- ▶ Biodiversity
- ▶ Contamination
- ▶ Design and Plan
- ▶ Economic
- ▶ Flooding
- ▶ Hazards and Risk
- ▶ Heritage – Maritime Archaeology
- ▶ Heritage - Environmental
- ▶ Marine Ecology
- ▶ Noise and Vibration
- ▶ Protected and Sensitive Lands
- ▶ Social
- ▶ Soils
- ▶ Sustainability
- ▶ Transport and Traffic
- ▶ Waste
- ▶ Water – Hydrology
- ▶ Water – Quality

Key Agencies engaged:

- ▶ DPHI
 - GANSW
- ▶ DCCEEW (NSW)
 - CPHR
 - Heritage NSW
- ▶ DCCEEW (Cwth)
- ▶ DPIRD
 - Marine Parks
 - Agri & Bio
- ▶ EPA
- ▶ DAFF (Cwth)
- ▶ TfNSW

Lord Howe Island, Critical Infrastructure Program | LHIB Meeting – November 2025



EIS Public Exhibition – Community Display

EIS Public Exhibition commenced on 15 October 2025 to allow the community and any interested parties to have their say and make a submission on the Project.

Submissions close date was extended until 18 November 2025.

DPHI attended on-Island and were available for Q&As at community drop-in sessions and Community Consultation Group Meeting on 6 November 2025.





Main Infrastructure Works – RFT Stage 2

KEY UPDATE

Key updates for GSCG:

- ▶ RFT Stage 2 released to shortlisted tenderers on 4 September 2025
- ▶ Interactive process closed Friday, 7 November 2025
- ▶ Tender Submissions closed **3pm Friday, 14 November 2025.**
- ▶ Tender Evaluation from 13 November to 2 December 2025
- ▶ NSWPW Tender Evaluation Review Panel independent check 12 December 2025
- ▶ Tender Recommendation Report to DCCEEW Secretary 23 December 2025
- ▶ **Letter of Award for the MIW Contract** planned for **mid-January 2026**
- ▶ Anticipate no impact to programme as critical path is still the Project approvals.

Lord Howe Island, Critical Infrastructure Program | LHIB Meeting – November 2025



WMF Current Site Status

SITE CLEAN UP WORKS UPDATE

Key updates for the Board:

- ▶ Contaminated glass onsite is being bagged and sent for disposal. Current stockpile to be removed by the end year.
- ▶ BAU waste is being managed with no increase to existing stockpiles.
- ▶ The chemical shed is clear of backlog / stockpile and locked.
- ▶ Small amounts of stockpiled waste remaining onsite.
- ▶ Mulch and additional vegetation mounds remains onsite and needs to be removed. Solutions in progress with EPA.
- ▶ All heavy machinery on site has been cut up for shipping which occurred mid-November 2025.
- ▶ EPA has granted permission to remove and reuse the large pieces of concrete as unprocessed fill.
- ▶ EPA agreement to be formalised on the use of the existing quarry for fill disposal including excess spoil.
- ▶ Post Tender negotiations to be undertaken to agree on the scope of additional clean-up works required.



Lord Howe Island Waste Management Facility, October 2025



WMF Current Site Clean-up Status



Lord Howe Island, Critical Infrastructure Program | LHIB Meeting – November 2025

Risks and Key Challenges

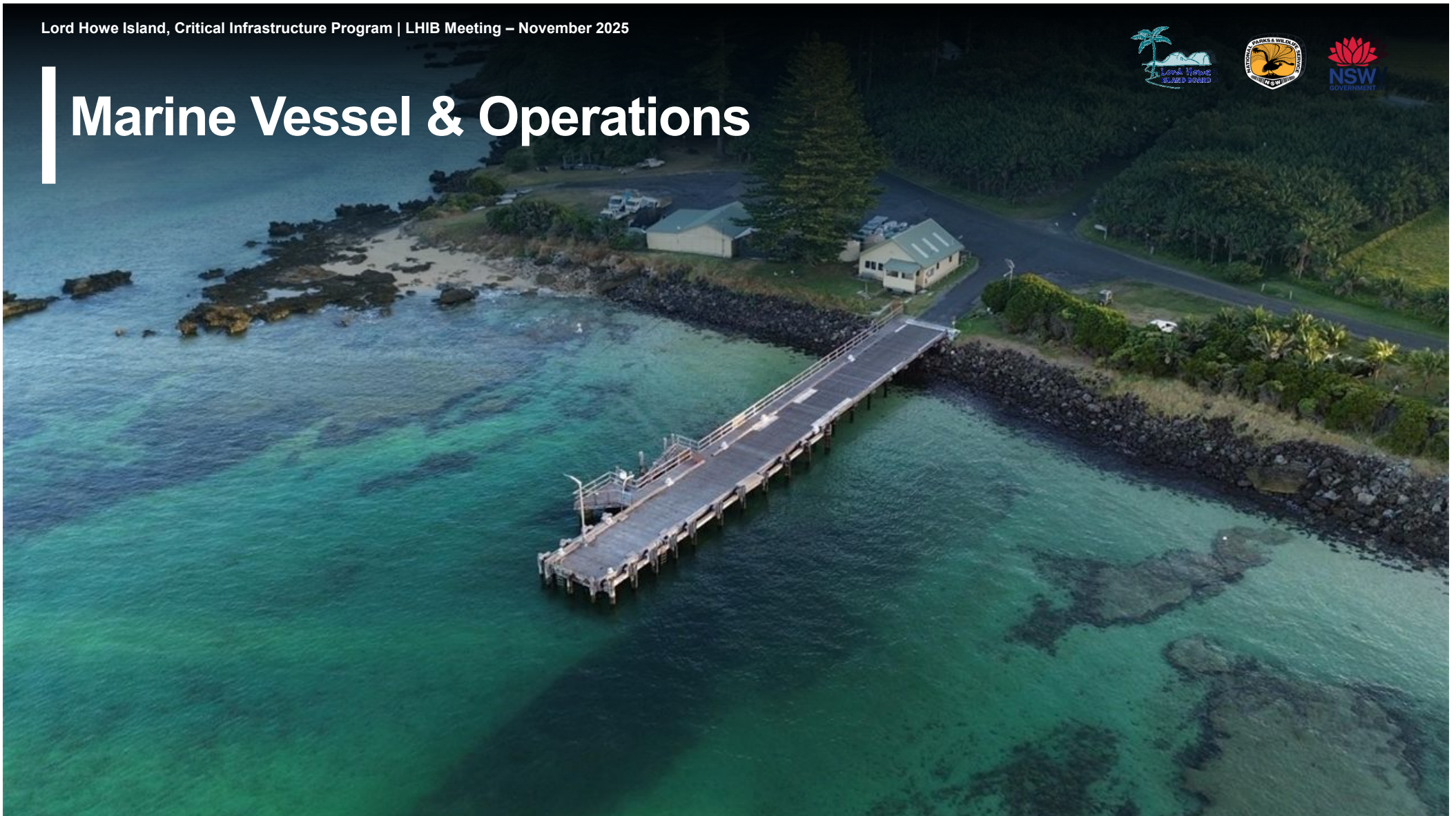
- ▶ **Community Feedback** - submissions received on EIS, potential risk that the CIP does not meet community expectations with concerns on project impacts in north zone both visual and operations with marine infrastructure construction.
- ▶ **Approvals delay impact construction commencement** - challenge with tight timeframes allowed for detailed design phase, State Design Review Panel required at 80% design and CSSI State & Commonwealth approvals.
- ▶ **Design development** – infrastructure works by the Principal Construction Contractor if changed may require CSSI amendment report, resulting in risk of approvals delaying construction. And EPA required approvals for excess spoil disposal (materials management) to occur on-Island.
- ▶ **Cost management and cost control** - pre-tender estimate (PTE) on Main Infrastructure Works shows a tight budget scenario, potential risk that the Tenderers bid prices exceed the budget, resulting in an affordability issue and continued value management exercise.



Lord Howe Island, Critical Infrastructure Program | LHIB Meeting – November 2025



Marine Vessel & Operations



Lord Howe Island, Critical Infrastructure Program | LHIB Meeting – November 2025

New Marine Vessel

DESIGN and BUILD VESSEL PROCUREMENT

- ▶ Tender Evaluation for New Marine vessel design and build is complete.
- ▶ Preferred Tenderer was approved by the Secretary of DCCEEW on 21 October 2025.
- ▶ Ministerial endorsed the Preferred Tenderer on 12 November 2025.
- ▶ Ministerial announcement, media release and LHI Householder of shipbuilder on 17 Nov. 2025.
- ▶ Contract finalisation in progress with shipbuilder in readiness of contract award for the Design and Build of the new marine vessel.

Lord Howe Island, Critical Infrastructure Program | LHIB Meeting – November 2025

New Marine Vessel

DESIGN CHARACTERISTICS and BENEFITS

- ▶ Designed and built to Class
- ▶ Ship shaped with bulbous bow designed to have more favourable seakeeping and higher transit speeds
- ▶ Improved lagoon passage operability with maximum loaded vessel draft of 2.3 metres
- ▶ Predominantly RoRo with LoLo capability, with ships crane integrated
- ▶ Designed to perform unloading and loading operations afloat and when grounded. And Stern door is less exposed to wave action
- ▶ Biosecurity monitoring with the latest surveillance system on the vessel
- ▶ Flexibility of the open deck design for stowage of cargo and weather protected enclosed forward cargo area
- ▶ Shoreside fixed ramp height to be sized to suit vessel ramp when grounded
- ▶ Mooring arrangements to be confirmed by the Vessel Designer, with input into Infrastructure Design for the fixed piled vessel ramp. Number, size and capacity of Mooring Dolphins to be finalised

Lord Howe Island, Critical Infrastructure Program | LHIB Meeting – November 2025

Operate and Maintain Marine Freight Service

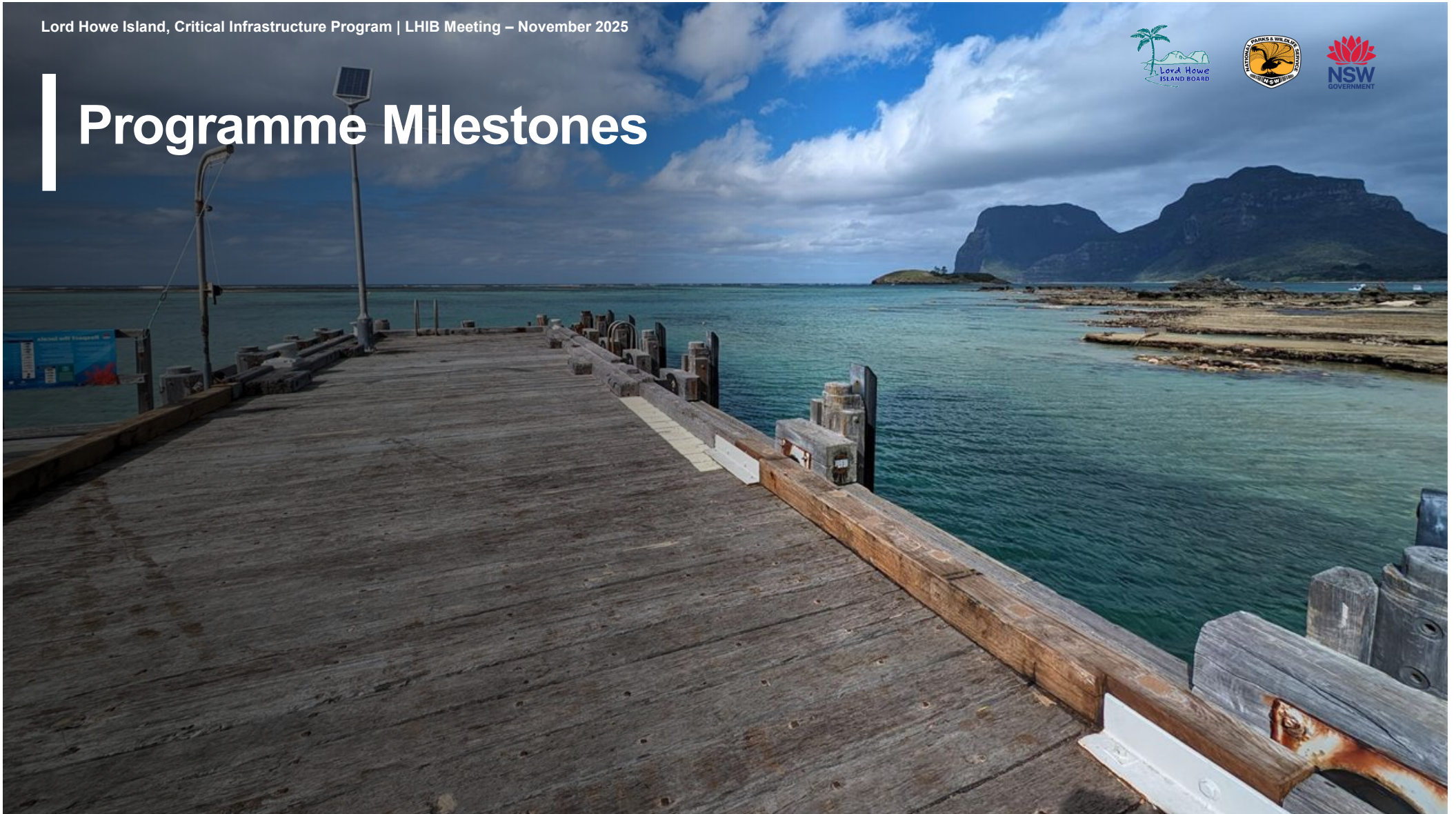
OPERATE and MAINTAIN MARINE FREIGHT SERVICE PROCUREMENT

- The RFT documents for the marine freight service procurement (Package 2) are well advanced and almost complete.
- On Contract Award of the new vessel and release of design drawings the marine freight service procurement gets underway.
- Tenderers for the Marine Freight Service will need to have access to vessel details in order to bid and price the marine freight service.

Lord Howe Island, Critical Infrastructure Program | LHIB Meeting – November 2025



Programme Milestones





Program and Projects Milestones

June / July 2025	EIS Report progress, Technical Assessments and Agency Consultation / Engagement Briefings.
July / Sept 2025	RFT Stage 1 and Stage 2 released to market for Main Infrastructure Works to seek a Principal Contractor to deliver the construction works for the project.
Sept / Oct 2025	EIS lodgement to DPPI 3 October 2025. EIS Exhibition Period – 15 October to 18 November 2025.
Nov / Dec 2025	Contract Award to ship builder to design and build the new marine vessel. Commence detailed design.
January 2026	Contract Award to Principal Contractor for the design and construct of Main Infrastructure Works. Commence detailed design and early works.
February 2026	Remediation and decontamination with EPA of Waste Management Facility, to progress cleanup prior to commencement of construction scheduled for June 2026.
Feb / Mar 2026	Response to Submissions Report published by the Consenting Authority (DPPI), with preliminary draft conditions issued.
April / May 2026	Contract Award to Marine Vessel Operator and Maintenance for new freight service.
Jun / Jul 2026	DA Determination and EPBC Approval obtained (assuming no additional studies). Site mobilisation of Principal Construction Contractor on Island for construction commencement of Main Infrastructure Works.
February 2027	Construction of fixed piled vessel ramp complete, for new vessel service.
March 2027	New Marine Vessel built, commissioned and handed over to NSW Government for the first marine operational freight service from the mainland to Lord Howe Island
Nov / Dec 2027	Construction completion – Cargo Laydown Area, Waste Management Facility and Biosecurity Infrastructure (Freight quarantine facility and Detection Dog Kennels).

Lord Howe Island, Critical Infrastructure Program | LHIB Meeting – November 2025



Thank you

More information can be found on Program website,
[Critical Infrastructure Program | Lord Howe Island Board](#)

LHI Critical Infrastructure Project available on the NSW Major Projects
Planning Portal – [Lord Howe Island Critical Infrastructure Project |
Planning Portal - Department of Planning and Environment](#)

EPBC Act Public Portal (EPBC Number: 2025/10188)
[Referral summary - EPBC Act Public Portal](#)

Board Meeting: November 2025	Agenda Number: 11.02	Record Number: ED25/8487
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Quarter 3 Lord Howe Island Board Community Environment Advisory Committee report

Recommendations

1. **Note** This Quarter 3 Lord Howe Island Board Community Environment Advisory Committee report

Current position

The Lord Howe Island Board (LHIB) Community Environment Advisory Committee (CEAC) is made up of the following members:

- Kayla Hiscox
- Judy Riddle
- Ian Hutton
- Rebecca Shelly
- Kellie Ellis

CEAC have met to discuss environmental management issues 2 times this quarter.

Views of CEAC

General

ABHA Project	CEAC supports the project and looks forward to commencement in November.
Pigeon Cull	Supported — members expressed preference for this to proceed as soon as possible.
Black Noddy Management	CEAC supports the continued removal of Noddies from the town centre and recognises this is not a quick fix. The committee would endorse further actions following monitoring of this season's outcomes.
Boot Scrub Bay renewal	CEAC supports and endorses the project
Gardening Workshops	CEAC supports the workshops and recommends collecting community feedback to identify further opportunities in this area.
Phasmid re-introduction	CEAC supports the re-introduction of phasmids to the main island as described in the proposed plan. CEAC recommends good communication and consideration of the impacts on community and native flora.

Permanent Park Preserve Plan of Management - review

Historic values	CEAC endorse greater emphasis within the plan on historic values and cultural values being more clearly represented.
Drone use within the PPP	CEAC endorsed clear drone management guidelines to be included. Permits for drone use were supported for approved uses and more visitor education and signage required.
Visitation limits	CEAC support the island's 400-bed cap and believe this to self-regulate visitation numbers in the PPP. It was proposed that incorporating limits should be achieved through business licensing and there are other factors beyond environment to be considered.
Harvesting native species	CEAC support the permit systems to harvest some native species for propagation purposes.
Extreme sports	CEAC agree that extreme sports pose safety risks and are not appropriate within the PPP.
Off-shore Island restrictions	CEAC support retaining existing restrictions with no changes required.
Additional infrastructure	CEAC support: • New toilet near Little Island Gate (not within the PPP) OR New toilet at Cobby's Corner or alternatively signs directing visitors to the Golf Club or Airport terminal (not in PPP) • Boardwalks for phytophthora management
Mt Gower access	CEAC support the need for more clarification and communication around track access without a local guide. Members are concerned about the unauthorised access by transient staff due to the safety risks and rescue challenges.
Mt Eliza Track	CEAC supports year-round access to Mt Eliza track with signage to warn bushwalkers to watch for nesting birds and eggs.
Fire management	CEAC only support firebreak established as a response measure, not pre-emptively.
Camping	CEAC support introducing a maximum occupancy cap across the three camping sites, instead of per site, with exemptions for school excursions. Members agreed no new recreational camping areas should be established within the PPP, only for research or management purposes.
Business licences for operation within the PPP	CEAC agreed this is largely a business management issue but support a continued requirement for licensed operations conducting guided activities within the PPP. CEAC endorse a process requiring outside tour groups (e.g., off-island registered businesses) to obtain a Board-issued licence and pay a fee.

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Krissy Ward	Senior Manager Environment Services

Board Meeting: November 2025	Agenda Number: 11.03	Record Number: ED25/8472
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Preparedness for H5N1 Avian Influenza

Recommendations

1. **Note** Lord Howe Island Board has undertaken preparedness for H5N1 Avian Influenza (H5 bird flu) and is ready to respond to an on-island outbreak.
2. **Note** a Scientific Advisory Panel has been convened to support the LHIB assess risks from H5 bird flu to endemic Woodhens and Currawongs and to consider feasible response options, including emergency capture of a small number of birds for *ex-situ* conservation.

Current position

H5 bird flu, is a highly contagious viral disease that primarily affects birds, but can also infect other animals and, rarely, humans. It is of global concern as it spreads across the world's wild and migratory birds. H5 bird flu has NOT yet been detected in animals in Australia but it has been found in nearby countries.

This October, wildlife scientists from the Australian Antarctic Division reported unusual levels of mortality among elephant seals on sub-Antarctic Heard Island. The observation is consistent with H5 bird flu, but can only be confirmed as a detection of the virus following testing. Samples will arrive in Hobart on Monday 17th November, and results should be known within weeks. Given the known presence of the virus in the sub-Antarctic, the Australian Government considers the risk to Australia of an incursion is not substantially increased by the recent report, however the finding reinforces the need for Australia to remain focused on preparing for an outbreak.

On Lord Howe Island, nesting season increases the need for awareness. At this time of year, more than a dozen seabird species return to the island, including in areas near homes, walking tracks and beaches. The community is being encouraged to stay up to date with LHIB communications, signage and alerts about H5 bird flu.

Preparedness actions

The Board is being informed of the work undertaken by LHIB and other agencies as part of a state and national preparedness effort aimed at helping communities prepare for the possible impacts of H5 bird flu.

While the Department of Primary Industries and Regional Development (DPIRD) is the combat agency for any H5 bird flu outbreak in NSW, it is anticipated that LHIB will be required to undertake the initial on-ground response following a confirmed detection on LHI. The exact nature and extent of LHIB response will reflect where and how the emergency develops. Scaling up of the response will trigger additional resource requests and support from the mainland, coordinated through the combat agency Incident Management Team (IMT).

H5 bird flu is a nationally notifiable disease. This means any animals showing signs of the disease must be reported to the Emergency Animal Disease Hotline on 1800 675 888, which may result in DPIRD requesting a sample be collected for testing. The Lord Howe Island Board Environment Team is available to assist on (02) 6563-2066.

LHIB has undertaken the following preparedness actions:

- with Department of Climate Change, Energy, the Environment and Water (DCCEEW) Avian Influenza (AI) Coordination Team, developed a Draft LHI HPAI preparedness plan
- with key staff, undertaken Australasian Inter-service Incident Management System (AIIMS) training and established an incident management team roster to cover the migratory bird season
- with field staff, developed daily surveillance activities
- established a cold chain of custody process for suspect samples to reach the NSW Chief Veterinarian laboratory
- stockpiled PPE for a trained first response team
- with EPA established carcass burning and decontamination procedures
- met with key local committees – Elected Board Members, Local Emergency Management Committee, Community Environment Advisory Committee, LHI Tourism Association, Public Health, Marine Parks and LHI Veterinarian and Wildlife carer
- issued key messages to the community through a Householder, LHIB Socials and in the Signal local newspaper.
- corresponded with LHI businesses and government services and provided a poster to display in their premises
- placed posters on all community notice boards including at the Museum

Risks to endemic Woodhens and Currawongs

The endemic LHI Woodhen and LHI Currawong are considered at particularly risk of impact from an incursion of H5 bird flu due to their potential to scavenge the carcasses of infected animals. The DCCEEW AI Coordination Team has worked with the LHIB to convene a scientific advisory panel to consider risks to these species and feasible options for reducing risks, including emergency capture and ex-situ conservation. The advisory panel comprises LHIB staff, NSW DCCEEW AI Coordination Team, species experts and licensing and animal ethics advisors, Commonwealth DCCEEW, Taronga Zoo, and the Zoo and Aquarium Association (ZAA).

Options being considered include emergency capture and temporary holding of a sample of Woodhens and Currawongs at a suitable facility on the mainland, with the objective of removing some individuals from potential exposure. Neither species is currently held in captivity, and so consideration will also be given to permanently establishing ex-situ, insurance populations as a guarantee against any other emerging threats to these species.

The Board is asked to note that the scientific advisory panel will continue to work collaboratively on an emergency capture plan for Woodhens and Currawongs to determine feasibility.

Key messages for our community and visitors

- Stay up to date with LHIB communications, signage and alerts
- Keep pets away from birds and nesting sites
- Talk to children, staff and guests about not touching injured or dead birds
- Share knowledge or suggestions to assist local planning
- Consider testing and treating water
- Report signs of bird illness promptly
- Businesses: review insurance, brief staff and prepare visitor messaging
- Consider how changes to beach or track access might affect daily routines
- Understand that instructions may come from health or biosecurity authorities, beyond the direct control of the Lord Howe Island Board

Attachments

Attachment	Title
	Nil

Approval and contact

Approver	Position
Name	Chief Executive Officer
Preparer	Position
Krissy Ward	Senior Manager Environment Services

Board Meeting: November 2025	Agenda Number: 11.04	Record Number: ED25/8476
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Phasmid Translocation Proposal

Recommendations

1. **Approve** submission of phasmid translocation proposal to NSW DCCEEW wildlife licensing team.
2. **Approve** LHIB World Heritage team proceeding with detailed project planning and implementation, in partnership with Melbourne Zoo and NSW DCCEEW.

Current position

Background

The Lord Howe Island Phasmid is Critically Endangered and an iconic and globally significant species. Extinct on LHI since the 1930s, the species survived only on Ball's Pyramid until rediscovery in 2001. Since 2003 a captive program led by Melbourne Zoo has maintained an insurance population now numbering approximately 1000 individuals across several institutions. With the main island now free of rodents, conditions allow for reintroduction of the phasmid to LHI. Objectives are to establish multiple self-sustaining wild populations in the Permanent Park Preserve, secure species recovery, and restore ecosystem functions.

Current Position

- The current status of the wild population on Ball's Pyramid is unknown but is likely to be very small and continues to face threats from invasive weed infestation, climate change, low genetic variability and stochastic events such as rock shelf collapse. Regular habitat management on Balls Pyramid is logistically difficult. The wild population is at high risk of extinction, creating an urgency to progress the translocation program.
- The LHIB is responsible under state and federal environmental legislation to prevent extinction and promote recovery of Critically Endangered species. As managers of a World Heritage property, the LHIB is also obliged to protect and enhance Outstanding Universal Value, which includes safeguarding the island's unique biodiversity. Advancing the phasmid reintroduction is therefore both a statutory requirement and a demonstration of the Board's national and international conservation obligations.

- The reintroduction directly addresses priority actions in NSW and Commonwealth biodiversity plans, including the LHI BMP. It strengthens LHI's global profile as a site of ecological recovery and excellence in biodiversity conservation.
- Reintroduction of the phasmid to LHI is the action identified as most likely to secure the future of the species in the wild.
- There is an expectation within the community and broader scientific and conservation sectors that reintroduction will proceed now that the threat of rodents has been removed.
- Maintaining the captive insurance population at Melbourne Zoo at its current scale is increasingly costly and not sustainable long-term.

Reintroduction plan

Key elements of the reintroduction plan include:

- **Source population:** Animals and eggs from Melbourne Zoo, biosecurity screened prior to transfer.
- **Temporary acclimation:** 4-6 weeks in purpose-built holding enclosure on LHI.
- **Release:** Multiple staged releases at three sites in the PPP, each with ~100 individuals plus eggs, commencing spring 2026.
- **Monitoring:** Intensive monitoring for 4–6 weeks post-release, followed by monthly surveys for 12 months, then review.
- **Community engagement:** Information sessions and regular updates to CEAC and community.

Further details are provided in Attachment A summary version of the draft translocation proposal to be submitted to NSW DCCEEW licencing team.

Financial impact

- **Pre-release holding facility (LHI):** Funded by existing Commonwealth and ZV grants. Proposed structure (modified greenhouse) to be repurposed into a seedling nursery at the LHIB depot following project completion.
- **Monitoring equipment:** ~\$18K per site (transmitters \$6K, cameras \$7K, consumables \$5K).
- **Staff time and logistics:** Mostly in-kind from ZV, LHIB, and DCCEEW; ZV covering disease screening (\$6K per release), animal transport (~\$4K), scaling-up breeding (~\$10K per release), pre-release husbandry, and 4-6 weeks of intensive post-release monitoring.
- **Overall:** Majority of costs covered by responsible agencies and existing grants; DCCEEW to investigate additional funding to cover monitoring equipment and contingencies.

Further details are provided in Attachment B – Draft Resourcing Table

Risks and Mitigations

Risk	Mitigation
Biosecurity and disease introduction	Mandatory Disease Risk Analysis, strict screening, quarantine, and use of specific-pathogen-free breeding lines.
Insufficient community awareness or support	Regular CEAC updates, public information sessions, FAQs and fact sheets to maintain transparency and address concerns.
Uncoordinated media coverage or reputational impact	Develop integrated media and communications plan with Zoos Victoria, DCCEEW and LHIB; proactive management of messaging.
Delays or failure to secure approvals	Early engagement with NSW DCCEEW licensing, EPBC compliance, and timely preparation of required documentation.
Funding or resourcing shortfalls	Confirm agency in-kind commitments; DCCEEW to pursue additional funding for equipment, logistics and contingencies.
Inadequate habitat suitability or poor site selection	Rigorous site assessments and staged release trials across multiple sites.
Insufficient monitoring capacity	Share monitoring load across LHIB, ZV and DCCEEW; secure necessary equipment and train staff.
Poor timing or seasonal mismatch with release	Schedule releases in optimal climatic windows; stagger releases across seasons to maximise success.
Reduced genetic diversity over time	Use large, mixed cohorts from captive population; manage breeding and releases to maximise genetic representation.
Low long-term sustainability of wild populations	Multiple staged releases, adaptive management, and ongoing review of population viability.
Stakeholder coordination breakdown	Maintain regular implementation group meetings across LHIB, ZV, DCCEEW, and community representatives.
Reputational risk if project falters	Strong planning, transparent reporting, adaptive management, and proactive communication of challenges and successes.

Consultation

- CEO & EBM – in principle support/endorsement.
- Zoos Victoria – captive breeding, health screening, resourcing, monitoring, reporting.
- NSW DCCEEW – regulatory approvals, funding support.
- Current and past Phasid Working Group members – expert advice.
- CEAC and local stakeholders – community engagement.

Next steps

1. Finalise the translocation proposal for submission to DCCEEW licensing team pending Board approval (late 2025/early 2026).
2. Deliver community engagement and information program.
3. Submission of DA for pre-release holding facility at LHIB depot.
4. Undertake habitat suitability assessments and select release sites following community and expert consultation.
5. Develop integrated media plan.

Attachments

Attachment	Title
A	Returning the Phasmid to Lord Howe Island – Draft Translocation Proposal Summary
B	Draft Resourcing Table

Approval and contact

Approver	Position
Name	Chief Executive Officer
Preparer	Position
Liam Murphy	Acting Team Leader World Heritage

Returning the phasmid to Lord Howe Island – draft proposal outline

This document outlines a draft proposal for the reintroduction of the Lord Howe Island Phasmid to Lord Howe Island (LHI). The purpose of this outline is to facilitate consultation. Following this consultation, a detailed reintroduction plan will be prepared and submitted to the NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) for consideration. This draft proposal outline stems from discussions between staff from the three agencies most involved in conservation efforts for the LHI Phasmid (Lord Howe Island Board, Zoos Victoria, and NSW DCCEEW), as well as several other individuals with long-term involvement in the phasmid program.

1. Background and overview

The Lord Howe Island Phasmid (*Dryococelus australis*) is critically endangered and has been described as one of the world's rarest insects (Priddel et al. 2003). It was once common and widespread on Lord Howe Island (Etheridge 1889; Lea 1916), a remote World Heritage listed island, situated about 600km off the east coast of Australia. However, it disappeared from the island following the accidental introduction of Black Rats (*Rattus rattus*) in 1918 when the supply ship SS Makambo ran aground just off the island's coast (Edgecombe 1987, Wilkinson 2014). Unsurprisingly, the phasmids were desirable prey for this invasive rodent, and by the 1930's, the phasmid had apparently disappeared from the island (Paramonov 1963), along with a number of endemic bird species and several other invertebrates.

The phasmid was presumed extinct until the remains of what appeared to be LHI Phasmids, were reported by rock climbers in the 1960's on Ball's Pyramid (McAlpine 1966, Smithers 1970), a steep volcanic sea stack about 23km to the SE of LHI. However, there were no further traces reported for the next few decades, and the species was listed as extinct by the IUCN in 1990 (IUCN Red list, 1990).



Adult female on Melaleuca at Melb Zoo (R. Cleave)

It was not until 2001 that live individuals were discovered on Ball's Pyramid in a small patch of *Melaleuca* on a narrow rock ledge, about 100m above the ocean (Priddel et al. 2003). Following the re-discovery, an interim recovery plan was prepared and a captive breeding program commenced, with the collection of two pairs of adults from Ball's Pyramid in 2003. The captive program was established as insurance against extinction, to provide a source population for future reintroduction, and to enable research into the biology of the species. This captive program is co-ordinated by Zoos Victoria but currently involves six institutions (both national and international) that hold in excess of 1000 adults.

Based on previous surveys, there is very limited suitable habitat for the LHI Phasmid on Ball's Pyramid (<1ha) and the population is likely to be very small and unstable. Consequently, the population is considered highly vulnerable to extinction (Rudolf and Brock 2017) and this risk is likely increasing due to habitat loss and degradation, a drying climate, and on-going loss of genetic variation that will continue to erode population viability.

There have been no previous attempts to translocate LHI Phasmids from captivity to the wild, but the opportunity has now arrived to reintroduce the species back to LHI. Critically, the cause of the phasmid's

extinction on LHI - the establishment of invasive rats - has been removed, following the successful rodent eradication program. Rodents have not been detected on LHI since August 2021, providing the opportunity for reintroduction and recovery of the LHI Phasmid. Successful establishment of the phasmid on LHI would not only secure the future of this remarkable species but help with the on-going restoration of the island's ecosystem.

2. Objectives and rationale for reintroduction

The primary objective is to re-establish the LHI Phasmid back on LHI by way of reintroducing animals from the captive population. Now that rodents have been eradicated, reintroduction should pave the way for full recovery of this critically endangered species and secure its long-term future. We expect reintroduction to be successful because much of the habitat on LHI that was previously occupied by the phasmid remains intact and in good condition.

Currently, the wild population on Ball's Pyramid is very small and vulnerable to extinction. Existing threats are expected to worsen and include habitat loss and degradation (e.g. smothering of the *Melaleuca* food plant by invasive Morning Glory and the potential future impact of Myrtle Rust), a drying climate (as evident from BOM data), stochastic effects (e.g. collapse of habitat shelves, drought events), and loss of genetic variation leading to reduced population resilience and viability. Further, the captive population will continue to lose genetic variation over time and is costly to operate at the current scale. Consequently, the value of having a large, secure, wild population on LHI is becoming increasingly important and urgent.

Re-establishment of phasmids on LHI would have the additional benefit of contributing to the on-going restoration of the island's ecosystem. Phasmids would aid in nutrient turnover, through the consumption of foliage and deposition of frass, and contribute to the island's food web, as they are predicted to provide food for many endemic species including a number of spiders, reptiles and birds.

Finally, re-introduction of the LHI Phasmid has been identified as a priority conservation action in both NSW and Commonwealth government biodiversity conservation plans (including the current *Lord Howe Island Biodiversity Management Plan*). As such, there is growing expectation in the LHI community and broader conservation sector that LHI Phasmids will be reintroduced now that the rodents have been removed. This expectation was highlighted in recent feedback to a survey of the local LHI community conducted by the LHIB in 2024.

3. Biology of the phasmid

The LHI Phasmid was first described in 1855 (Montrouzier 1855) and is the sole member of the stick insect genus *Dryococelus*. Adults are glossy black in appearance and females can be up to 150mm long and weigh 25g; males up to 120mm long and 20g (Honan 2008; image shows adult female (L) and male (R)). There are no other insects of similar appearance within its current or historic range.

While little was known about the phasmid's biology before it disappeared from LHI, a range of studies in captivity have provided a good understanding of its life history and reproductive biology (e.g. Honan 2008). Females reach maturity about six months after hatching and commence laying soon after. Like many other stick insect species, females can reproduce either sexually or asexually.



They can lay up to 300 eggs over their lifespan, which can be up to 18 months. Eggs are quite large and usually hatch 6-8 months after being laid. Hatchlings are bright green in colour and usually between 16-22mm in length. Their colour changes from green, through brown, to black as they progress through a series of moults before attaining adult size after about six months (Honan 2008).



Early life stages of development (a) nymph hatching from egg (b) recently hatchling (c) juvenile (R. Cleave).

Various trials in captivity have demonstrated that LHI Phasmids can eat and survive, both as nymphs and adults, on a range of plants that are endemic to Lord Howe Island (McGrath et al. 2017). Genetic studies have also confirmed that the population on Ball's Pyramid is the same species as the historical population that was lost from LHI almost a century ago (Mikheyev et al. 2017).

4. Reintroduction project team

The project team will include an implementation group consisting of staff from the LHIB, Zoos Victoria, and NSW DCCEEW, as well as external experts. This team will prepare the full reintroduction proposal, for consideration by NSW DCCEEW, as well as collate any additional information that may be requested by the LHI Board, NSW DCCEEW or local community.

5. Proposed reintroduction plan

5.1 Source of animals

Animals and eggs for reintroduction would be sourced from Melbourne Zoo (MZ), which houses the largest and most genetically diverse captive population. All other captive populations have been derived from this MZ population.

The number of animals produced by the MZ population can be increased (or decreased), as required, by managing the number of eggs that are permitted to hatch. This would allow hundreds of additional animals and eggs to be produced each year for release, without impacting the security of the captive population. MZ

already has considerable experience with organising the transfer of eggs and animals between holding institutions. Pre-transfer biosecurity measures would include quarantining and disease screening.

5.2 Temporary housing of animals on Lord Howe Island

Animals from MZ would be transported to LHI and temporarily housed in holding enclosures for a period of between 4-6 weeks before release to the wild. This would allow these individuals to acclimate to local climatic conditions and adjust to the local food plants and microbiota (bacteria, fungi, viruses etc), in a secure, predator-free environment where they can be closely monitored.

5.3 Release sites

Release sites would be selected to ensure the presence of adequate food plants species (using information in McGrath et. al. 2017 and Sheringham et al. 2016) and habitat structure that can provide shelter and protection (e.g. hollows in *Ficus* trees).

Release sites would be located only within the Lord Howe Island Permanent Park Preserve and at least 500 metres away from settlement areas. This would limit the likelihood of phasmids dispersing into the settlement area in the short-term.

To improve the chances of success, we recommend releasing animals at three sites because establishment success will likely vary between sites and it would also be beneficial to establish multiple populations to aid with the rate and likelihood of recovery.

5.4 Release composition, numbers and timing

We recommend releasing equal number of males and females, as either young adults or sub-adults. The females in these release cohorts would soon or already be laying eggs and continue to do so for the remainder of their lives.

Unsurprisingly, success of translocations to the wild (both among vertebrates and invertebrates) has often been shown to relate to the number of animals released. We suggest initially releasing at least 100 individuals at each site, as some level of predation is inevitable and desirable.

Animals would likely be released by placing retreat boxes, with groups of phasmids inside, into pre-determined locations on tree trunks at the release sites.

We also plan to 'release' eggs by placing them in predator-proof enclosures at release sites. As the hatchlings emerge from the substrate, they would self-release through the enclosure mesh. The number of eggs available for release will depend on production from the captive population.

We also recommend that multiple release events are undertaken at each release site. Success of release cohorts may vary with season, so releasing animals at different times of the year may accelerate establishment and improve chances of success. Staggering releases over time will also provide the opportunity to learn and adjust release methods, if required.

The reintroduction of animals could commence in 2026 after the completion of all plans and approvals.

5.5 Post-release monitoring

The objectives of monitoring will include:

- (i) Determine if the release populations are persisting, reproducing, and expanding over time.
- (ii) Assess potential effects of the release populations on the local ecosystem.
- (iii) Use monitoring data to evaluate progress towards established reintroduction targets.

Monitoring methods may include:

- (i) *Transmitter tracking* a subset of released adults using tiny transmitters glued to the thorax. Tags have been trialled in captivity that can function and remain attached for up to six weeks, with no observed adverse effects on the animals.
- (ii) *Checks of release boxes* to determine if and for how long animals continue to make use of these boxes.
- (iii) *Nocturnal area surveys* with spotlights to directly detect animals in the forest at night.
- (iv) *Daytime surveys of vegetation* to search for juveniles in understorey plants.
- (v) *Camera-trap surveys* may potentially be used to detect phasmids moving on trunks and branches.
- (vi) *Frass surveys*, using sheet traps, to capture and detect the very distinctive frass produced by phasmids as they forage in the vegetation above and also checking for accumulations of frass.
- (vii) *Vegetation impact surveys* at release sites to document distinctive patterns of leaf damage associated with phasmid foraging.

Monitoring is expected to be intensive over the first 4-6 weeks following each release of animals (multiple days a week at each site) and then drop back to monthly for at least 12 months. After that time, monitoring would continue at a frequency that would be determined after the 12-month review.

6. Reintroduction targets and other research questions

The monitoring program outlined above will allow a number of short- and long-term reintroduction success targets to be evaluated. Short-term targets would likely reflect short-term survival (1 month) of released animals, and then persistence of the population and evidence of breeding after 12 months. The long-term targets (3-5 years post-release) would relate to expansion of the release populations and progress towards species recovery and downlisting of conservation status.

Beyond assessment of these short and long-term success targets, the monitoring program should also allow a range of other questions to be addressed, including:

- Post-release movement patterns (for animals with transmitters)
- Rate of population growth
- Rate of population expansion and area of occupancy
- Effects of season on population age structure and sex ratio
- Estimate of vegetation impact
- Generation of population models to estimate population growth and size
- Potential changes in adult morphology in comparison to captive reared animals

7. Expected interactions with existing flora and fauna

While very little is known about the predators of phasmids when they were last on LHI, we expect that nymphs and juveniles will be preyed upon by a number of the small to mid-size birds (e.g. LHI Golden Whistler and LHI Silvereye), lizards (i.e. LHI gecko and LHI skink), spiders (183 species are known from LHI – Hutton, ianhutton.info/biodiversity/invertebrates/) and other predatory invertebrates, such as ants. The larger sub-adults and adult phasmids would likely be taken by larger birds (e.g. the LHI Woodhen and LHI Currawong, and Buff-banded Rail). Eggs may be parasitized by wasps and taken by other invertebrates, but this is unknown.

The LHI phasmids are unlikely to have any direct competitors that they would detrimentally impact or compromise their own survival, as food plants should be abundant.

A disease risk analysis (DRA) will be included as part of the formal translocation application to assess any potential risks of introducing diseases to LHI, and pre-transfer and pre-release measures will be implemented to minimise any identified risks.

The phasmids will be expected to forage on a range of plants species, some of which we have identified previously (McGrath et al. 2017). However, we do not anticipate significant defoliation issues because the LHI phasmid was last on LHI less than a century ago and we are unaware of any such issues being reported. Further, the LHI phasmid is not closely related to any of the very few stick insect species that have been associated with infestations and adverse impacts on vegetation or crops. Nevertheless, regular monitoring of vegetation at release sites will be undertaken to document any potential impacts.

8. Evaluation and reporting

In the first 12 months post-release, the project team will meet online each month to assess the monitoring data, effectiveness of the monitoring methods, progress towards targets, and decide if changes to monitoring methods are required.

The first full assessment of the translocation will occur 12 months post-release, when all aspects of the reintroductions will be evaluated by the project team, including an assessment of the short-term targets, adjustments to on-going monitoring methods and frequency, and recommendations for next steps. Further translocations may be recommended to the same sites and/or different sites, depending on the outcomes of the review.

Progress reports on the reintroduction will be provided to the NSW DCCEW and the LHI community, via the Community Environment Advisory Committee and community newsletter.

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- Wilkinson R. 2014. Return of the phasmid: Australia's rarest insect fights back from the brink of extinction. Hamilton Central (Queensland): Media Dynamics – Streetlight.

Draft resource requirements for LHIP reintroductions

	Activity	Responsibility	Resources/expenses required	Additional Funding required	Funding source
Finalise reintroduction plan	Complete reintroduction plan, following further consultation, and gain approval	ZV, LHIB, DCCEEW and others in planning team	Existing staff time (mostly ZV)	No	Covered by responsible agencies
	Community engagement around Reintroduction Plan	LHIB, ZV, DCCEEW	Existing staff time (mostly LHIB)	No	Covered by responsible agencies
	Selection of release sites	LHIB, ZV, DCCEEW	- Existing staff time (~ 3 days) - Flight and accommodation for non-LHIB staff (~ \$5K pp)	No	Covered by responsible agencies
Captive population management (Melb Zoo)	On-going maintenance of captive population at MZ	ZV	Existing staff time, utility costs, facilities maintenance (~ \$150K pa)	No	Covered by ZV
	Scaling-up production at MZ to supply animals/eggs for reintroduction	ZV	Additional plants, enclosures, and staff time to service release animal enclosures (~ \$10K per release)	No	Covered by ZV
	Disease screening of release animals	ZV	Disease screening (~ \$3K per round x 2 rounds = \$6K per release)	No	Covered by ZV
	Transportation of release animals from MZ to LHI	ZV	Existing staff time, flights, accommodation (1 person ~ \$4K)	No	Covered by ZV

Pre-release captive holding on LHI	Purchase and install holding facilities of LHI	LHIB	• Staff time, cost and installation of facility	No	Grants from Commonwealth (SNS) and ZV
	Management of animals in holding facilities on LHI (~ 4-6 weeks for each release)	LHIB, ZV	• Staff time (equivalent to ~ 0.5(?) FTE for duration of holding) • Flight (up to two rtn) and accommodation (Research Station) for 1 x ZV person (\$200/day)	No	Covered by ZV and LHIB (in-kind use room in Research Station)
	Disease screening of animals before release (?)	ZV	• 1 round of disease screening (~ \$3K)	No	ZV to cover
Release and monitoring	Release site preparation (installing release boxes and cameras)	LHIB, ZV	• Existing staff time (~1 day per site). This would be done by staff managing animals in holding	No	Covered by ZV and LHIB
	Equipment for post-release monitoring	ZV, LHIB	• Transmitters – 20 per site @ ~ \$300 each = \$6K per site • Cameras ~ 10 per site @ ~ \$700 each = \$7K per site (may be able to use existing cameras) • Other minor items and consumables (~ \$5K)	Yes	ZV grant to LHIB as well as funding from ZV and DCCEEW
	Initial month of high intensity monitoring (radio tracking, diurnal and nocturnal surveys – see plan outline for details)	LHIB, ZV, DCCEEW	• Staff time (min. 2 person per day). • Flights and accommodation (Research Station) for non-LHIB staff	No	Covered by responsible agencies as well as ZV grant to LHIB
	Subsequent monthly monitoring for 12 months post-release	LHIB, ZV, DCCEEW	• Staff time (2 people; 1 day/release site/month). Mostly LHIB. • For any non-LHIB staff, flights and accommodation	TBD	Largely covered by responsible agencies as well as ZV grant to LHIB

	Reporting – to DCCEEW licensing and Annual Review and Recommendations report	LHIB, ZV, DCCEEW	• Staff time	No	Covered by responsible agencies
	Comms associated with releases and on-going updates to community	LHIB, ZV, DCCEEW	• Existing staff time from Reintro Team and Comms staff from LHIB, DCCEEW and ZV • Flights and accommodation videographer(s) (about 4 days)	No	Covered by responsible agencies
Contingency budget	Available if required	DCCEEW	• E.g flights, accommodation, extra contractor (\$xxx)	No	Covered by DCCEEW

Board Meeting: November 2025

Agenda Number: 11.05

Record Number: ED25/8546

LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Proposed Skate Park

Recommendations

1. **Decide** on future of Lord Howe Island Skate Park project

Background

A community skate park was proposed for Lord Howe Island by a committed group of locals. Funding was sought and approved in 2019. The project aimed to offer additional recreational opportunities for youth outside school hours, providing an alternative to team and beach-based sports.

The facility was designed as a transition-style skate park by specialist firm CONVIC, catering to beginners and intermediate skaters while supporting natural skill progression. It features a variety of skate elements, including a beginner mini ramp at the entry, and would be suitable for all ages and individual participation.

Current Position

Since funding approval, the project was delayed by COVID and the rodent response. Upon recommencement various investigations and planning matters have identified several issues. The include site contamination, design problems, delivery logistics and a projected \$200k budget shortfall. Efforts to overcome these constraints are largely exhausted.

The project has reached a point that the Lord Howe Island Board must determine whether to proceed with the original skate park plan, redesign a more feasible alternative or redirect the available grant funding to another project.

The following three options are available:

Development Pathway Options	
Option 1: Proceed as Planned	• Apply for additional time extension for Grant funding • Update costings for the proposed concept design including contamination costs, freight, materials and shipping increases since the last costing in 2019 • If required secure additional funding for delivering the project

	• Submit a Development Application. TBC Original DA Approved 15/02/2019 • Update documentation and coordinate the build schedule with other island projects including the CIP • Undertake site remediation as required for contamination • Tender process: D+C model is proposed for the delivery of this project
Option 2: Hybrid and Modification	• Redesign to cater for a more diverse youth group e.g.: Youth Active Space • Redesign the Skate Park to align with the grant funding budget • Explore other site locations. For example, next to the playground and fitness equipment • Reduce or eliminate to use of the specified concrete amount currently proposed • Explore above ground design concepts and eliminate the need for site remediation • Modify concept and incorporate a pump track or rock climbing & bouldering wall structures
Option 3: Redirect the Grant Funding (Recommended)	• Put the money towards an existing shovel ready project or near complete project. • Use the funding to buy new or upgrade existing sporting facilities and equipment on the island

Conclusion

As identified in the FY26 Operational Plan, the Board has a number of high priority projects that it is pursuing, along with several projects that are well overdue for completion. A strategic decision has been agreed to complete as many overdue projects as well, and focus on the higher priority ones including the CIP, LSPS and LEP review, and roads.

Therefore, it is recommended that a request be submitted to DCCEEW to redirect this funding to another shovel ready project (Option 3).

Attachments

Attachment	Title
A	Attachment A - LHI Skate Park Final Concept Design Report CONVIC- April 24
B	Attachment B - Budget Review & Recommendations LHI Skate Park, March 2021
C	Attachment C - Precedents - Skatepark, Pump Tracks and Climbing Walls
D	Attachment D – LHI Skate Park: Risks, Budget and Timeline

Approval and contact

Approver	Position
CEO	Chief Executive Officer
Preparer	Position
Julia Young	Project Officer

Budget and Funding

Funding: Skate Park Funding Stronger Country Communities Fund
Round 2 Agency/Division Regional Development & Programs
SCCF2-0536 – Lord Howe Island Skate Park

The current total budget for the Skate Park is \$676,000.00.

2021 Budget Review by Public Works Advisory (PWA)

PWA conducted a budget review and prepared a high-level pre-tender estimate, identifying several areas of concern. Based on comparable projects and their industry experience, PWA estimated the project cost at approximately \$478,241.00 (ex GST). At the time, this review indicated that the existing budget was insufficient to deliver the proposed design.

Cost Increases Since 2021

Since 2021, construction costs on the island have risen significantly, particularly in relation to freight and material costs. These increases would have a substantial impact on the current budget. As a result, both the approved design and the resourcing required to deliver it would exceed available funding, meaning the project would require additional financial support.

Risks

- **Site Contamination:** Preliminary site investigations targeting a soil sampling and ecological assessment were conducted. PSI has identified an overall contamination risk rating of high for the proposed skate park development. (PFOS exceeding the ecological SAC in four soil samples at two locations between depths of 0–1.2 m)
- **Remote location delivery constraints** LHI does not have concrete batching facility. Resulting in the need to import a vast majority of materials and labour which can have an impact on program and evidently the cost and size of the skatepark. The plant available on the island will determine the construction methodology and this will most likely result in an extended construction program. The concrete needs to be manually mixed limiting the height of the skate obstacles, pour sizes and reducing quality control on the concrete mix
- **Budget and Cost Risks:** PWA's estimated costs on the existing concept plan to be more than 50% over budget this includes estimated freight costs: The additional costs for the importation of reinforcing steel, fabricated steel, concrete material, formwork material and tool containers will have an impact on the budget.
- **Additional fill required:** High cost of fill could affect the final skate park size if unavailable on the island
- **Corrosive Environment:** The site's marine conditions require 40 MPa concrete, which may be difficult to achieve locally. This can be mitigated with increased slab thickness or additional cover. Ongoing maintenance costs required to maintain the skate park need to be considered
- **Resource Constraints:** The project will coincide with the Critical Infrastructure Project (CIP), creating potential resource limitations and delays

Timeline

September 2016:

- Lord Howe Island Skate Park (LHISP) was registered as an incorporated association in NSW.

October 2016:

- The LHISP supporters met for the first time at the Public Hall, including Local Board Members, and they all agreed in principle with the Skate Park Proposal
- LHISP accepted the contribution of \$3000 as part of the 2016-17 Community Grants Program by the Lord Howe Island Board
- LHISP organised a letter box survey (householder) for the skate park location

November 2016:

- LHISP was registered and received its ABN: 97 717 902 348
- The committee was formed because of the need to form an Incorporated Association so they could apply for grants
- A basic concept design was agreed on after some workshops
- An Expression of Interest (EoI) was issued to skate park construction companies to gauge their interest in designing and building a skate park on Lord Howe Island
- Convic sent a free design and drawings for consideration. (This was knocked back by the skaters committee due to its large size and lack of preferred features)
- LHISP sent out a community questionnaire asking where a skate park should be located

January 2017:

- A request was sent to Convic for them to present a new design that was smaller and with features that local skaters with a surf orientated background would prefer (Part of the money from the 2016-17 Community Grants Program was used to pay for this).

May 2017:

- LHISP received the amended plan, and a community update was sent out for Island residents about the progress
- At the last Board meeting in the closed session, it was asked of the Board members if they would support an application for Owners Consent for the Skate Park

2018:

- The board endorsed the construction of a concrete skatepark

2019:

- DA was lodged in March 2019 and approved in September
Status: Approved 24/09/2019 / DA Number DA2019.11

2020:

- At this time the Board highlighted challenges with on-site concrete pours on Lord Howe Island, emphasising the need for geotechnical investigations to align design, constructability, and budget, especially given the difficulties of working with local calcarenite and sandy soils

2021-2023:

- The required geotechnical work was held up by COVID restrictions
- LHI Board engage Public Works Advisory (PWA) to conduct a Budget Review & Recommendations for LHI Skate Park. 3 options were proposed

2024:

- CONVIC issued a Final Concept Design Report – Rev A

2025:

- Preliminary Site Investigations were conducted on island
- GMO-approved Deed of Variation (DoV) for: SCCF2-0536

Board Meeting: November 2025	Agenda Number: 11.06	Record Number: ED25/8761
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Lord Howe Island Shared CBD

Recommendations

That the Lord Howe Island Board approve public exhibition inviting comment for a period of 20 days on:

1. **The establishment of a Shared Zone** within the town centre (as per attached diagram) with an enforceable 15 km/h speed limit;
2. **Retention** of existing straight-stall parking configuration on the Abemama frontage;
3. **Marking** of the proposed Loading Zone adjacent to the Public Hall or as an alternative measure, community education to discourage parking

Current position

The Lord Howe Island Traffic Committee met in March 25 and made several recommendations (Attachment A). This paper implements some of those, view a view to improving safety and reducing congesting in the town centre.

Background

The Lord Howe Island town centre is characterised by high pedestrian activity and mixed vehicle use, with key destinations including retail, hospitality, postal, and community facilities located within close proximity.

To improve pedestrian safety, traffic management, and amenity within this area, it is proposed to formalise a Shared Zone under the *NSW Road Rules 2014* and relevant *Transport for NSW (TfNSW) Traffic Control Devices Manual (TCDM)* to be approved by the Lord Howe Island Board as the authorised Roads authority under the *Roads Act 1993 No. 33*.

Proposal

As shown on the attached aerial plan (Attachment B):

- The Shared Zone (highlighted in blue) will encompass the T-intersection connecting the access road between Thompson's Store, the Public Hall, and the Post Office.

- The area will be designated an enforceable 15 km/h shared speed environment, consistent with TfNSW-approved regulatory limits for Shared Zones.
- Existing straight-stall parking along the north-western frontage (toward Thompson's Store marked in Red) is to be retained, as this configuration maximises the number of available parking bays and provides safer entry/exit movements.

Parking Configuration

- Retention of straight-stall parking is proposed due to:
 - Previous safety incidents associated with angle parking towards "Abemama" (vehicle incident at the premises several years prior);
 - Improved spatial efficiency - angle parking reduces total bay yield and;
 - Consistency with existing CBD arrangements and driver expectations.

Loading Zone

- A Loading Zone (highlighted in red) is proposed adjacent to the community hall frontage, enabling business operators to temporarily load and unload goods and waste bins.
- The Lord Howe Island Board, as the Roads Authority under the *Lord Howe Island Act 1953*, has the authority to declare this zone.
- For enforcement by NSW Police, the zone must:
 - Be clearly delineated with regulatory "Loading Zone" signage in accordance with the *TfNSW Traffic Control Devices Manual – Part 11 (Parking Controls)*; or
 - Be alternatively declared as a "No Stopping" zone marked by a continuous yellow kerb line, in accordance with *NSW Road Rule 169(3)*.
- Additional signage within the CBD will therefore be required to make the restriction enforceable. This may lead to impacts on visual amenity for the community and surrounding businesses.

Future Works

- It is anticipated that, subject to budget availability and Board priorities, a pull-in loading bay (similar to that located at the Post Office, marked in Orange) may be constructed in the future near the area historically known as the "Beach Boutique".
- This work would require a Development Application (DA) under the *Lord Howe Island Local Environmental Plan 2010*.
- The current proposal only establishes the regulatory marking and signage for the loading zone to support interim operational needs.

Community Education

As an alternative or supplementary measure, the Board may elect to issue a community advisory notice or household circular discouraging parking in the designated loading area. However, it should be noted that such informal communications are not legally enforceable without regulatory signage or road markings approved by the Roads Authority.

- It is recommended the Board endorse public consultation on the creation of a designated Shared Zone within the Lord Howe Island town centre, at the T-intersection located between Thompson's Store, the Public Hall, and the Post Office.

Attachments

Attachment	Title
A	Traffic Committee Minutes
B	Aerial Plan

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Brad Josephs	Senior Manager Infrastructure and Engineering

Minutes

LHI Traffic Committee



Meeting	LHI Traffic Committee
Location	Microsoft Teams
Date/Time	04 March 2025, 15:30
Present	Suzie Christensen (LHIB) – Committee Chair Bradley Josephs (LHIB) Matthew Retmook (LHIB Board Member) Judy Riddle (LHI Community Member) Joel Merchant (NSW Police)
Apologies	Nil
Minutes	Sonali Chand , Executive Assistant

The committee discussed several issues and made the following recommendations:

1. Parking Changes.

Several parking changes were proposed, including

- reverse parking at the playground
- reverse parking on Anchorage restaurant side of the road
- loading zones in front of Crooked Post
- no parking zones in narrow section between Thompson's Store, Diamonds and Ned's Beach Road and Lagoon Road junction

2. Community Engagement

- Develop a communication document outlining the proposed parking changes, including a map that includes all the areas where new signs and parking solutions are needed. Consider requesting incorporation in current 'Red Map'.
- Attend meetings with community groups such as seniors, playgroup members, and other relevant stakeholders to discuss the proposed parking changes and gather feedback.

3. Museum.

- Identify suitable locations for additional bike racks at the museum and install them to accommodate more bicycles and reduce congestion.

4. Airport

- Relocate the bike racks at the airport to a more visible and accessible location near the water cooler or fence to encourage proper bike parking.

Minutes

LHI Traffic Committee



- Assess the current signage at the airport related to jet wash hazards and determine if additional signage or yellow lines are needed to enhance safety.

5. Install Additional Speed Limit Signs.

- Install additional 15km and 25km speed limit signs at various locations including the top of Leanda Lei Hill, along the straight road by the airport, and other identified areas.

6. Contact Transport NSW for Portable Radar Units

- Joel to Contact Transport NSW to regarding their offer of permanent units and request portable radar units as a more suitable alternative, that can be taken back to the police station and set up as needed.

Joy's Shop driveway was discussed including the need for proper drainage plan and subsequent works to prevent accidents and improve safety. These are matters for the leaseholder.

The committee noted new equipment and material purchased for pothole repair to ensure longevity, and proposed training of Board staff in their use.

Meeting Closed 16:30

Next Meeting: TBA

Aerial View - Lord Howe Island Shared CBD



Board Meeting: November 2025	Agenda Number: 11.07	Record Number: ED25/8853
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Repeater aerial on Mt Gower

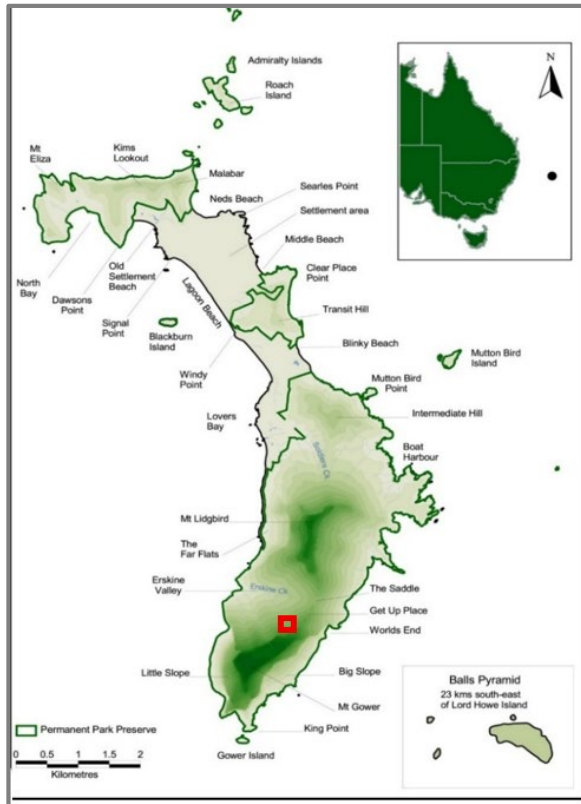
Recommendations

1. **Approve** the installation of a VHF radio repeater aerial nearby the Get Up Place on Mt Gower.

Current position

Background

- In 2024 a VHF radio repeater (repeater) aerial was installed in a wrong location on Mt Gower. The location was unsuitable due to its visual impact.
- Through consultation with the guides that undertake walking tours up Mt Gower and through on-ground testing a new site has been identified.
- The installation of the repeater will work to improve communication and emergency response in remote areas.
- Original Repeater location:
The Saddle, Coordinates: -31.580360, 159.082793
- New Repeater location:
West of the Get-up Place: Coordinates: -31.582062, 159.081331
- A Review of Environmental Factors (REF) has been undertaken to assess the impact of the new location. To reduce visibility, it is proposed to reconfigure the equipment with a low-profile layout, mount the repeater components to blend with natural surroundings and provide subdued colours and orientate the panel away from obvious vantage points.
- The Board is asked to consider the REF for the repeater and approve its installation at the new site.



Attachments

Attachment	Title
A	Review of Environmental Factors – REF – Radio Repeater Installation – Get Up Place – Mt Gower – October 2025
B	Appendix 1 – Threatened Species Assessment – Radio Repeater Installation – Get Up Place – Mt Gower – October 2025

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Krissy Ward	Senior Manager, Environment Services



REVIEW OF ENVIRONMENTAL FACTORS

Proponent's Details

All correspondence and notices will be sent to the address of the proponent.

Please notify LHIB of any change of address and/or telephone number if this occurs during the processing of the REF.

Name	Rebecca Tempest Birch
Position title	Project Officer
Section/division	Environment/World Heritage Unit
Organisation	Lord Howe Island Board
Australian Company Number	
Australian Business Number	33280968043
Postal address	PO Box 5 Lord Howe Island NSW 2898
Telephone number	02 6563 2066
Mobile phone number	N/A
Facsimile number	02 6563 2127
E-mail address	rebecca.tempest-birch@lhib.nsw.gov.au
Signature of proponent	
Date	

Legal Permissibility

Indicate whether the activity is permissible under the legislation, by marking the boxes if the activity is permissible. Include explanation where necessary.

☒ *National Parks and Wildlife Act 1974* (NP&W Act);

The Permanent Park Preserve (PPP) on Lord Howe Island is in force under Part 5 of the *National Parks and Wildlife Act 1974* (as applied by section 15B of the *Lord Howe Island Act 1953*).

☒ *Environmental Planning and Assessment Act 1979* (EP&A Act);

The proposal is subject to the provisions of Part 5 of the EP&A Act 1979. Under section 111, the LHIB is required to examine and take into account to the fullest extent possible all matters affecting or likely to affect the environment arising from the proposed activity. By undertaking this REF, the LHIB will have satisfied the requirements of the EP&A Act 1979.

☒ *Biodiversity Conservation Act 2016* (BC Act);

Evaluation of the likely significance of potential impacts on threatened species, populations or ecological communities has been undertaken as part of this REF.

☐ *Wilderness Act 1987*;

☐ *Rural Fires Act 1994*;

☐ *Heritage Act 1977*;

☒ *Lord Howe Island Act 1954*;

☐ *Fisheries Management Act 1994* (FM Act); and

☒ Commonwealth legislation (including the *Environmental Protection and Biodiversity Conservation Act 1999* (EP&BC Act) and the *Telecommunications Act 1997*).

Consistency with Lord Howe Island Board (LHIB) Policies

Indicate whether the activity consistent with LHIB policy, including an explanation where necessary, by marking the boxes if the activity is consistent with policy:

☒ Field management policies;

☒ LHIB Area strategies or plans;

☒ Plans of Management (adopted or draft);

☐ Local Environmental Plan;

☒ Conservation management plans; and

☐ Other. Please specify:

For Use in Determination Only

☒ The activity legally permissible.

☒ The activity is consistent with NPWS policy.

Comments:

Type of approval

Select one or more of the following types of approvals for which the REF is being prepared:

LHIB proponents only

☒ Internal LHIB approval or authorisation, including expenditure;

☐ Section/clause of Act/Regulation;

☐ Section/clause of Act/Regulation;

☐ Section/clause of Act/Regulation; and

☐ Other. Please specify:

Provide a brief description of the type of approval sought:

External proponents only

☐ Section/clause of Act/Regulation;

☐ Section/clause of Act/Regulation;

☐ Section/clause of Act/Regulation; and

☐ Other. Please specify:

Provide a brief description of the type of approval sought (including whether it is a lease, licence, easement, right of way, permit, or type of approval):

For Use in Determination Only

☒ The proponent has correctly identified the type of approvals required.

Is a REF is required?

Confirm that a REF is required using the following triggers:

☒ The proposal is an [activity](#);

Development consent under Part 4

Activities do not include any act, matter or thing for which development consent under Part 4 of the EP&A Act is required or has been obtained (s 110 EP&A Act). Generally, if the activity is on land reserved under the NP&W Act, development consent under Part 4 will not be required. However, for certainty, seek legal advice and/or refer to:

- State Environmental Planning Policy (SEPP) 4, which overrides local environmental plans (LEPs) so that any development within a reserve which is permissible with development consent under a LEP, may be undertaken without development consent (cl 11A). As development consent is no longer required, Part 5 of the EP&A Act is triggered;
- the LEP that applies to the land;
- the EP&A Act; and/or
- local council or the Department of Infrastructure, Planning and Natural Resources.

In some, generally limited, circumstances, it may be unclear whether a proposal is an activity. Area Managers have the responsibility of deciding whether or not the proposal is an activity. This then affects whether a REF is required. The CPU Manager is able to assist the Area Manager with this decision.

☒ LHIB is a [determining authority](#);

☒ The activity is not in accordance with a [prior approval](#);

☒ [Other approval processes](#) do not apply instead;

☒ The proposal is legally permissible (from above); and

☒ The proposal is not inconsistent with LHIB policy (from above).

For Use in Determination Only

☒ A REF is required for the proposal.

Fees

External proponents are required to pay an initial fee calculated by the 'LHIB Fee Calculator for Development Applications' (a final fee is also required before determination of the REF). LHIB proponents are not required to pay fees.

If the activity consists of environmental remediation and the proponent is a community group, NPWS may waive the fees on request.

☒ LHIB proponent (no REF fees)

☐ Payment/cheque for initial fee based on Fee Calculator is enclosed

☐ A waiver of fees is requested. Please provide reasons:

For Use in Determination Only

If required, has initial fee been provided?

Supporting Information

Indicate the attached supporting information by marking the boxes below:

☐ EIS;

☒ 7-part test of Significance;

☐ LEP land use table;

☐ Engineering plan;

☐ Specialist studies. Please specify:

☐ Other. Please specify:

Ensure that any supporting information is clearly marked with the date on which it was prepared, and the author.

For Use in Determination Only

Is any other information required?

No

Consultation

Specify the details of the consultation, including who was consulted, how, when and the results of the consultation:

The Lord Howe Island community and in particular the guides that undertake walking tours up Mt Gower have been consulted and involved in site assessments. The installation of a VHF Radio Repeater will work to improve communications and emergency response in remote areas. Their support towards this activity is important to achieve the successful installation and management of the VHF Radio Repeater.

For Use in Determination Only

☐ Public exhibition is required. Reasons:

☐ Further consultation is required. Reasons:

Comments: NA

 Attach
supporting
information

Description of the Activity

The description should be clear to a person who is not familiar with the area or the proposed activity. All aspects and phases of the activity should be described, as well as the estimated timing of the activity.

Location of activity

Lord Howe Island (31°31'S 159° 03'E), part of the Lord Howe Island Group (LHIG) is located 760 kilometers north-east of Sydney. The LHIG falls under the jurisdiction of the New South Wales (NSW) State Government. The Lord Howe Island Board (LHIB) is responsible for the care, control and management of the LHIG in accordance with the Lord Howe Island Act 1953 (LHI Act). The activity is located below the 'Get Up Place' west of the Mount Gower track in the Southern Mountains of the Permanent Park Preserve.

Description of activity

Background to the activity

The Lord Howe Island Board (LHIB) performs a variety of management activities across the Island to protect and restore the island's World Heritage values and requires reliable radio coverage so staff, researchers, contractors and mountain guides can perform their tasks in a safe working environment.

Following a review survey in 2020, Lord Howe Island Emergency Operations Command (EOC), received a grant from Resilience NSW to purchase a list of operational equipment to upgrade their systems.

A VHF Radio Repeater was identified as a key piece of equipment and was purchased in 2022. The repeater is to be installed on Mount Gower to improve communications from Mount Gower and the surrounding areas to the southeast of Mount Lidgbird, where there are known radio blackspots.

In 2024, the LHIB trialed a radio repeater at the 'Saddle' to improve radio coverage for the Board's Karera VHF radio system in the Southern Mountains. Although this location delivered strong communication performance, it was considered an inappropriate location due to its visual impact.

It is proposed to relocate the VHF repeater (the activity) to a less visually obtrusive location about 160m west of the original location near the 'Get Up Place' – Latitude: S31.581637° Longitude: E159.081754°. This new position maintains equivalent elevation and line-of-sight, covers the same critical areas including Goat House Cave and The Big Saddle, and is far less visually exposed.

To reduce visibility and prevent further vandalism the proposal will reconfigure the equipment with a low-profile layout, mount the repeater components to blend with natural surroundings and provide subdued colours and orientate the panel away from obvious vantage points.

Mountain guides and other stakeholders have been consulted and have advised support for the new location. The location of the site was chosen, based on providing suitable radio coverage and minimizing visual impact and damage to native vegetation and associated habitat resources.

On 12th September 2025 the proposed new location was trialed at a location below the 'Get Up Place' at 621m altitude -31.582062, 159.081331 to establish whether the range of radio coverage across known radio black spots to the southeast of Mt. Lidgbird would be covered (Fig. 1). On the 12th and 30th September 2025 LHIB environment department staff undertook site visits and targeted flora surveys for threatened plants in and around the location of the repeater.



Figure 1. Proposed location of VHF unit.

Description of the 'new' proposed VHF repeater.

Figure 2 shows the design of the VHF repeater, antenna and solar component.

A small concrete slab will have to be installed to securely attach the base of the repeater (Fig 3), unless there is a suitable rock base to bolt into. If required, the concrete pad will need to be 80 cm X 80cm to support the metal base plate of 30cm X 30cm.

The base of the repeater and the solar panel will be surrounded by low lying bush therefore limiting the visibility of the infrastructure.

The antenna height will be approximately 3m high. The majority of the antenna pole will be masked by surrounding low-lying vegetation (Fig 2 & 4) and will only be readily visible close by.

Targeted pruning of surrounding vegetation will be required annually to ensure the repeater's solar panel receives maximum light and is not obstructed by vegetation.

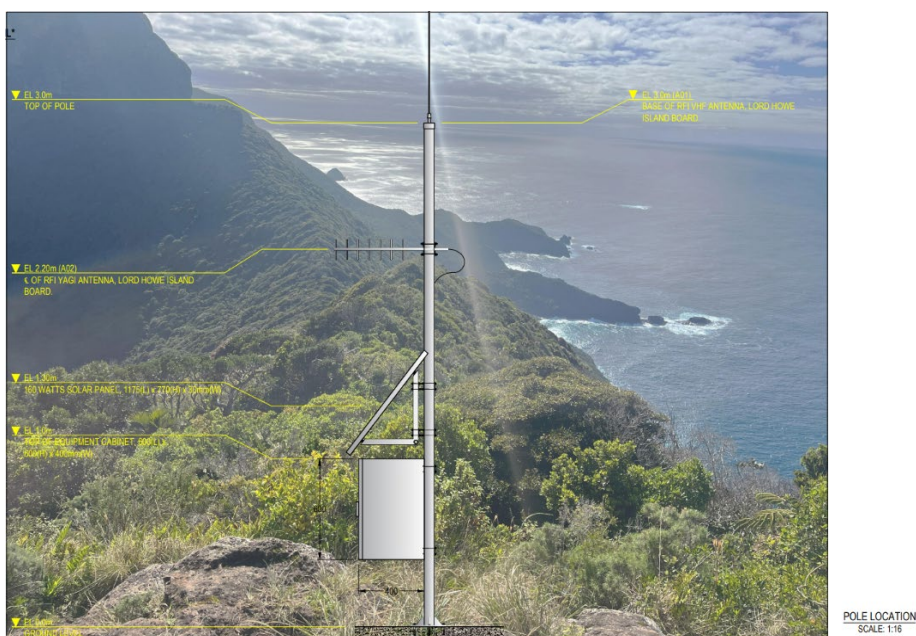


Figure 2. Concept design of repeater at new location.



Figure 3. Image of repeater base plate and mount system.



Figure 4. Image of the repeater at previous location, which was in a highly visible setting located on the 'Saddle' between Mt Gower and Mt Lidgbird.

The proposed relocation of the repeater will reconfigure the equipment to a low-profile layout, mount the repeater components to blend with natural surroundings, provide subdued colours and orientate the panel away from obvious vantage points.

Environmental safeguards and mitigation measures

Co-use of telecommunications facilities

For telecommunications facilities only, if co-location is proposed, which of the following applies?

- ☒ The proponent will be the owner of the facility; or
- ☐ The proponent will be a co-user of the facility.

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- ☒ The description of the activity is clear.
- ☒ Mitigation measures and environmental safeguards been included.
- ☐ Modification to the activity or mitigation measures/safeguards is required, as follows:

Comments:

New location supported by tour operators and is effective for transmission.

Reasons for Activity and Consideration of Alternatives

Reasons for activity

The relocation of the radio repeater to below the 'Get Up Place' on Mt Gower will vastly improve VHF radio coverage and communications across the island and surrounding seas. The VHF repeater will improve communications and therefore improve safety and capacity for emergency response for Board staff working in remote areas of the island, mountain guides, vessels at sea and the broader Lord Howe Island community.

Alternatives

Do nothing is not an alternative.

Failure to implement this project will mean maintaining the status quo in that land or sea-based communications will be subject to the many black spots in remote areas which do not have suitable radio coverage, to allow call or receiving radio communications.

The current radio coverage with its black spots presents an unacceptable work health and safety risk to LHIB staff working in remote locations, to mountain guides and their clients, to vessels at sea, to volunteers participating to emergency response in the southern mountains and the broader LHI community.

The repeater will improve radio coverage and safety of LHIB staff that conduct work in remote locations of the island. Capacity to conduct radio communications will improve the safety and efficacy of LHIB programs such as the LHI Weed Eradication Program, Biosecurity Programs and threatened species recovery actions that are conducted in remote areas of the island. The repeater will also improve communications in the case of any remote area rescue operation.

The installation of the VHF repeater will assist the programs that are working to restore the natural ecological processes on the island, which are important to fulfil the LHIB's World Heritage obligations of protecting the islands' World Heritage Values.

Justification for preferred option

The relocation of the VHF repeater to this new location will deliver suitable radio coverage and complement the existing repeater on Transit Hill. The new repeater will not be visually obtrusive and will not result in a significant impact to the environment or threatened species.

The activity is consistent with and supports projects being conducted under the:

- Lord Howe Island Biodiversity Management Plan (2007).
- Lord Howe Island Group, World Heritage Property and Strategic Plan of Management.
- Lord Howe Island Permanent Park Preserve Plan of Management (2010).
- Lord Howe Island Board Delivery Plan 2024-28.
- National Parks and Wildlife Act (1974)

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- ☒ The reasons for the activity are explained.
- ☒ Alternatives have been adequately considered.
- ☒ The preferred option is justified.

Comments:

Location at the Get Up place is required for comprehensive radio coverage. Other locations have been tested. This is the most suitable.

Description and Features of the Existing Environment

Provide a description of the environment which will be affected by the proposed activity including any features of the existing environment that may be affected by the activity (using headings below). This section allows sensitive areas of the environment to be identified.

Description of the Existing Environment

The LHI Biodiversity Management Plan (2007) describes the existing environment of the LHIG as being “located 760 kilometres north east of Sydney. This island group, known for its spectacular beauty, supports an extraordinary array of terrestrial and marine ecosystems and landscapes.

The uniqueness and international importance of the LHIG was formally recognised in 1982, when it was inscribed on the World Heritage Register.

The LHIG consists of a main island (Lord Howe Island) that is surrounded by smaller outlying groups of islands and rocks. The most distant of these is the 551 m high pinnacle of Balls Pyramid, 23 km to the south east of Lord Howe Island. Lord Howe Island is approximately 11 km long, 2.8 km wide at its widest point and is roughly crescent shaped, enclosing a coral reef lagoon on the south-west side. The total area of the island is 1455 hectares.

Lord Howe Island was first sighted in 1788, and European settlement occurred in 1834. There is no archaeological evidence of earlier inhabitants. Lord Howe Island is the only island within the LHIG on which settlement has occurred. The settlement area is restricted to the central lowlands and covers approximately 15% of the island. Most of the island (87%) has retained its original vegetation, with almost 75% of Lord Howe Island and all the other islands within the LHIG protected under the Permanent Park Preserve (PPP). This preserve has a similar status to that of a National Park, the main difference being that the PPP is managed by the LHIB rather than NSW NPWS”.

In reference to the proposed location of the VHF repeater: The existing environment of the new repeater station comprises native vegetation with rocky outcrops and steep cliffs below the site. The area is within the Permanent Park Preserve and is managed for its natural environment and biodiversity. The vegetation is considered a mix of low shrubland dominated by Stinkwood *Coprosma putida*, Nobby Club Rush *Ficinia nodosa* and *Carex breviculmus*. Bullybush *Cassinia tenuiflora* and Mountain Rose *Metrosideros nervulosa* are also present.

Climate

The LHI Biodiversity Management Plan (2007) describes the climate of the LHIG as “moderated by oceanic air currents and mild sea temperatures. The LHIG winters are wet and cool, with an average daily maximum of 18C and average daily minimum of 13C. The lowest temperature recorded from the settlement area of the island is 6C, and no frost has ever been recorded (LHIB 2002). Summers have less rainfall, and are mild or warm, averaging a daily maximum of 25C and an average daily minimum of 13C. Temperatures on the high plateau of Mount Gower are 6–8C cooler than at sea level (LHIB 2002). The mean annual rainfall of the lowlands is 1650 mm, with a pronounced maximum in midwinter. The rainfall in the mountainous southern half of the island is considerably higher due to orographic cloud and rainfall influences (LHIB 2002). Humidity on Lord Howe Island is high throughout the year. The island is generally windy, more so in the afternoons. The salt-laden wind comes predominantly from the south-east and north-east and the mean wind speed is highest in late winter and spring (LHIB 2002)”.

Geology/geomorphology

The LHI Biodiversity Management Plan (2007) describes the geology/geomorphology of the LHIG as “being a relatively young island group. It is part of the largely submerged Lord Howe Rise, a volcanic undersea ridge 160 km–300 km wide and rises from ocean depths of over 1.8 km. This rise separates the Tasman and the New Caledonian Basins. Lord Howe Island is thought to be the remnant of a large shield volcano on the western edge of the Rise. The present land mass is thought to represent two periods of volcanic activity. The northern hills (the Malabar Hill – Mount Eliza chain) and the central Hills (Transit Hill and Intermediate Hill) of Lord Howe Island are remnants of the earlier volcanics (about 6.9 million years ago), and are estimated to be 700 m lower than when they formed. The later activity

took place about 6.3 million years ago, and produced the basalt flows which constitute the two southern mountains; Mount Gower (875 m) and Mount Lidgbird (777 m). The most common volcanic rocks found on the island are basalt and the associated breccia. Marine erosion has greatly reduced the size of the island to an estimated 2.5% of that which was originally formed. A result of this erosion is a spectacular landscape of mountains, cliffs, hills and offshore islands.

Successive ice ages, causing a variation in sea level, led to deposits of wind blown coral and shell debris on the low-lying, flat areas. Percolating rainwater cemented these into sedimentary rock known as aeolian calcarenite. The Lord Howe occurrence of aeolian calcarenite is the most significant anywhere on the NSW coast. Some of the deposits have been dated to over 130,000 years old and contain fossils of bird bones and eggs, land and marine snails, and the now extinct horned turtle *Meiolania platyceps*.

Small swamps are a significant feature of lowland parts of the island and are a result of recent beach deposits which have built up across drainage lines on the island".

Soils

The soils at the site are shallow and derived from Mount Lidgbird breccia with areas of exposed rock. Steep cliff lines occur further downslope of the site.

Flora of Conservation Significance (threatened species, threatened populations, ROTAP species, regionally significant species, or their habitats)

The area is known to support stable populations of three threatened plants (*Xylosma parvifolia*, *Geniostoma huttonii*, and LHI Broom *Carmichaelia exsul*) with several long-term monitoring plots upslope in the surrounding environment (Fig 5).

A thorough search of the proposed location was undertaken by LHIB environmental team staff on 12th September and again on 30th September 2025. One occurrence of *Xylosma parvifolia* was found within 10 meters of the repeater installation site. This location has been logged and a buffer of 5 meters will be flagged with pink tape prior to any works being conducted in the vicinity.

The new repeater location is away from most of the known threatened species' locations in that area. The map below shows the repeater station in green and the location of long-term flora monitoring plots in red. These monitoring plots cover the bulk of the threatened plant records in that area.

Further upslope of the site the vegetation merges into Gnarled Mossy Cloud Forest, listed as a Critically Endangered Ecological Community under the *NSW Biodiversity Conservation Act 2016*. The activity is not located within this Critically Endangered Ecological Community.

A detailed assessment of significance for threatened species is attached.

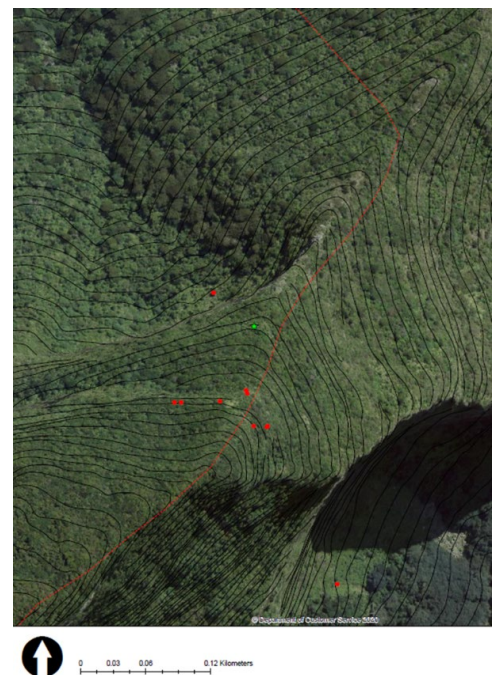


Figure 5. Green dot is location of repeater and red dot's locations of long term threatened plant monitoring plots. A location of Mountain *Xylosma* has been located 10m downslope of the 'green dot'.

Fauna of Conservation Significance (threatened species, threatened populations, regionally significant species, or their habitats)

The Study area supports over 43 terrestrial threatened fauna species, which includes land birds, seabirds that breed on island, marine species, vagrant migratory wading birds, reptiles and invertebrates. This includes 4 species of vagrant wader that have only been recorded once and includes the introduced Masked Owl *Tyto novaehollandiae*, which is now considered eradicated from the island coincident with the rodent eradication program and a subsequent targeted shooting campaign.

Refer to Appendix 1 for list of threatened fauna.

The site supports habitat suitable for a range of threatened fauna species including LHI Silvereye, LHI Golden Whistler, LHI Currawong and LHI Woodhen, which all have potential to utilise the site as they are commonly known to utilise the full gamut of habitats available on Lord Howe Island and are known from the site.

The Providence Petrel nests annually in the southern mountains from March to November and is known to nest in burrows on benches with deep soils near to the subject site.

The subject site also provides potential habitat for LHI Gecko, LHI Skink, Masters Charopid Land Snail, Mount Lidgbird Charopid Land Snail and Whitelegge's Land Snail.

There are no known records of these snails at this location as the vegetation is considered too low and exposed and soils too shallow (Craig Stehn *pers comm.*).

A targeted survey of the repeater footprint will be conducted prior to commencement of works to search for the presence of these snails. Should any be found, they will be relocated away from the repeater site and placed in suitable vegetation with deep leaf litter and sheltered from Woodhen and Currawongs.

A detailed assessment of significance for threatened species is attached.

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☒ The existing environment is adequately described.

Comments:

Ground truthing has been undertaken. The environmental impact of the repeater aerial is minimal. Values are known and can be monitored during annual maintenance visits.

Ecological Communities (endangered ecological communities and regionally significant communities)

X

See detailed assessment of significance for threatened species is attached.

Critical Habitat declared under the BC Act

X

No critical habitat listed for LHI.

Wetland communities

NA

SEPP 14 coastal wetland (or equivalent)

NA

SEPP 26 littoral rainforest (or equivalent)

NA

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☒ The existing environment is adequately described.

Comments: See attached assessment documents.

SEPP 44 koala habitat

NA

Catchment values (including drinking water and sub-catchments of high conservation value)

The activity will not impact catchment values.

Wild and scenic rivers

NA

Wilderness (either nominated or declared)

NA

National/state/local natural or cultural heritage values

NA

Known or potential Aboriginal heritage values, including areas, sites, objects or places

NA

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☐ The existing environment is adequately described.

Comments:

NA

Other cultural heritage

NA

Vegetation of cultural landscape value

(E.g. gardens and settings, introduced exotic species, or evidence of broader remnant land uses)

NA

Recreation values

X

The activity will enhance safety for tourists on the Mount Gower track by improving communications across the island in case of emergency and for general logistics.

Scenic and visually significant

X

The activity has been sited to reduce visual impacts.

Education or scientific values

X

The activity will enhance safety for researchers working in remote locations of the island which currently has poor radio reception.

Interests of external stakeholders (eg adjoining landowners, leaseholders)

NA

Matter or National Environmental Significance under the EPBC Act

X

The activity does not trigger a matter of national significance under the EPBC Act due to its limited impact on world heritage values and threatened species.

Other features

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☒ The existing environment adequately described.

Comments: Repeater supports safe visitor use of the island.

Describe the Impacts of the Activity

All possible impacts on the environment which are likely to be caused by the activity are to be recorded in this part, as well as an analysis of the environmental significance of those impacts. Each identified impact is to be categorised as low adverse, medium adverse, high adverse, negligible or positive.

In order to determine the likely significance of the impact you must analyse the [extent and nature](#) of the impacts.

Physical and Chemical Impacts during Construction and Operation			
	Applicable?*	Impact level (negligible, low, medium or high; negative or positive; or N/A)	Reasons (describe the type, nature and extent of impact, taking into account the receiving environment & proposed safeguards which will limit the impact)
1. Is the proposal likely to impact on soil quality or land stability?	☐	Negligible	The small footprint of the repeater, its placement on concrete footings and placement on land with shallow soils and exposed rock mean there will be limited soil disturbance. Any soil that is excavated / dug up to allow placement of footings will be broken up and spread evenly in the surrounding vegetation. Leaf mulch will be placed on any exposed soil.
2. Is the activity likely to affect a waterbody, watercourse, wetland or natural drainage system?	☐	No	The location of the new repeater is above a cliff, adjacent to a rock bench that is located away from streams and water bodies. Downward flow of rainwater will not be impeded, and the activity will not impact water flow in the southern mountains.
3. Is the activity likely to change flood or tidal regimes, or be affected by flooding?	☐	No	The activity is located above 600m elevation. The area is not subject to flooding.
4. Does the activity involve the use, storage, or transport of hazardous substances or the use or generation of chemicals, which may build up residues in the environment?	☐	No	The repeater is a closed system that runs on solar power. Once installed it operates stand alone with no residue outputs.
5. Does the activity involve the generation or disposal of gaseous, liquid or solid wastes or emissions?	☐	No	The repeater is a closed system that runs on solar power. Once installed it operates stand alone with no gaseous, liquid or solid outputs.
6. Will the activity involve the emission of dust, odours, noise, vibration or radiation in the proximity of residential or urban areas or other sensitive locations?	☐	No	The repeater is located in remote bushland within the PPP.

* If yes, all columns need to be completed. If no, write 'N/A' in the second and third columns

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☒ The REF adequately describes the physical and chemical impacts.

Comments or conditions:

Biological Impacts During Construction and Operation			
	Applicable?*	Likely impact (negligible, low, medium or high negative or positive; or N/A)	Reasons (describe the type, nature and extent of the impact, the nature of the receiving environment and any proposed safeguards which will limit the impact)
1. Is any vegetation to be cleared or modified? (includes vegetation of conservation significance or cultural landscape value)	☒	Negligible	There will be some minor removal of ground layer vegetation where the footings are to be laid, which comprises exotic and native grasses and herbs. Some larger branches of shrubs (Stinkwood) may need initial and ongoing pruning to ensure the solar panels are not obstructed. Any pruned native vegetation will be laid in adjacent native bushland. Environmental weeds will be treated on site, if they are present.
2. Is the activity likely to have a significant effect on threatened flora species, populations, or their habitats, or critical habitat? (refer to 7-part test)	☐	No	See attached Test of Significance for threatened species.
3. Does the activity have the potential to endanger, displace or disturb fauna (including fauna of conservation significance) or create a barrier to their movement?	☐	Negligible	Pre construction surveys will be conducted to determine if the LHI Skink, LHI Gecko, Providence Petrel nests; or the three listed snails are present within the development footprint. If the skink, gecko or snails are found they will be relocated away from the repeater site and placed in suitable vegetation with deep leaf litter and sheltered from Woodhen and Currawongs. The repeater will not be located on any active Providence Petrel nests.
4. Is the activity likely to have a significant effect on threatened fauna species, populations, or their habitats, or critical habitat? (refer to 8-part test)	☐	No	See attached Test of Significance for threatened species.
5. Is the activity likely to impact on an ecological community of conservation significance?	☐	No	Gnarled Mossy Cloud Forest, listed as a Critically Endangered Ecological Community under the NSW Biodiversity Conservation Act 2016 occurs upslope of the site. This activity is not located within this Critically Endangered Ecological Community, which is found further upslope of Mount Gower.

Biological Impacts During Construction and Operation (Continued)			
	Applicable?*	Likely impact (negligible, low, medium or high negative or positive; or N/A)	Reasons (describe the type, nature and extent of the impact, the nature of the receiving environment and any proposed safeguards which will limit the impact)
6. Is the activity likely to have a significant effect on an endangered ecological community or its habitat? (refer to 8-part test)	☐	No	See attached Test of Significance for threatened species.
7. Is the activity likely to cause a threat to the biological diversity or ecological integrity of an ecological community?	☐	No	See attached Test of Significance for threatened species.
8. Is the activity likely to introduce noxious weeds, vermin, feral species or genetically modified organisms into an area?	☒	Positive	The repeater will provide improved radio coverage for teams conducting works to remove weeds and other pests in remote locations. The activity will assist in the management and removal of pest species.
9. Is the activity likely to affect critical habitat?	☐	No	No critical habitat listed for LHI.
10. Is the activity consistent with any applicable recovery plans or threat abatement plans?	☒	Nil	The activity is consistent with the LHI BMP and PPP POM.
11. Is the activity likely to affect any joint management agreement entered into under the BC Act?	☐	No	There are no joint management agreements in place.

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☒ The REF adequately describes the biological impacts.

☐ The activity is likely to have a significant effect on threatened species, populations, ecological communities, or their habitats (including Critical Habitat).

Comments or conditions:

Minimal impact noted. Mitigations listed are supported.

Community Impacts During Construction and Operation			
	Applicable?*	Likely impact (negligible, low, medium or high negative or positive; or N/A)	Reasons (describe the type, nature and extent of the impact, the nature of the receiving environment and any proposed safeguards which will limit the impact)
1. Is the activity likely to affect community services or infrastructure?	☒	Positive	The installation of a radio repeater will improve communication services and capacity of LHIB staff and guided tours to Mt Gower to respond to emergencies. The activity will also improve communications for maritime safety.
2. Does the activity affect sites of importance to local or broader community for their recreational or other values or access to these sites?	☒	Positive	The repeater provides improved radio coverage in the southern mountains, improving communications and emergency response capacity for land and sea-based users.
3. Is the activity likely to affect economic factors, including employment, industry and property value?	☐	No	No impact
4. Is the activity likely to have an impact on the safety of the community?	☒	Positive	The repeater provides improved radio coverage in the southern mountains and will provide improved communications and therefore safety for users of the remote sections of the PPP.
5. Is the activity likely to cause a bushfire risk?	☐	No	The repeater is a closed system that runs on solar power. It is located amongst a mosaic of mesic vegetation types that are not bushfire prone.
6. Will the activity affect the visual or scenic landscape?	☐	No	The activity is in a remote location and sited to be visually unobtrusive.
7. Is the activity likely to cause noise, pollution, visual impacts, loss of privacy, glare or overshadowing to members of the community, particularly adjoining landowners?	☐	No	The activity is very limited in extent. It is located in a remote location and sited to be visually un-obtrusive. The mountain guides have been consulted in the location of the repeater to ensure it doesn't impact the visual experience for their guided tours up Mount Gower; whilst providing improved safety for emergency response as required.
8. Is the activity likely to affect the use of, or the community's ability to use, natural resources?	☒	Positive	The activity will enhance the community's capacity to access the local environment in providing improved communications and safety.

* If yes, all columns need to be completed. If no, write 'N/A' in the second and third columns

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☒ The REF adequately describes the impacts to the community.

Comments or conditions:

Communication enhancement will improve safety for visitors.

Natural Resource Impacts During Construction and Operation			
	Applicable?*	Likely impact (negligible, low, medium or high negative or positive; or N/A)	Reasons (describe the type, nature and extent of the impact, the nature of the receiving environment and any proposed safeguards which will limit the impact)
1. Is the activity likely to result in the degradation of the reserve or any other area reserved for conservation purposes?	☐	No	The size of the activity is minimal and will not degrade the PPP.
2. Is the activity likely to involve the use, wastage, destruction or depletion of natural resources including water, fuels, timber or extractive materials?	☐	Yes	There will be limited waste involved in this activity. Concrete footings will be laid for the repeater to pole be bolted to, if bedrock is not available. Any excess materials will be packaged and removed from the site.

* If yes, all columns need to be completed. If no, write 'N/A' in the second and third columns

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☒ The REF adequately describes the impacts to natural resources.

Comments or conditions:

Note: all waste to be removed from the site.

Aboriginal Cultural Heritage Impacts during Construction and Operation			
	Applicable?*	Likely impact (negligible, low, medium or high negative or positive; or N/A)	Reasons (describe the type, nature and extent of the impact, the nature of the receiving environment and any proposed safeguards which will limit the impact)
1. Does the activity affect places of significance or importance to the Aboriginal community or other cultural values?	☐	NA	NA
2. Is the activity likely to affect wild resources or access to these resources, which are used or valued by the Aboriginal community?	☐	NA	NA
3. Does the activity affect areas nominated or declared as Aboriginal Places?	☐	NA	NA
4. Does the activity affect areas subject to Native Title claims?	☐	NA	NA

* If yes, all columns need to be completed. If no, write 'N/A' in the second and third columns

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- ☐ The REF adequately describes the impacts to Aboriginal cultural heritage.
- ☐ An approval under ss 87 or 90 NP&W Act is required.
- ☐ An approval or general terms of approval has been obtained from Cultural Heritage Division (if not, the [Determination Notice](#) will need to be counter-signed by Cultural Heritage Division).

Comments or conditions (including those provided by Cultural Heritage Division):

Other Cultural Heritage Impacts during Construction or Operation			
	Applicable?*	Likely impact (negligible/ maintenance, minor, major, contentious; or N/A)	Reasons (describe the type, nature and extent of the impact, the nature of the receiving environment and any proposed safeguards which will limit the impact)
1. What is the impact on places, buildings, landscapes or moveable heritage items?	☐	NA	The repeater is located away from the settlement in a remote location in the PPP.
2. Is any vegetation of cultural landscape value likely to be affected (e.g. gardens and settings, introduced exotic species, or evidence of broader remnant land uses)?	☐	No	The repeater is located in the remote southern mountains surrounded by native vegetation.

* If yes, all columns need to be completed. If no, write 'N/A' in the second and third columns

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☒ The REF adequately describes the impacts to other cultural heritage.

☐ An approval under s 60 or s 140 of the *Heritage Act 1977* is required.

☐ An approval or general terms of approval has been obtained from Cultural Heritage Division (if not, the [Determination Notice](#) will need to be counter-signed by Cultural Heritage Division).

Comments or conditions (including those provided by Cultural Heritage Division):

No further approval required. Repeater prescribed within the PPP PoM.

7-part test for threatened species, populations and ecological communities

Address each of the factors set out in s 5A EP&A Act to decide whether there is likely to be a significant effect on threatened species, populations, ecological communities or their habitats, as set out below, or alternatively address the factors in a separate document. In preparing this section, refer to any relevant guidelines published by the NPWS.

Threatened species, populations and communities and critical habitats listed under both the *Biodiversity Conservation Act 2016* and *Fisheries Management Act 1994* should be included. Those listed under the *Environmental Protection and Biodiversity Conservation Act 1999* (EP&BC Act) should not be included.

When you have completed the 7-part test, include the findings in [Biological Impacts](#) section.

See attached Test of Significance for threatened species.

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Comments or conditions:

See attached assessment documents.

Summary of Impacts

Summarise the level impact as negligible, low, medium or high negative, positive or N/A from the above description of the impacts of the activity.

CATEGORY OF IMPACT	Significance of impacts		
	Extent	Nature	Environmental sensitive features
Physical and Chemical	NA	NA	NA
Biological	NA	NA	Negligible
Natural Resources	NA	NA	NA
Community	NA	NA	NA
Cultural Heritage	NA	NA	NA

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☒ The impacts have been correctly summarised and categorised.

Conclusions

To conclude the REF, decide whether:

☐ The activity is likely to significantly affect the environment – an EIS is required. Reasons:

No

☐ The activity is likely to have a significant effect on threatened species, populations, ecological communities, or their habitats – a SIS is required. Reasons:

No

☐ The activity is in respect of land that is, or is a part of, critical habitat – a SIS is required. Reasons:

No

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Do you agree with the above conclusions? No further assessment required.

Author of REF

Record the name and contact details of the author, or authors, of the REF. This is necessary should any there be a need to clarify information in the REF.

Name	Hank Bower – Bower Bush Ecology
Position Title	Director
Section/Division	
Organisation	
Address	PO Box 203 Urunga NSW 2455
Telephone Number	
Mobile Number	0447 429 763
Facsimile Number	

Signature



Date

15/10/2025

Submitting the REF

Submit the REF to the relevant LHIB Manager.

For Use in Determination Only**Determination Notice**

Note: This Determination Notice should only be used for relatively minor activities, specifically those for which the Regional Manager has authorisation to determine.

Based on the REF and any additional information obtained, it is considered that:

- ☐ The proposal is not permissible and therefore cannot be considered for approval;
- ☐ The proposal is inconsistent with NPWS policy and is therefore recommended for refusal;
- ☐ The impact of the activity is considered unacceptable and therefore recommended for refusal;
- ☐ Further information/assessment is required: ☐ EIS;
☐ SIS;
☐ Other. Please specify:

☐ Although further information/assessment is required, it is recommended that the proposal be refused for the following reasons:

☒ The proposal is recommended for approval on the following conditions:

☒ From the impact assessment:

Location identified and mitigation measures described with this REF are adhered to.

☐ The activity is associated with an on-going use of the reserve by an external proponent – the model condition *Lease/Easement Agreement* is required.

☐ The proposed activity contains construction works – the model conditions *Construction Codes* and *Certification of Works in Relation to Construction Codes* are required.

I, **Krissy Ward**, Senior Manager, Environment Services, acting as a delegate of the Lord Howe Island Board, have considered the proposed activity described above. In accordance with Section 111 of the *Environmental Planning and Assessment Act 1979* EP&A Act, the Department of Environment and Conservation has taken into account to the fullest extent possible all matters likely to affect the environment as a result of the proposed activity. Subsequently, and in accordance with Section 112 of the EP&A Act, I have determined that this activity is **not likely**, to significantly effect the environment. Therefore, **no** Environmental Impact Statement (EIS) is required to be prepared in relation to the proposed activity.

Furthermore, I have determined that this activity is **not likely** to significantly effect threatened species, populations or ecological communities, or their habitats, as per the provisions of Section 112 of the EP&A Act. Consequently, **no** Species Impact Statement (SIS) is required to be prepared in relation to the proposed activity.

Name Krissy Ward

Position Senior Manager, Environment Services

Date 12/11/2025

☐ Approval under ss 87 or 90 NP&W Act or ss 60 or 140 of the *Heritage Act 1977* is required. The determination must be countersigned by the delegated heritage approval officer prior to works commencing.

Name

Position

Date

Schedule 1 of the Determination Notice: Conditions

Board Meeting: November 2025	Agenda Number: 12.01	Record Number: ED25/8368
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Draft Permanent Park Preserve Plan of Management 2025 (PPP POM)

Recommendations

1. **Provide Feedback** on highlighted sections identifying key changes and issues specifically requiring Board consideration.
2. **Approve** public exhibition of the Draft Permanent Park Preserve Plan of Management 2025 (PPP PoM).

Current position

A first draft of the PPP PoM has been prepared, incorporating feedback from the previous PPP PoM Committee, subject-matter experts, LHIB Environment Team Leaders, NSW NPWS planning staff and the Community Environment Advisory Committee (CEAC). The document includes highlighted sections indicating key changes for Board attention. Minor editorial and vocabulary updates have not been highlighted.

This paper seeks Board feedback on the near-final draft, and endorsement of release for public exhibition, with the aim to bring the final version to the next Board Meeting for approval

Attachments

Attachment	Title
A	Draft PPP POM (Closed)

Approval and contact

Approver	Position
Suzie Christensen	Chief Executive Officer
Preparer	Position
Kristine Ward	Senior Manager, Environment

Board Meeting: November 2025	Agenda Number: 13.01	Record Number: ED25/5911
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

OC2025.5.1 and DA2024.2.1 – Assessment Report – Karen Taaffe

Recommendations

1. Refuse

i. DA2024.2.1 (Construction New (Category A) Single Storey, Dual Occupancy Dwelling, Carport Attached to Existing Garage and Aerated Wastewater Management System, at Lot 167 DP 757515, Neds Beach Road, Lord Howe Island), be refused, and OC2025.5.1 not be issued, as legal access to the subject proposed dual occupancy has not been demonstrated, and as it is inconsistent with Clause 11(d) of the LHI LEP 2010 and Sections 23 and 24, EP&A Regulation 2021.

OR

2. Approve:

- i. OC2025.5.1 for the Carport Attached to the Existing Garage and a new Aerated Wastewater Management System at Lot 167 DP 757515, Neds Beach Road, Lord Howe Island be issued AND
- ii. The LHIB considers that legal and practical access to the subject development site is achieved based upon the historic agreement and records on file and continuing use of the existing driveway access to Lot 167 DP 757515 as per its considerations and Resolution for the Taaffe Matter (Item 6.1) at the June 2025 LHIB meeting, AND
- iii. DA2024.2.1 (Construction New (Category A) Single Storey, Dual Occupancy Dwelling, Carport Attached to Existing Garage and Aerated Wastewater Management System, at Lot 167 DP 757515, Neds Beach Road, Lord Howe Island), be approved subject to conditions to be prepared under delegation.

Current position

- Ministerial Owners consent was issued for the lodgment of a DA (development application) on Portion 167 to construct a dwelling under Category A dwelling entitlement for Karen Taaffe and Bertha Thompson”
- New OC2025.5.1 lodged 24/6/2025 for the proposed carport attached to existing garage and aerated wastewater management system (as nominated in the subject DA) has been assessed in conjunction with subject DA.
- DA2024.2.1 is for construction of a new (Category A) single story, dual occupancy dwelling, carport attached to existing garage and aerated wastewater management system.

Complexities pertaining to owners’ consent and access are detailed in the report and attachments.

Evidence that there was a historical agreement regarding access to the subject lot 167 is included in Attachment B and C. This historical agreement was for a 5m wide access strip running inside and parallel to the boundary of lot 138. Of note the signed agreement says the access will **always** be available. The current physical access does not sit within this historical agreement for around half of its length.

Due to those complexities the planner has been unable to provide a professional opinion to recommend approval to the Board as the consent authority. The Board considered the assessment report at the August 2025 meeting and the matter was deferred.

Two options are now presented for the Board to make a determination, to refuse or approve the DA.

Attachments

Attachment	Title
A	OC2025.5.1 and DA2024.2.1 – Assessment Report – Karen Taaffe
B	Discovery – Grant of PL1971.01 – 12/07/71 to 05/07/74
C	Discovery – Grant of PL1976.02 and Access Strip – 09/09/81 to 06/05/83 Marked Up

Approval and contact

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

Board Meeting: August 2025	Agenda Item: 12.01 Attachment A	File Reference: OC2025.5.1 & DA2024.2.1
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

Planning Assessment Report

Item: **OC2025.5.1 & DA2024.2.1** – Construction New (Category A) Single Storey, Dual Occupancy Dwelling, Carport Attached to Existing Garage and Aerated Wastewater Management System, at Lot 167 DP 757515, Neds Beach Road, Lord Howe Island.

1 Summary Assessment Report

Assessment Officer	Peter Chapman – AAP Consultant Planner
Address/Property Description	Lot 167 DP 757515, Neds Beach Road, Lord Howe Island
Proposal	Construction New (Category A) Single Storey, Dual Occupancy Dwelling, Carport Attached to Existing Garage and Aerated Wastewater Management System
DA No	DA2024.2.1
Planning Portal Ref	PAN-335512
Applicant	Karen Taaffe
Owner Consent Granted	Ministerial Owners Consent OC2024.2.1 approved 24th April 2024, Description of Proposed Development: “Approve the issue of Owner Consent for the lodgement of a DA (development application) on Portion 167 to construct a dwelling under Category A dwelling entitlement for Karen Taaffe and Berth Thompson” (ref to note below) is in place for this aspect of the DA. New OC2025.5.1 lodged 24/6/2025 for the proposed Carport Attached to Existing Garage and Aerated Wastewater Management System (as nominated in the subject DA) has been assessed in conjunction with subject DA.
Estimated Cost of Development	\$520,300.00
Site Inspection	Inspections of the subject site have been carried out by LHIB officers
Zone	Zone 2 Settlement. The proposed development is permissible with consent.
Significant Native Vegetation Map	Parts of the site are mapped Significant Native Vegetation (SNV) with the proposed building works being outside the SNV mapped area and the proposed Wastewater Irrigation Area being within the mapped SNV, but no SNV will be damaged or removed as part of this application.
Notification	The DA was originally placed on public exhibition

	10/05/2024 to 24/05/2024 and the (requested) amended and additional DA plans were exhibited 20/06/2025 to 04/07/2025.
Submissions Received	The LHIB has advised that one objection was received to the second exhibition period of the DA.
Resolution Options (in lieu of recommendations)	1. Defer for legal advice to be sought DA2024.2.1 (Construction New (Category A) Single Storey, Dual Occupancy Dwelling, Carport Attached to Existing Garage and Aerated Wastewater Management System, and OC2025.5.1 at Lot 167 DP 757515, Neds Beach Road, Lord Howe Island) <u>be deferred</u> pending provision of legal advice as to whether it is reasonable to determine that the historic agreement to right of way could satisfy the Board that access is available to Lot 167 (in the absence of complete legal owners consents for the current driveway access over the adjoining allotments). OR 2. Refuse i. DA2024.2.1 (Construction New (Category A) Single Storey, Dual Occupancy Dwelling, Carport Attached to Existing Garage and Aerated Wastewater Management System, at Lot 167 DP 757515, Neds Beach Road, Lord Howe Island), <u>be refused</u>, and OC2025.5.1 not be issued, as legal access to the subject proposed dual occupancy has not been demonstrated, and as it is inconsistent with Clause 11(d) of the LHI LEP 2010 and Sections 23 and 24, EP&A Regulation 2021. OR 3. Approve: i. OC2025.5.1 for the Carport Attached to the Existing Garage and a new Aerated Wastewater Management System at Lot 167 DP 757515, Neds Beach Road, Lord Howe Island be issued AND ii. The LHIB considers that legal and practical access to the subject development site is achieved based upon the historic agreement and records on file and continuing use of the existing driveway access to Lot 167 DP 757515 as per its considerations and Resolution for the Taaffe Matter (Item 6.1) at the June 2025 LHIB meeting, AND iii. DA2024.2.1 (Construction New (Category A) Single Storey, Dual Occupancy Dwelling, Carport Attached to Existing Garage and Aerated Wastewater Management System, at Lot 167 DP 757515, Neds Beach Road, Lord Howe Island), <u>be approved</u> subject to conditions to be prepared under delegation.

DA History, Site Access and Owners Consent

The subject DA2024.2.1 was lodged 08/05/2024 and requests for additional information were issued arising from the DA application assessments. OC2025.5.1 was recently lodged 24/6/2025 for the proposed Carport Attached to Existing Garage and Aerated Wastewater Management System (as nominated in the subject DA) to supplement the Ministerial Owners Consent for the Category A dwelling.

A key additional information matter was the availability of an existing vehicular and pedestrian access to the site from Neds Beach Road and whether sufficient legal access, compliant with the EPA Regulation 2021 and the LHI LEP 2010 was available to the subject proposed dual occupancy. The history of these two related access matters is detailed further below.

Provision of legal owners consent to the proposed continued use of the existing access driveway under the EPA Regulation 2021

Pursuant to the Environmental Planning and Assessment Regulation 2021, it is understood that signed owners consent from all three leaseholders (burdened by the existing site access) must be obtained for the proposed dual occupancy dwelling.

The adjoining leases through which the existing driveway to the subject lot extends are Lot 214 DP 45693 and Lot 138 DP 757515. Both of these leases are jointly held in the names of Des Thompson, Marie Thompson and Rodney Thompson. One of the Requests for Information to the applicant was to supply written owners consents and signatures from the adjoining leaseholders over which the existing access traverses. The applicants supplied signed owners consents for this site access from both Des and Rodney, but not Marie. To date the third owner's consent has not been forthcoming.

In lieu of a complete signed owners consent form, the proponent submitted historic documents that noted a right of way which was to be recorded in perpetuity on the lease. The LHIB Administration confirmed these documents existed in historic archives (Attachment B and C), though the agreement was never registered as an easement nor notified in the Government Gazette.

The historical agreement (attachment B) for the burdened leases (PL 1954.10 and Special Lease 1954/43) includes a hand drawn map, with hand drawn markings indicating the proposed access. The actual made road does not neatly align with the hand drawn map, and on paper some of the right of way traverses now mapped SNV. However, it has been read in conjunction with the written agreement and historic Board meeting records (Attachment A) to from a view regarding owners consent.

The agreement is signed by the Administrator of for the Estate of O.C.Thompson (Union Fidelity Trust), then holder of Perpetual Lease1954/10 and Special Lease 1954/43. The agreement indicates an intent for enduring access to the Perpetual lease burdened by the access.

Further record review supplements the agreement (Attachment C). The agreement was requested by the Lord Howe Island Board in 1981 as a condition of removing 'house blocks' from the Special Lease 1954/43, for access in perpetuity to a proposed new Perpetual Lease PL1976.02

Provision of a physical access within the historical registered easement to the subject site cannot be undertaken due to this being within mapped SNV (refer to figure 3 on the following report pages for an illustration of the easement and existing physical access locations).

Therefore, the only available access to the Taaffe's proposed dual occupancy site which will

not impact mapped SNV is the existing physical driveway access. Continued use of this existing access has not been consented to by one of the current three leaseholders of the adjacent burdened lots.

However, the signed historic agreement includes agreement by all leaseholders and parties that

*...a right of way should always be available over the strip...., and
...a strip 5m wide on the northern boundary of Portion 138...to be preserved always
for the purpose of access,*

PL1971.01 was issued and has since had a house built on it for Bertha May Thompson. A new Perpetual Lease 1976.02 was granted by the Minister and advertised in the Government Gazette for Rodney and Heather Thompson. DA2024.2.1 is for the purpose of a dual occupancy on PL1971.01.

Summary of Legal Property Access and Owners Consent Issue

Based on the above discussion there seems to be confirmed evidence that there was an historical agreement (albeit unregistered and therefore not legally in place) regarding access to the subject lot 167. However as also stated above, this historical agreement was for a particular 5m wide access strip running inside and parallel to the boundary of lot 138. The current physical access does not sit within this historical agreement for around half of its length.

Consequently, the outstanding legal point is that whilst there is an historical agreement or consent to an access (as per the above), it is not the access that is currently in place and that is actually being considered in the subject DA. In planning law these are two distinct things that each need to be satisfied.

Therefore, the historical agreement is not sufficient to establish the legalities of the current DA access requirements, as it is not for the same access. Because they are different, the consent of all of the current leaseholders is required to the present physical “altered” access.

Physical Access pursuant to Clause 11(d) of the LHI LEP 2010

The existing vehicle and pedestrian access for the subject site is physically achieved over two other adjoining leases.

Clause 11 (d) of the LHI LEP requires that the LHIB **must be satisfied that access is available** to any proposed dwelling, including the subject dual occupancy. Physical access is achieved for the dwelling via the existing formed driveway.

The subject OC and DA and the above access and related consent issues have, as set out above, been the subject of RFI's to the applicant, along with considerable discussion and LHIB resolutions at the June 2025 meeting.

At its June 2025 meeting, the LHIB noted the following concerning physical and legal access to the subject property:

6 DEVELOPMENT APPLICATIONS

6.1 Resolution for Taaffe Matter

The Board noted as follows:

- *there is evidence that consent was provided in the 1980's for a five-metre wide access road*
- *the access road exists, and has for over 100 years*

- *the access road has been used by multiple parties for over fifty years to access homes*
- *there has never been any objection to the use of this access road by any party*
- *the continued use of the road for the proposed development will not have any material additional ecological impact and will not result in any increased noise or disturbance to any neighbours or otherwise materially impact on amenity*
- *accordingly, there appears no practical impediment to the continued use of this access road for the proposed development.*

On this basis, the Board believes there is legal and practical access to the proposed development site and requested the LHIB administration to consider the development application on its merits. The Board stressed that it had not considered, and expressed no view on, the development application itself.

Given the above complexity this assessment report does not include a professional recommendation for determination of the matters of owners consent and legal and practical access of the subject DA. Instead, available options have been identified for the LHIB's consideration.

The three options identified are to:

1. defer the application and seek legal clarification on owners consent or,
2. refuse, or
3. approve.

Obtaining legal advice on the owners consent matter is recommended prior to any determination being made.

Despite the above, the following assessment of the application has been undertaken on the understanding the application is otherwise complete. Therefore the assessment of the planning merit of the application has been undertaken and the following report provided as requested of the Administration by the LHIB.

2 Consent Authority

Owner's Consent Delegations

The Minister has authorised the Lord Howe Island Board's (LHIB) CEO to grant owners consent to the lodgement of development, subject to the following conditions:

1. The value of the development must not exceed \$2,000,000
2. The application must, in the opinion of the person granting owner's consent, comply with any Planning Instrument which is in force relating to the Island.
3. The owner's consent must not relate to a proposed development application for the subdivision of land.
4. The OC must not relate to the creation of new residential dwellings.

Ministerial Owners Consent

A Ministerial Owners Consent (OC2024.2.1) was approved 24th April 2024, with a listed development description of "Approve the issue of Owner Consent for the lodgement of a DA (development application) on Portion 167 to construct a dwelling under Category A dwelling entitlement for Karen Taaffe and Bertha Thompson". As referenced on the consent, this was

based on a recommendation of the LHIB at its December 2023 Board meeting.

As the Ministerial OC2024.2.1 was only for the construction of a dwelling, an additional (LHIB) Owners Consent application for the rest of the subject DA components was also required. Consequently the applicant has lodged an additional OC2025.5.1, dated 24/6/2025 for the proposed Carport Attached to Existing Garage and Aerated Wastewater Management System, and this has been assessed in conjunction with subject DA. The resolution options of this report includes one that the LHIB issue OC2025.5.1.

Development Application Delegations

The LHIB CEO and Chairperson has delegation to grant consent to DAs (DAs) subject to the following conditions:

- The value of the development must not total \$150,000 or more (as calculated by the LHIB).
- The DA must not relate to the subdivision of land or the erection of new dwellings.
- No more than 3 written submissions received within 14 days of the public exhibition period.

The subject OC and DA exceed the above delegations to the CEO primarily due to the proposal including a Category A Dwelling Entitlement, but also due to the estimated cost of development being \$520,300.00. Accordingly the applications are referred to the full LHIB for determination.

3 Site Description

The subject site is legally described as Lot 167 DP 757515, Neds Beach Road, Lord Howe Island. The lot is irregular in shape and has an approximate site area of 3,578.6m².

As mentioned earlier in this report (in section 1), the site does not benefit from a direct public road access. Instead it has an existing constructed vehicular and pedestrian access to the site from Neds Beach Road via an approximate 152m track over two other adjoining leases (being Lot 214 DP 45693 and Lot 138 DP 757515). This however has been the status quo for some time as illustrated by the LHIB's SNV mapping which reflects this existing site access. This does not benefit from a corresponding easement legally guaranteeing that physical access. An agreement to right of way is located on the lease file, which has not been registered or notified in the Government Gazette.

The existing structures on the site include a detached single storey, weatherboard and metal roofed dwelling, an associated garage/ shed, water tanks and wastewater treatment system. The central area of the site that the above structures are located within includes cleared vegetation and garden landscaping. Around most of this area to its boundaries, the site includes mapped SNV vegetation.

The site is located just under 280m northeast of the intersection of Neds Beach and Lagoon Road and adjoins Stevens Reserve on its Eastern (rear) and Southern (side) boundaries. It is at the bottom of the north western slope of the overall Stevens Reserve gully that extends down from Neds Beach Road.

Partly arising as a result of the above, the site is within area mapped by the updated LHIB flood study as being within the floodplain. This thus being an additional consideration in the assessment of the subject proposal.

There are no existing adjoining or nearby dwellings in the vicinity of the subject site. The

closest is approximately 85m away to the northeast on Lot 213 DP45693.

The site is zoned 2 Settlement and as mentioned earlier contains both cleared areas and others mapped significant native vegetation (SNV) - (ref Figures 1, 2, 3 and 4). Other than the proposed irrigation area for the new wastewater treatment system, the proposed development is located outside of these mapped areas of SNV.

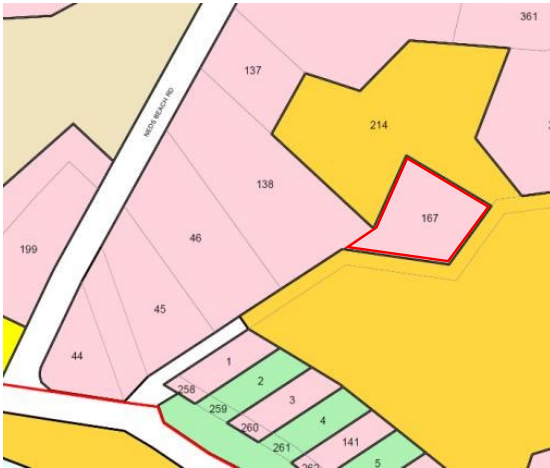


Figure 1: Extract from the Lord Howe Island Local Environmental Plan 2010 (LEP 2010) Zoning Map. Site boundaries outlined in red.

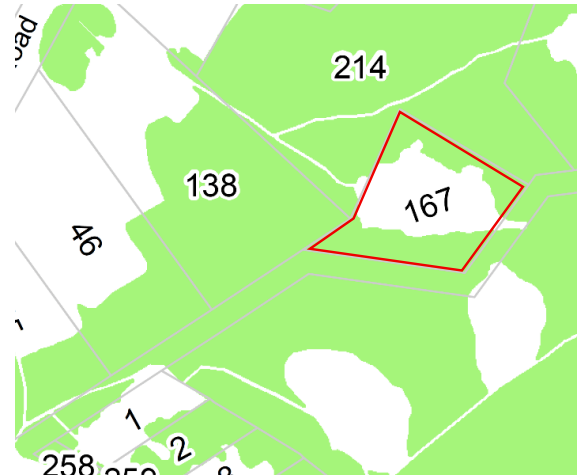


Figure 2: Extract from the LEP 2010 SNV Map.

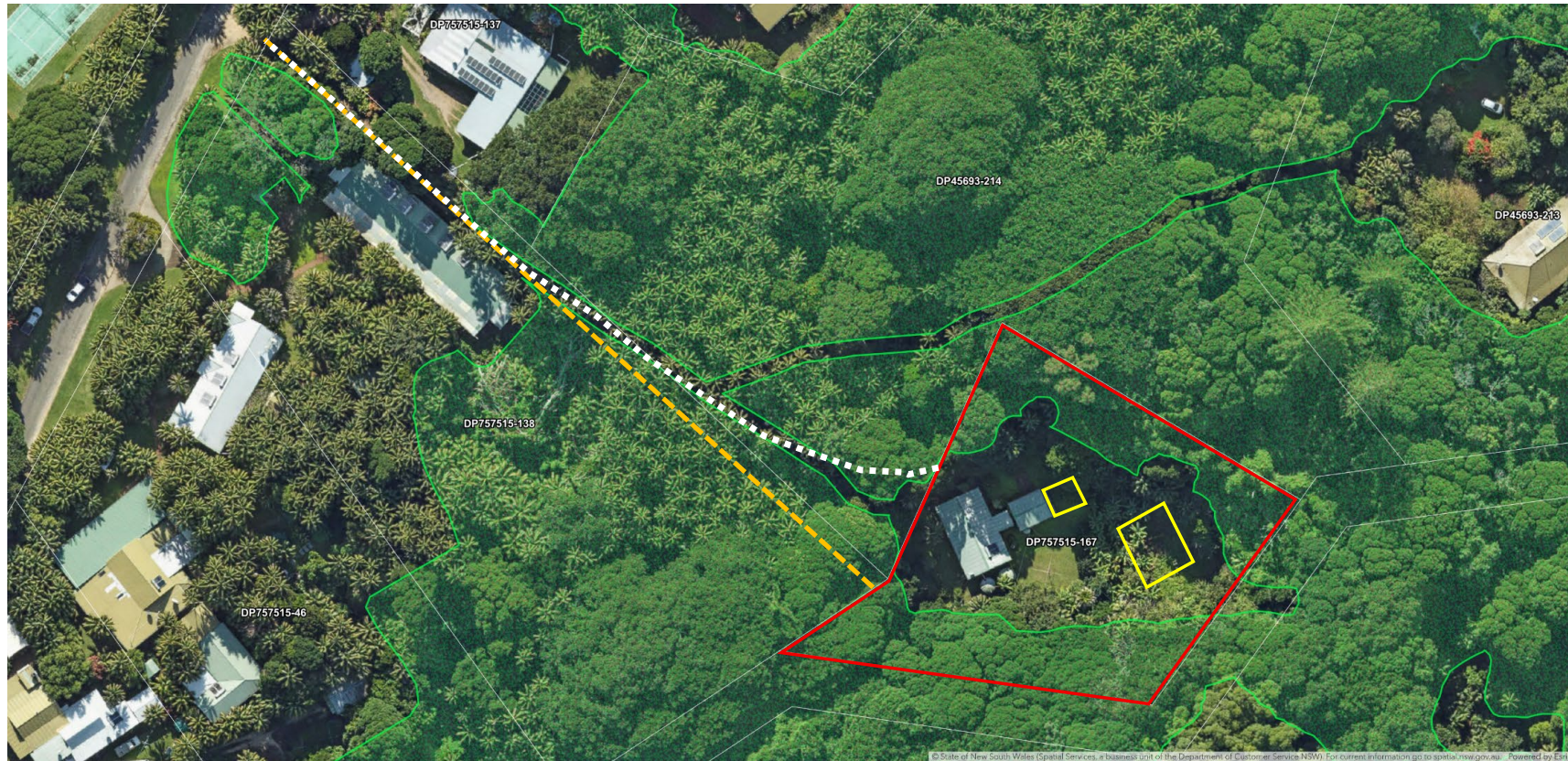


Figure 3: Aerial of subject site, (subject proposed dwelling & garage in yellow, approx. existing physical site access in dotted white, approx. historical registered access easement in dashed orange), existing development, & surrounds.

4 Proposed Development

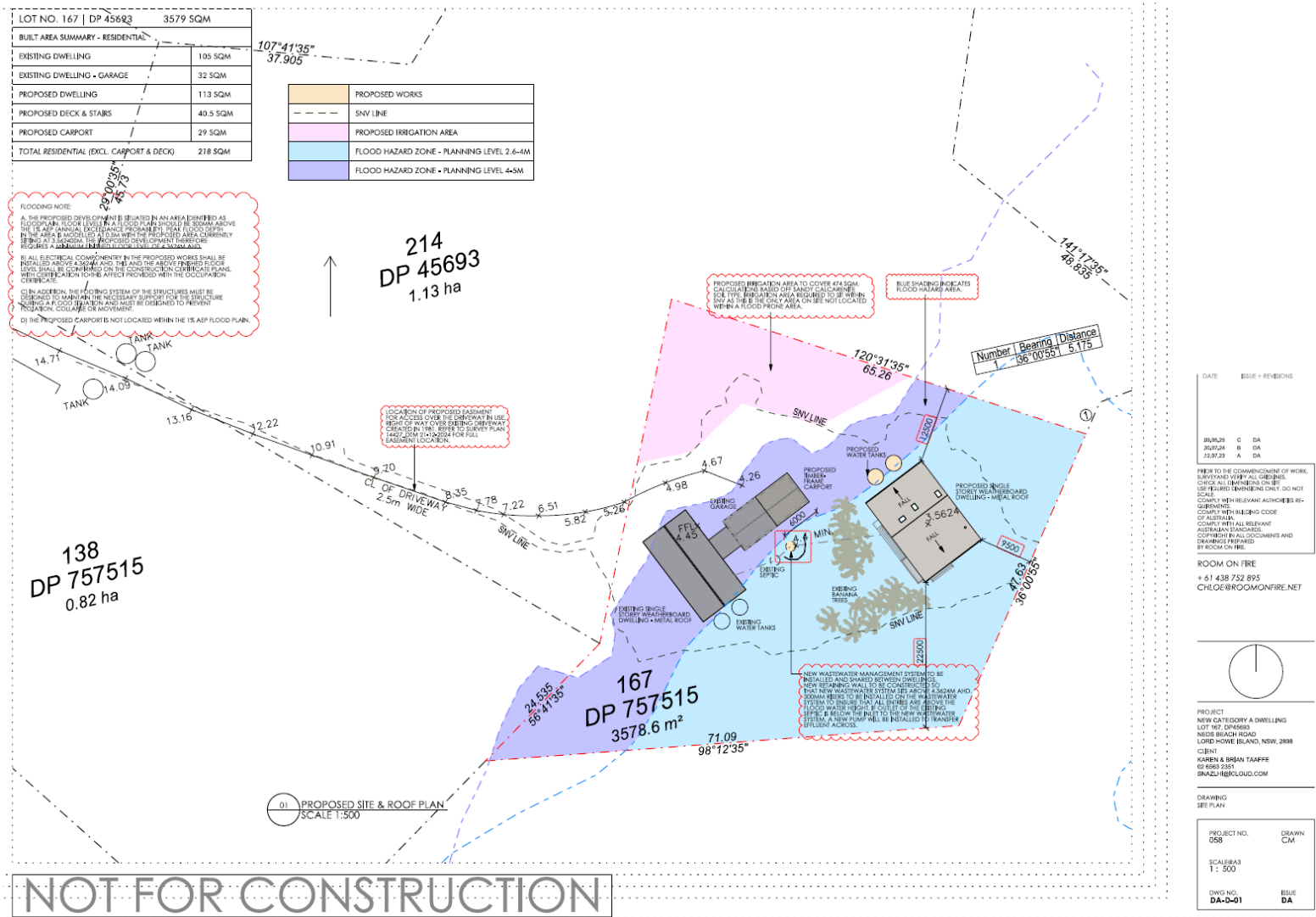
As noted earlier in this report, the proposed development is for the Construction New (Category A) Single Storey, Dual Occupancy Dwelling, Carport Attached to Existing Garage and Aerated Wastewater Management System, at Lot 167 DP 757515, Neds Beach Road, Lord Howe Island.

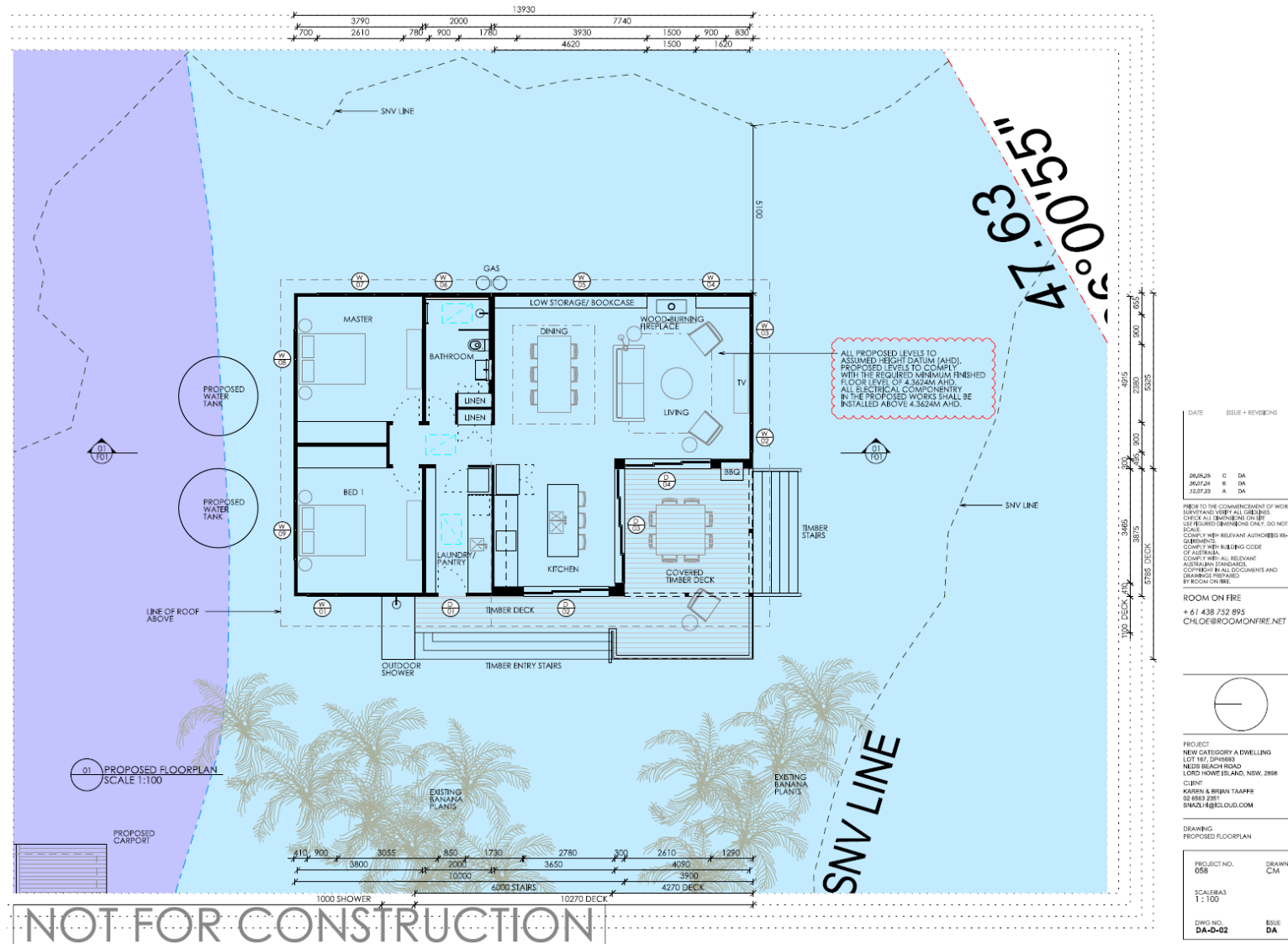
The specific details of the proposal are as follows:

1. The key aspect of the development is the construction of a new single storey, detached, two-bedroom, weatherboard clad and colorbond roofed dwelling as a dual occupancy with the existing dwelling on the site.
2. In addition to the two bedrooms, the new dwelling will include kitchen, living and dining areas with a roofed timber deck adjoining, plus a bathroom and laundry/ pantry.
3. The dwelling is proposed to be located to the east of the existing dwelling within an existing area of non-native vegetation with setbacks to the nearest site boundaries of 9.5m, 12.5m and 22.5m mostly through established mapped SNV that effectively screens the proposal from the adjoining leases.
4. The proposed dwelling will have a GFA of 113m² which will combine with the existing dwelling (with 105m²) to generate a total residential GFA for the site of 218m².
5. Some non-native vegetation clearing will be undertaken for the footprint of the proposed dwelling.
6. The second aspect of the proposed development is the construction of a double vehicle timber framed carport, for the proposed dwelling which is to be attached to the existing garage on the site.
7. The third aspect of the development is provision of a new onsite wastewater treatment system for both the existing and proposed dwellings. This is to be a NSW Health accredited FujiClean ACE1200EX Aerated Wastewater Treatment system. In response to requests for additional information arising during the DA assessment the irrigation area for this system was relocated out of the flood affected area of the site, up into the northwestern site corner within part of the mapped SNV area. The main part of the treatment system which remains within the flood area has also been required to have a number of additional design features/ requirements to account for this.
8. The subject application proposes to continue to rely on the existing site driveway access from Ned's Beach Road (described in Section 1 of this report) via two adjoining leases. The adjoining leases through which the driveway physically extends are Lot 214 DP 45693 and Lot 138 DP 757515.

As also mentioned earlier in Section 1, due to the lack of an easement or right of way for the site access over these adjoining leases, the applicant was requested to provide owners consents for these leases. Two of the three requested consents have now been supplied.

The overall details of the subject DA are confirmed on the submitted plans accompanying the applications as partially extracted on the following report pages.





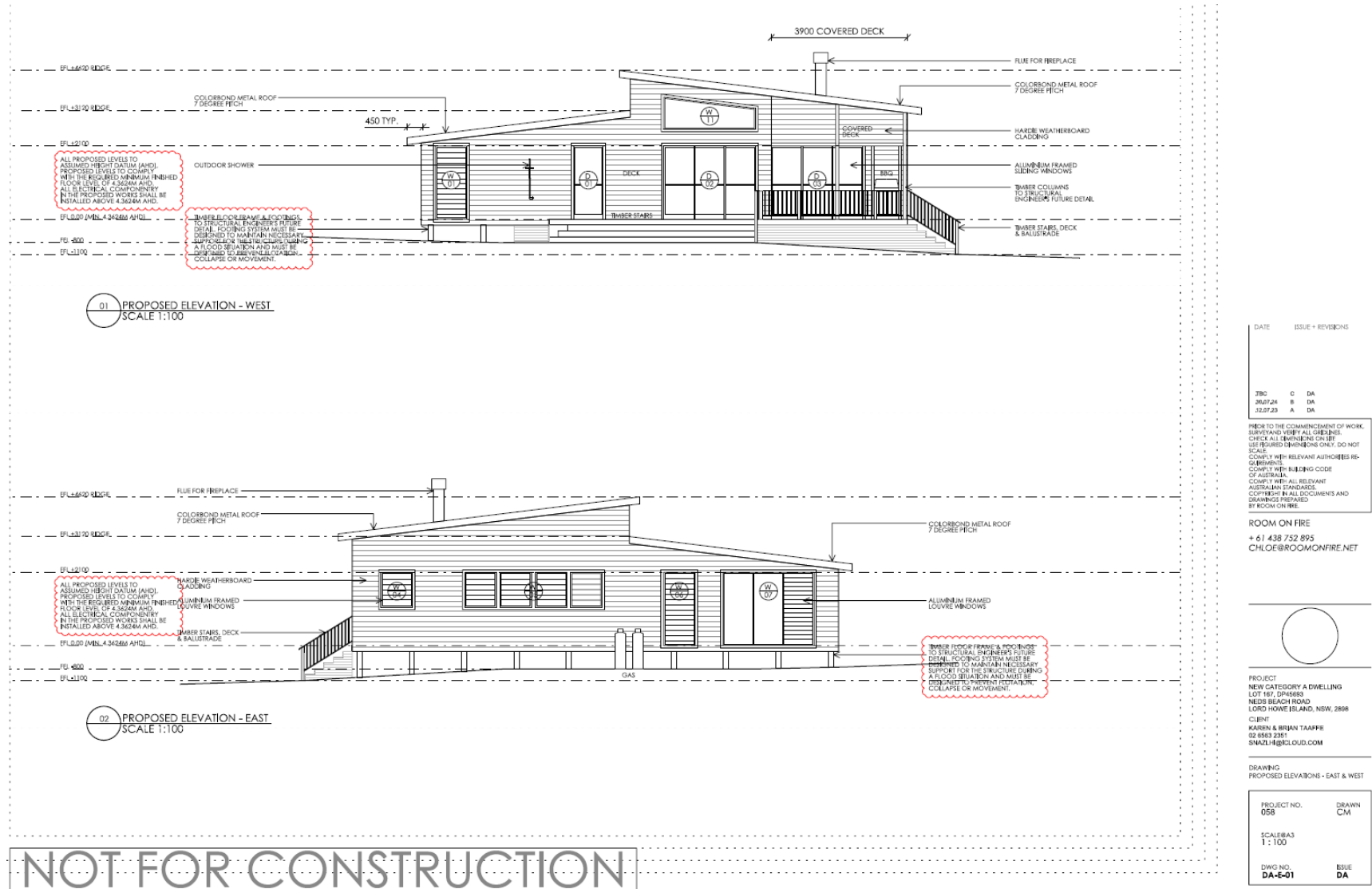


Figure 7: Submitted Proposed Dwelling Elevations

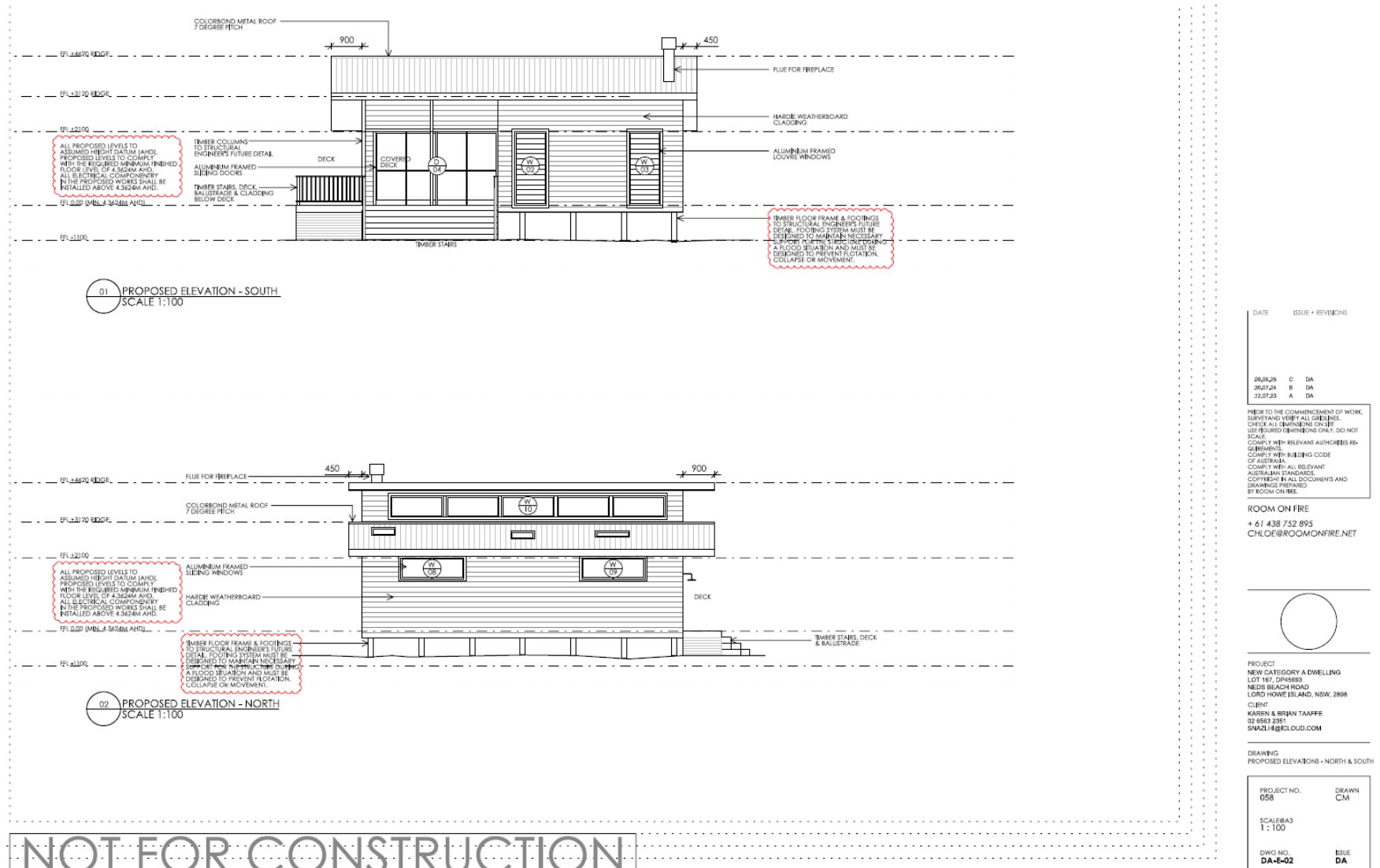


Figure 8: Submitted Proposed Dwelling Elevations

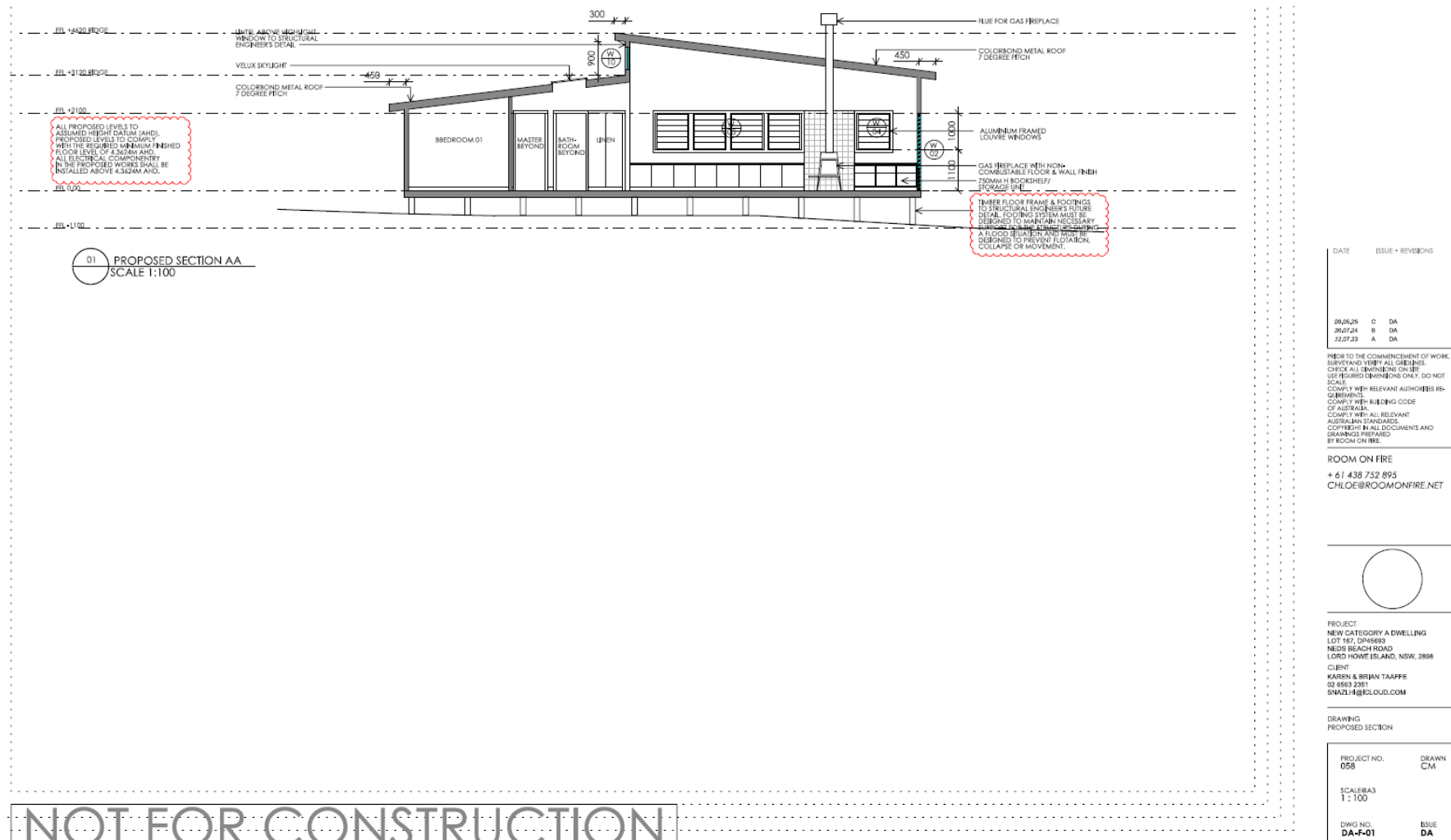


Figure 9: Submitted Proposed Dwelling Section

5 Referrals

The LHIB has advised that the application was distributed to the relevant internal specialists for review. No objections to the proposal were raised in these referrals with the table below outlines the issues raised and the assessment response.

5.1 Comments received from internal specialists

Specialist	Issue	Comment
Acting Team Leader World Heritage Liam Murphy	Description of the existing environment The study area includes native vegetation which is mapped by Sherringham <i>et al</i> (2016) as Community 19: Maulwood – Kentia Palm – Cotton-wood – Greybark lowland forest and is considered accurate. However, the subject site is located largely within established lawns and gardens of non-native vegetation including citrus, bananas, yellow guava, papaya and weeds (e.g. tobacco bush). The study area provides known or potential habitat for at least 6 threatened species: • LHI Gecko <i>Christinus guentheri</i> • LHI Currawong <i>Strepera graculina crissalis</i> • LHI Golden Whistler <i>Pachycephala pectoralis contempta</i> • LHI Silvereye <i>Zosterops lateralis tephroleura</i> • Lord Howe Woodhen <i>Hypotaenidae sylvestris</i> • LHI Placostylus <i>Placostylus bivaricosus</i> The LHI Currawong, LHI Golden Whistler, LHI Silvereye and LH Woodhen are all widely distributed across the Island and regularly occupy forests and gardens within the settlement. They are commonly found co-habiting with human infrastructure within the settlement area and in the case of the LHI Currawong, LHI Golden Whistler, LHI Silvereye and LH Woodhen will forage and roost around dwellings and associated infrastructure. However, the core habitat for all these species is intact native vegetation. The LHI Gecko is known to occur throughout the settlement area where it can utilise human made structures and stockpiled building materials as sheltering habitat. It can be found within cavities of dwellings and it shelters within cracks and cavities in trees and rocks. The subject site includes areas mapped as modeled High-Quality Habitat for LHI Placostylus. This mapping is considered accurate where there is intact native vegetation. The LHI Placostylus favours forested habitats on calcarenite soils with a dense shaded canopy, continuity with large areas of vegetation and a thick moist leaf layer in which they can burrow during dry times. This habitat is present in the study area, although it is restricted to native forest adjacent to the subject site. Permissibility under NSW legislation The following sections outline how the activity is permissible under applicable NSW legislation relevant to the protection of the environment. Environmental Planning and Assessment Act 1979 Under the <i>Environmental Planning and Assessment Act 1979</i>, the determining authority must examine and take into account to the	Noted & recommended accordingly

	fullest extent possible all matters affecting or likely to affect the environment from any development application that is not classed as an exempt development or a state significant development. This was assessed in line with the <i>Biodiversity Conservation Act 2016</i>. Biodiversity Conservation Act 2016 Under the <i>Biodiversity Conservation Act 2016</i>, a test to determine whether a proposed development is likely to significantly affect threatened species, ecological communities or their habitats must be undertaken. A 5 Part Test of significance was not submitted with the DA as the proposal is located within an area that is already cleared and supports established lawns and gardens. Environment Protection and Biodiversity Conservation Act 1999 The <i>Environment Protection and Biodiversity Conservation Act 1999</i> (EPBC Act) does not apply as the activity will not significantly impact any of the following: • world heritage or national heritage values of a place on the World Heritage List or National Heritage List • the ecology of a Ramsar wetland • nationally listed threatened species and ecological communities or listed migratory species. Lord Howe Island Local Environmental Plan 2010 The property is zoned Zone No. 2 – Settlement according to the <i>Lord Howe Island Local Environmental Plan 2010</i>. The objectives of this zone are: (a) to provide opportunities for limited residential and commercial development and (b) to avoid or minimize environmental damage and protect areas that comprise significant habitat for species of animals that are native to the Island or have significant native vegetation. The proposal is consistent with these objectives. Conclusions and Recommendations The dwelling and carport construction will not result in the removal of any native vegetation within Significant Native Vegetation or habitat for threatened species. However, removal of a small amount of regrowth native vegetation within the bounds of the established garden is likely to be required for installation of two rainwater tanks at the rear (north) of the proposed dwelling. Four or five Kentia palms (<i>Howea fosteriana</i>) encroaching on the allotment's narrow access driveway may also be required to be removed to allow for delivery of construction materials and equipment. These native plants are permitted to be removed under Clause 59(2b), Part 5 of the <i>LHI Regulation 2014</i>. The proposed development has been assessed and will not result in any significant impacts on any threatened species, populations, ecological communities, or their habitats, providing the following recommendations of this assessment are adhered to. Recommendations That the development be approved subject to the following: 1. The boundary between the established garden and mapped SNV to the north and east of the lot should be identified and delineated with string line and flagging tape before commencement of any works.	
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	2. Removal of any native plants within the existing physical (SNV mapped) access driveway must not result in a width of greater than 3 meters at any point to ensure no removal of mapped SNV. 3. The installation of the two new water tanks at the rear (north) of the new dwelling is done so with minimal earthworks and positioned at least 5 meters from mapped SNV to reduce impact to the root systems of adjacent native vegetation and the potential future need to trim or remove any vegetation within mapped SNV to protect critical infrastructure. 4. Any live LHI Gecko or LHI Placostylus detected during works must be moved to similar habitat structures in the adjacent area (e.g. fallen timber within dense native vegetation, rock crevices etc.) away from the development site so they can escape predation. 5. All building materials and building activity are restricted to being stockpiled on cleared open areas. 6. All new effluent irrigation pipework located within SNV is to be laid on the surface. 7. During installation of the surface irrigation system all leaf litter and fallen timber should be retained on site. If required to move organic material at any point, it should be immediately redistributed across the site following completion of installation works. 8. Ongoing monitoring of wastewater system performance in accordance with manufacturers recommendations and LHI Board effluent management strategy standards. 9. Any landscaping works to be conducted as part of the development should focus on utilising native plant species.	
Senior Manager Infrastructure & Engineering Brad Josephs	Flood Management The proposed development is situated in an area identified as floodplain. Floor levels in a flood plain should be 300mm above the 1% AEP (Annual Exceedance Probability). Peak flood depth in the area is modelled at 0.5m with the proposed area currently sitting at 3.562400m. The proposed development therefore requires a minimum finished floor level of 4.3624m AHD. All electrical componentry in the proposed works shall be installed above 4.3624m AHD. This and the above finished floor level shall be confirmed on the construction certificate plans, with certification to this affect provided with the occupation certificate. In addition, the footing system of the structures must be designed to maintain the necessary support for the structure during a flood situation and must be designed to prevent flotation, collapse or movement. The proposed carport is not located within the 1% AEP flood plain. Wastewater The proposed wastewater treatment system, including satellite and associated effluent land application area calculations are correct for the applicant's stated intent and expected output nutrient level for FujiClean ACE1200EX. The following table outlines the expected daily hydraulic load for the proposal:	Noted and recommended accordingly.

Source	Number	Lt/day	Total Lt/day
Dwelling 1 (Existing)	4EP	120x4	480
Dwelling 2 (New)	3EP	120x3	360
Total Daily Hydraulic Load			840
The installation of the wastewater treatment system is overseen by the Lord Howe Island Board and not the PCA. The PCA however, is not to issue an Occupancy Certificate for the development until such time the Board has carried out the final commissioning inspection of the wastewater treatment system and is satisfied that the installation and operation of the system meets the parameters of the strategy. The effluent land application area of 626m² assumes the soil type of sand and is based upon the phosphorus sorption capacity of the soil. The stated irrigation area is suitable for the proposed however the location is not suitable. Effluent irrigation areas cannot exist within areas classified as flood zones, the irrigation area must be moved to the northern area of the Lot adjacent to Portion 213. GIS indicates that there is ample room within this area to house the irrigation area. An updated irrigation map will need to be supplied to the Lord Howe Island Board. The irrigation area will need to be laid within designated Significant Native Vegetation as due to existing infrastructure, surrounding SNV and flood zones there are no other suitable non-SNV area to install the required irrigation area. The applicant is to notify the Board, with a minimum 7 days' notice, of the commencement of the wastewater treatment system installation, this includes treatment system, satellite 'catch tanks' and effluent irrigation pipe network. Evidence of a Contract or Service Agreement between the applicant and a Lord Howe Island Board accredited Service Agent is required prior to approval for the wastewater management system to operate without a licence. Service Reports and test results, as per the requirements of the Strategy, are to be supplied to the Board on a quarterly basis. Leaseholders are to ensure their Service Agents provide this data to the Board. Failure to supply reports and tests may result in removal of operating approvals and the issuance of fines to the Leaseholder in accordance with the Local Government Act and Regulations. Water It is required that all stormwater from the new roof structure be directed to rainwater tank(s) as per the application. The rainwater disposal must be clearly outlined on the Construction Certificate Plans. Certification by an appropriate person is necessary for all waterproofing in wet areas, including bathrooms and laundry. All plumbing work, including connections to the wastewater system,			

	must be conducted by a licensed plumber.	
LHIB Surveyor Gary Millman.	On 29/5/24 I visited the site of the proposed development and took quite some time to locate the boundaries near the proposed dwelling due to lack of old marks. They have staked out a position for the new dwelling in the old garden area. I found from my measurements that the dwelling as staked was different from the DA site plan and so I have drawn a plan from my work to show where it has been staked. In this position and angle, it avoids any native vegetation and is all in the cultivated area. (see my plan) The carport has been staked as per their site plan.	Noted – RFI issued to applicants to correct inaccuracies in submitted plans, subsequently submitted plans considered in this report.
LHIB Electrical Infrastructure Peter Higgins	I have inspected the New Installation Application for Supply Form for this DA. The proposed electrical installation will have an assessed maximum demand of 40 Amps which is permissible on the Island Distribution System. I would recommend the electrical new installation be approved with the following conditions - • The customer is required to change their solar HW electric boost element from 3600 watts to a standard 2400 watt element as per the Lord Howe Island Board Electricity Supply Service Rules. • The installation will be supplied by a new 40amp single phase service from Blue Lagoon HV and LV Switching Station. The installation of customer consumer mains is the responsibility of the customer. • The new installation is restricted to a standard 40 amp single phase domestic supply. • Existing underground electrical cables to be clearly identified prior to any ground works. • All additional wiring must be carried out by a licensed electrical contractor to AS/NZS3000.2018 standard. • A signed Compliance Form for Electrical Works is required from the contractor within 7 days of completion of all new electrical works.	Noted and recommended accordingly.

6 Planning Assessment

The following planning assessment has been undertaken for the proposed development taking into account the relevant statutory controls, and other relevant matters as detailed below in this report.

6.1 Commonwealth legislation

6.1.1 *Environmental Protection and Biodiversity Conservation Act 1999*

The *Environment Protection and Biodiversity Conservation Act 1999* (Cth) (EPBC Act) provides for the protection of certain matters of national environmental significance (NES) listed under the Act, which include:

- World Heritage Areas
- National Heritage Places
- Ramsar wetlands of international importance

- Commonwealth listed threatened species and ecological communities
- Listed migratory species
- Commonwealth marine areas
- Great Barrier Reef Marine Park
- Nuclear actions.

Under the EPBC Act, Commonwealth approval is required from the Minister of the Environment (Minister) for any action that will have or is likely to have a significant impact on a NES, or on the environment of Commonwealth land or on the environment if the action is proposed to be taken by a Commonwealth agency (known as a 'controlled action').

A person proposing to take a controlled action must refer the proposal to the Minister for determination. A person proposing to take an action that the person thinks is not a controlled action may refer the proposal to the Minister for the Minister's decision whether or not the action is a controlled action.

Lord Howe Island is a declared World Heritage Property. Section 12 of the EPBC Act 1999 requires approval of actions that involve a significant impact on a declared World Heritage Property.

An Advisory Note should be included in any approval of the subject DA, that the applicant make independent enquiries with the Australian Government's Department of Agriculture, Water and the Environment, to confirm whether they consider the proposed actions as detailed in this report are likely to have any impact on the heritage values of the:

- *World Heritage and National Heritage listed Lord Howe Island Group - ID 105085 and 105694, and*
- *Register of the National Estate listed Lord Howe Island Group and Marine Environs - ID 201.*

6.2 NSW legislation

6.2.1 Biodiversity Conservation Act 2016

The *Biodiversity Conservation Act 2016* (NSW) (BC Act) sets the framework for the listing of threatened species, populations and ecological communities, and key threatening processes in NSW, and the preparation and implementation of recovery plans and threat abatement plans.

The proposed development has been reviewed and assessed for its ecological impacts by the LHIB's Team Leader Environment World Heritage (ref section 5 of this report). This specialist assessment found that "*The proposed development has been assessed and will not result in any significant impacts on any threatened species, populations, ecological communities, or their habitats, providing the following recommendations of this assessment are adhered to.*"

The according ecological recommendations should be included in any approval of the subject DA.

6.2.2 NSW Heritage Act 1977

The main objective of the Heritage Act 1977 (Heritage Act) is to encourage the conservation of the heritage of NSW. Pursuant to Section 4.45 of the EP&A Act 1979, Section 58 and Section 57(1) of the Heritage Act are triggered by this application.

The Lord Howe Island Group is listed on the State Heritage Register. Section 57 (1) of the Heritage Act requires that all applications to carry out development on Lord Howe Island, be referred to and granted concurrence by the NSW Heritage Office. This provision is overridden however by the operation of Section 57 (2), in the circumstance of the Minister issuing a Heritage Exemption Order.

On 9 January 2015, the NSW Minister for Heritage published an order under section 57(2) of the Heritage Act, providing for an exemption to refer specific activities to the Heritage Division, instead requiring referral of only those applications requiring consent under clause 39 of the LHI LEP 2010. As the subject site does not include a heritage item listed under the LHI LEP 2010, the application was not required to be referred to NSW Heritage as the Ministerial Heritage Exemption could be relied upon.

As there are no listed heritage items nearby to the subject site, further consideration under clause 40(1)(b) of the LEP is not required.

6.3 Local Statutory Plans and Policies

6.3.1 Lord Howe Island Local Environmental Plan 2010

The LEP 2010 is the principal environmental planning instrument applying to the proposal.

The following summary table details the various LEP provisions relevant to the subject proposal with assessment and/or comment included as required.

LEP 2010 Compliance Summary Table:

LEP 2010 Clause		Compliance Y/N	Comment
Part 1 Preliminary			
2	Commencement and Aims of Plan	Y	Each of the aims of the LEP 2010 have been considered in the assessment of this application. As assessed in this report, the proposed works can be undertaken with minimal negative environmental impact and/or disturbance to protected flora and fauna native to the Island.
3	Land to which plan applies	Y	The LEP 2010 applies to the subject site which is part of Lord Howe Island, as defined in Section 3 of the Lord Howe Island Act 1953.
6	Who is the consent authority for this Plan?	Y	The Lord Howe Island Board (LHIB) is the relevant consent authority.
7	Maps	Y	Noted.
9	Exempt Development	N/A	The proposed works are not listed as Exempt Development within Schedule 1 of the LEP.
11	Matters that must be satisfied before development consent granted	Y	All relevant matters contained within clause 11 are satisfied – refer to the clause 11 assessment following.
Part 2 General Provisions applying in particular zones			
12	Land Use Zones	Y	The land is zoned Zone 2 Settlement

14	Zone 2 Settlement	Y	The proposed New (Category A) Single Storey, Dual Occupancy Dwelling, Carport Attached to Existing Garage and Aerated Wastewater Management System, complies with the LEP zone objectives and are permissible development in the zone with consent of the LHIB.
Part 3 Special Provisions			
Division 1 Provisions for particular kinds of development			
21	Subdivision	N/A	
23	Erection of Dwellings	Y & N/A	As relevant to the proposed Category A Dwelling proposal being considered under the clause 24 Dual Occupancy provisions, the following compliance assessment with clause 23 of the LHI LEP 2010 is noted: a) 300m² max. dwelling GFA – N/A <i>ref to clause 24 (below)</i> b) 3,000m² min (dwelling) allotment area – N/A <i>ref to clause 24 (below)</i> c) tourist/ commercial site coverage – N/A d) 50% landscaped site & native plantings areas – Yes (approx 2,387m² or 66% landscaped site area & 1.725.23m² or 48% of native planting area maintained) e) dwelling location not within mapped SNV – Yes
24	Dual Occupancy Concessions	Y	The proposed Category A Dwelling proposal being considered will maintain compliance with clause 24 of the LEP in that: a) the subject dwelling is part of a dual occupancy: Yes b) the proposed dual occupancy is comprised of the existing dwelling and a new additional dwelling: Yes c) ... d) Combined GFA of dual occupancy max. 400m²: Yes 218m² <i>proposed</i> e) 50m² private open space/ dwelling: Yes
26.	Limit on number of dwellings to which consent may be given	Y	The subject proposed dwelling is the subject of a Cat A dwelling entitlement issued by the LHIB and the Minister as referenced in the introduction to this report.
27(1)	Enlargements or extensions of dwellings:	N/A	
29	Maximum height of buildings (7.5m)	Y	As detailed on the submitted plans, the proposed works will have an upper building height (at the top of the roof skillion) of 5.42m complying with the LEP.
Division 2 Provisions that apply to particular land			
32 (2)	Setbacks of buildings in Zone 1, 2 or 5: - 10m to a road frontage and	N/A	<i>Front</i> As mentioned earlier in the description of the site description, it does not have a direct public road frontage. Therefore the front setback requirement is not applicable.

	- 5m all other boundaries	Y	<i>Other</i> As also noted earlier in the description of the proposed development, the dwelling is to be located to the east of the existing dwelling within an existing area of non-native vegetation with setbacks to the nearest site boundaries of 9.5m, 12.5m and 22.5m mostly through established mapped SNV that effectively screens the proposal from the adjoining leases. Thus satisfying the LEP setback provisions.
33	Landscaping to be carried out in Zone 2	Y	Based upon the detail and assessment of the subject proposal within this report, it is considered that it will not have "a significant adverse impact on the existing landscaped character and dispersed pattern of housing in the zone".
34.	Land Adjoining Zone 7 or 8.	Y	As can be seen in the zoning plan at Figure 1, approximately 80-90% of the site's perimeter adjoins land that is zoned 7 - Environment Protection. However the majority Of the proposed works are not within 10m of these site boundaries. The two that are is the wastewater irrigation field proposed within the mapped SNV in the northern site area and the rear corner of the proposed dwelling that will be setback 9.5m from the rear boundary. The site and proposal is considered to satisfy clause 34 of the LEP in its current state due to the significant area of mapped SNV within the site and the proximity of the proposal to the site boundaries.
39	Development affecting heritage items	N/A	The subject site does not include any heritage items listed in either the LEP or State listings. Refer also to the discussion of the Lord Howe Island's listing on the State Heritage Register under the <i>NSW Heritage Act 1977</i> in section 6.2.2 of this report.

Clause 11 Matters that must be satisfied before development consent granted

Clause 11 of the LHI LEP 2010 provides that the consent authority must not consent to the carrying out of development unless it is satisfied of the following matters (to the extent that they are of relevance to the proposed development):

Clause 11 Compliance Summary Table:

CLAUSE 11 REQUIREMENT	COMPLIANCE Y/N	DISCUSSION
a) <i>The proposed development is consistent with the aims of this plan and the objectives of any zone, as set out in the plan, within which the development is proposed to be carried out,</i>	Y	The subject site falls within Zone 2 – Settlement under the LEP 2010 and is consistent with the aims of the LEP and the zone objectives (subject to the recommendations of this report), as discussed in the previous assessment of the LEP provisions.
b) <i>There is an adequate area available for the disposal or treatment of any effluent treatment of any effluent treatment or</i>	Y	The subject proposal includes the installation of an upgraded wastewater treatment system which

CLAUSE 11 REQUIREMENT	COMPLIANCE Y/N	DISCUSSION
<i>disposal system and any such system will not have any adverse impact on groundwater quality,</i>		has been internally assessed by the LHIB as being acceptable for the existing and proposed development (subject to the application of the conditions of consent included in the attached recommendation).
c) <i>No part of the proposed development:</i> i. <i>will result in any damage to, or removal of, significant native vegetation, or</i> ii. <i>will have a significantly adverse impact on the habitat of any plants, or animals, that are native to the Island,</i>	Y	Refer to the internal comments from the LHIB's Team Leader World Heritage in section 5 of this report and the overall assessment (and report recommendations) provided herein.
d) <i>Access is, or will be, available to the site of the proposed development and the provision of any such access will not:</i> i. <i>result in any damage to, or the removal of, significant native vegetation, or</i> ii. <i>have a significantly adverse impact on the habitat of any plants, or animals, that are native to the Island,</i>	Y	As per the earlier discussion in this report (under section 1), the site does not benefit from a direct public road access. Instead it is served by an existing constructed vehicular and pedestrian access to the site from Neds Beach Road via an approximate 152m long track that also extends over two other adjoining leases (being Lot 214 DP 45693 and Lot 138 DP 757515). Relevantly the above access driveway does not benefit from a corresponding easement or right of way legally guaranteeing this physical access over the adjoining leases in perpetuity. It is recognised that the existing access arrangement for the Taaffe site has been the status quo for some considerable time. The outstanding question is whether there is a legal requirement to now reconfirm/ obtain owners consent for the subject proposal to permit continued access to the Taaffe site through the two adjacent lease areas. An alternative access option to the above, which was also canvassed in the application assessment, was to require the provision of a new physical access to Neds Beach Road within the historical easement/ right of way that was previously registered on the past lease documents for the adjacent affected properties. This easement for access does not accord with the footprint of the existing physical access track– refer site images with existing driveway detail, but

CLAUSE 11 REQUIREMENT	COMPLIANCE Y/N	DISCUSSION
		instead runs through existing mapped Significant Native Vegetation (SNV). As clearing of mapped SNV would be required to achieve this historic easement access, it was considered legally prohibitive for such an access to be constructed or required. The access, both legal and physical, is key to the subject application. The DA needs to be legally made/lodged with relevant owners consent provided to accord with the Environmental Planning and Assessment Regulation 2021. Further, physical and legal access needs to be achieved to accord with Clause 11(d) of the LEP. In this respect, it is clear that physical access is already achieved for the site. Conversely and legally, it is not clear whether the access can be relied on. As such the option of obtaining legal advice has been included.
e) <i>Any proposed landscaping will provide various species of plants that are native to the Island and common in the locality to enhance any significant native vegetation,</i>	Y	This will be ensured by way of condition included in any determination of the DA.
f) <i>The proposed development will not be adversely affected by any landform limitations, including flooding, landslip, unstable soils and steep slopes,</i>	Y	The site is located within a mapped flooding area. This has been assessed and considered in the engineering internal referral on the application and appropriate requirements implemented. Otherwise the site is not located in any hazard area which would affect or limit the proposed development,
g) <i>Adequate services in respect of the proposed development can be provided without significant additional cost to the Board or the community of the Island,</i>	Y	A new service/ connection to the LHIB electrical network will be required for the additional dwelling, but this will be undertaken at the applicant's cost and in accordance with the LHIB requirements. No other additional infrastructure services will be required for the proposal.
h) <i>The appearance of the proposed development (when considered by itself or in conjunction with existing buildings and works) will not have any significantly adverse impact on the locality,</i>	Y	The subject existing dwelling is located over 150m from Neds Beach Rd and is well screened from the road and other adjoining properties via the existing established landscape vegetation and existing setbacks. The

CLAUSE 11 REQUIREMENT	COMPLIANCE Y/N	DISCUSSION
		proposed works will not have a significant adverse visual impact and will maintain the scenic and visual quality of the locality.
i) <i>The proposed development will not cause any significant overshadowing of adjoining land,</i>	Y	The proposed 1 storey scale, substantial boundary setbacks and the existing well established site vegetation will ensure no unreasonable overshadowing of the adjoining land will be generated.
j) <i>The proposed development will not cause any significant reduction in the privacy of occupiers of adjoining land</i>	Y	Further to the above comments, no privacy issues will be generated by the nature and character of the proposal as outlined in the overall assessment of this report

6.3.2 Lord Howe Island Development Control Plan 2005

The Lord Howe Island Development Control Plan 2005 (DCP 2005) applies to the subject site and an assessment of the provisions of the DCP relevant to the subject proposal is included in the following table.

DCP Compliance summary table

LHI DCP 2005 Clause		Complies Y/N	Comment
Part 1 Introduction			
1.2	Plan Objectives	Y	The proposed works as assessed and recommended for approval subject to conditions in this report, are consistent with the Plan objectives.
1.4	Where does plan apply?	Y	This DCP applies to the subject site.
Part 2 Design Principles			
2.1	Introduction	Y	Noted.
2.2	Objectives	Y	The proposed works as assessed and recommended for condition in this report will be consistent with the DCP's design objectives.
2.3	Design Context	Y	The proposal as assessed in the report will be consistent with the character and nature of the site and surrounding locality, as previously assessed under the discussion of clause 11, LHI LEP 2010.
2.4	Bulk and Scale	Y	Refer to above comment in regard to 2.3, LHI DCP.
2.5	Building Forms	Y	Refer to above comment in regard to 2.3, LHI DCP.
2.6	Building Materials & Colours	Y	Refer to above comment in regard to 2.3, LHI DCP.
2.7	Energy and water efficiency	Y	The proposal has been accompanied by a BASIX certificate and NatHers assessments outlining various energy and water efficiency commitments

			that will have to be complied with in the design and construction of the project. Any conditions of approval will include a requirement to comply with this.
2.8	Landscaping design	Y	Refer to above comments in regard to 2.3, LHI DCP, and the earlier comments in relation to LHI LEP 2010 clause 11.
2.9	Site access and parking	Y	Refer to above comment in regard to LHI LEP 2010, clause 11(d).
Part 3 Development Control Policy			
3.2	Single Dwellings (provisions repeat LHI LEP standards and provisions)	Y	As outlined and assessed earlier, the proposal complies with the standards and requirements of the LHI LEP 2010 and the LHI DCP.

7 Environmental Effects

7.1 Environmental Planning and Assessment Act 1979

Under the provisions of Section 4.15, of the EP&A Act, in determining a DA, a consent authority is to take into consideration the following matters as are of relevance to the development the subject of the DA.

- a) the provisions of the following that apply to the land to which the development application relates:
 - i. any environmental planning instrument
Comment: an assessment against the LHI LEP 2010 has been undertaken (see Section 6.3.1) and the proposed development was found to comply with all relevant provisions subject to the conditions of approval included in the recommendation of this report.
 - ii. any proposed instrument that is or has been the subject of public consultation under this Act
Comment: None.
 - iii. any development control plan
Comment: An assessment of the proposal against the LHI DCP 2005 has been undertaken in Section 6.3.2 and was found to comply subject to the conditions of approval included in the recommendation of this report.
 - iiia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4,
Comment: There are no planning agreements relevant to the application.
 - iv. the regulations (to the extent that they prescribe matters for the purposes of this paragraph),
Comment: There are no relevant matters prescribed by the regulations.
 - v. any coastal zone management plan (with the meaning of the Coastal Protection Act 1979)
Comment: There are no coastal zone management plans relevant to the application
- b) The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts on the locality

An assessment of the environmental impacts of the proposal has been provided elsewhere in the subject report. The table below provides further assessment of any likely impacts.

Likely environmental impacts:

Potential Impacts	Proposal
Access, Transport and Traffic	Regarding the access to the site - refer to the earlier discussion and assessment under clause 11(d), LHI LEP 2010, Section 1 (DA History-Site Access Owners Consent), and Section 4 (Proposed Development).
Public Domain, Visual and Streetscape	The proposal will not unreasonably impact on the public domain as addressed earlier under clause 11 and 32(2) of the LHI LEP 2010.
Ecological	As assessed in this application the ecological impacts of the proposal are acceptable subject to the implementation of conditions of approval.
Flood	The site is identified as being flood affected – refer to the earlier discussion of clause 11(f) LHI LEP 2010 and Section 5 (Internal Referrals).
Heritage	The subject site is not listed as a heritage item.
Views	No view impacts are identified.
Privacy	No privacy impacts are identified in respect of the proposal. Refer also to the assessment under the LHI LEP 2010, clause 32(2) and 11(j).
Open Space	Open space will not be impacted by the proposal.
Social and economic Impact in Locality	As assessed in the subject report, there will be no adverse social or economic impact from the development. Instead the proposal will represent an improvement in the local housing stock.
Construction	Potential impacts from the construction phase of the project will be minimised through the implementation of standard conditions of the consent.

c) The suitability of the site for the development

Having regard to its location, the preceding assessment and the possible implementation of conditions of development consent, the site will adequately accommodate the proposal and is suitable for the site for the reasons outlined in this report.

d) Any submissions made in accordance with this Act or the Regulations

As noted in the introduction to this report, the subject DA was originally placed on public exhibition 10/05/2024 to 24/05/2024 and the (requested) amended and additional DA plans were exhibited 20/06/2025 to 04/07/2025. The LHIB has advised that one objection was received to the second exhibition period of the DA.

The following is a summary of the issues raised in that submission:

- Does this application include driveway access across Blue Lagoon's leases?
Comment: Refer to the earlier discussion and assessment under clause 11(d), LHI LEP 2010, Section 1 (DA History- Site Access Owners Consent), and Section 4 (Proposed Development). The subject development proposes to utilise the existing constructed vehicular and pedestrian access to the site from Neds Beach Road via an approximate 152m track over two other adjoining leases (being Lot 214 DP 45693 and Lot 138 DP 757515).

- The existing driveway to the subject site runs along the back of Blue Lagoon's accommodation rooms where twenty guests sleep, the concern being the potential impacts of higher vehicle and pedestrian traffic within 2 metres of these guest rooms causing noise/ disturbance, and environmental impact in the form of more mud during winter and dust during summer.
Comment: The utilisation of the existing access track to the subject site by the proposed additional (dual occupancy) dwelling is not likely to constitute a significant increase in pedestrian and vehicular traffic using the access, or be inconsistent with the existing character and nature of the locality. Therefore a nexus between the additional usage of the access track from the proposal and detrimental amenity impacts of guests staying at Blue Lagoon cannot be established.
- There is another undeveloped perpetual lease at the end of this track with an approximate area of 6,000 sqm, which could potentially accommodate a fourth dwelling in the future. This would exacerbate the issues mentioned above.
Comment: Any future application for additional dwellings on other associated leases that gain access via the subject access will be the subject of an appropriate assessment at that time. It is not possible to incorporate such future unknown possibilities into the current assessment.
- Given the above concerns, I would like to know if the LHIB can guarantee that the increased activity will not negatively affect our guests' experience or the value of Blue Lagoon's accommodation.
Comment: Refer to above collective comments.
- Additionally, I would like to ask whether all alternative access options to this site have been thoroughly explored.
Comment: Refer to the earlier discussion and assessment under clause 11(d), LHI LEP 2010, Section 1 (DA History- Site Access Owners Consent), and Section 4 (Proposed Development).

e) The public interest

For the reasons outlined in the preceding assessment, it is considered that the proposal will be consistent with the public interest, subject to appropriate conditions that can be applied to any approval of the application.

8 Conclusion

This DA has been assessed with regard to the provisions of Section 4.15 of the EP&A Act, the LEP 2010 and DCP 2005 and the relevant codes and policies of the Lord Howe Island Board.

The application for Construction New (Category A) Single Storey, Dual Occupancy Dwelling, Carport Attached to Existing Garage and Aerated Wastewater Management System, is generally considered to have Planning merit and is supported subject to the legal establishment of the access between the site and Neds Beach Road.

Thus it is the advice of this assessment that the establishment of legal access to the subject property under the Clause 11(d), Lord Howe Island LEP 2010 and the Environmental Planning and Assessment Regulation 2021, requires the provision of signed owners consents from all three adjoining leaseholders burdened by the subject access to the site (namely Lot 214 DP 45693 and Lot 138 DP 757515).

It is also advised that prior to determining the subject DA in line with its previous discussion, that the LHIB obtains legal advice on this issue.

Consequently, in light of the LHIB member's June 2025 considerations on the subject DA, this assessment cannot professionally include any recommendations for determination of the DA. Instead optional resolutions for the LHIB are provided for the LHIB's information.

9 Resolution Options (in lieu of recommendations)

1. Defer for legal advice to be sought

DA2024.2.1 (Construction New (Category A) Single Storey, Dual Occupancy Dwelling, Carport Attached to Existing Garage and Aerated Wastewater Management System, and OC2025.5.1 at Lot 167 DP 757515, Neds Beach Road, Lord Howe Island) be deferred pending provision of legal advice as to whether it is reasonable to determine that the historic agreement to right of way could **satisfy the Board** that access is available to Lot 167 (in the absence of complete legal owners consents for the current driveway access over the adjoining allotments).

OR

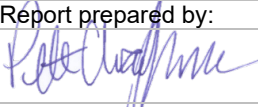
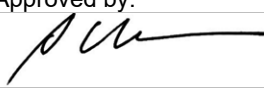
2. Refuse

i. DA2024.2.1 (Construction New (Category A) Single Storey, Dual Occupancy Dwelling, Carport Attached to Existing Garage and Aerated Wastewater Management System, at Lot 167 DP 757515, Neds Beach Road, Lord Howe Island), be refused, and OC2025.5.1 not be issued, as legal access to the subject proposed dual occupancy has not been demonstrated, and as it is inconsistent with Clause 11(d) of the LHI LEP 2010 and Sections 23 and 24, EP&A Regulation 2021.

OR

3. Approve:

- i. OC2025.5.1 for the Carport Attached to the Existing Garage and a new Aerated Wastewater Management System at Lot 167 DP 757515, Neds Beach Road, Lord Howe Island be issued AND
- ii. The LHIB considers that legal and practical access to the subject development site is achieved based upon the historic agreement and records on file and continuing use of the existing driveway access to Lot 167 DP 757515 as per its considerations and Resolution for the Taafe Matter (Item 6.1) at the June 2025 LHIB meeting, AND
- iii. DA2024.2.1 (Construction New (Category A) Single Storey, Dual Occupancy Dwelling, Carport Attached to Existing Garage and Aerated Wastewater Management System, at Lot 167 DP 757515, Neds Beach Road, Lord Howe Island), be approved subject to conditions to be prepared under delegation.

Report prepared by:	Approved by:
	
Peter Chapman Date: 19 th August 2025 LHI Consultant Town Planners All About Planning	Suzie Christensen Date: 20 th August 2025 Chief Executive Officer Lord Howe Island Board

LORD HOWE ISLAND

APPLICATION BY BERTHA MAY THOMPSON FOR PERPETUAL
LEASE 1971/1

Pen.71/2174

HJM:WM

The subject application has been lodged for approximately 1 acre 0 roods 20 perches (excluding proposed reserve road) as shown by red edge on Diagram "A".

Mrs. Thompson is an Islander within the meaning of the Act and holds no other land on the Island.

The land concerned is unreserved and is part of portion 47 of 6 acres 1 rood 1 perch, being Special Lease 1954/43 in the name of O.C. Thompson, deceased.

The Minister is empowered under Section 22(9) of the Act to withdraw the area from the Special Lease. As the Superintendent reported on 23rd June, 1971 (tabbed) that there are no improvements on the site the question of compensation is not involved and the annual rent should remain at \$3-00. Mr. Thompson, the husband of the applicant, advised in an interview that his mother was executrix of the estate of O.C. Thompson deceased and would not object to the withdrawal.

Survey costs associated with the proposed reserve road would be incorporated in the costs for the survey of the red edged area, and survey would entail the redefinition of parts of boundaries of portions 47 and 138. The opposite side of the road would be pegged.

The survey costs have been estimated at \$130-00. If it is decided to grant this area, Mrs. B.M. Thompson will be required to pay the actual cost of survey or if she desires she may arrange a survey by a private surveyor.

Access for future subdivision of portions 47, 50 and 52 would depend upon the final design. Such applications for subdivision have not been received and therefore this matter cannot be considered at this stage.

Mrs. Thompson does not intend to occupy the area until next year and therefore a firm recommendation has not been made especially in view of the many points raised by the Superintendent.

There seems little likelihood that the proposed reserve road will ever be constructed and there appears to be no reason why the application should not succeed.

Forwarded for consideration by the Board.

Sgd. R.L. Sinclair
UNDER SECRETARY FOR LANDS.

The Chairman,
LORD HOWE ISLAND BOARD.

12/7/71

Extract from Minutes of Board Meeting on 24 FEB 1972 L# 1944.
LORD HOWE ISLAND BOARD

41. Application by Bertha May Thompson for Perpetual Lease 1971/1.

The Board approved of a recommendation to the Minister for Lands that:-

- (1) the area shown by red edging on plan "X", excluding the blue hatched area, be withdrawn pursuant to Section 22(9) from Special Lease 1954/43 without compensation, annual rent conditions and purpose to remain unchanged;
- (2) Perpetual Lease 1971/1 be granted to Bertha May Thompson in the following terms:-
 - Area: as shown by red edge on diagram "X", excluding red hatched area and blue hatched area.
 - Rent: Statutory \$2-00 per acre or part thereof.
 - Commencement: Date of withdrawal.
 - Conditions: Code "C" and Special Condition 3A.
- (3) Mrs. B. M. Thompson be advised of the area to be granted and the estimated cost of survey, namely \$130, and asked to undertake in writing to pay the actual cost of survey or if she desires she may arrange a survey by a private surveyor.
- (4) the Executrix of the estate of O. C. Thompson be advised and informed of the purpose of withdrawal.

ML 8922

0579 Extn. 367
(Tenure Branch)
Tenure 71/2174 LJM.JW.

Mrs. B.M. Thompson,
37 Moore Street,
AUSTINMER, N.S.W. 2514

Dear Madam,

Perpetual Lease application 1971/1 - Lord Howe Island

Approval has now been given to grant the above-mentioned lease over the area shown by red edging on the attached diagram, excluding the red hatched and the blue hatched areas.

The estimated costs of survey associated with the application amount to \$130-00.

You are requested to undertake in writing that you agree to pay the actual costs of survey or, if you so desire, arrange a survey by a private surveyor.

Yours faithfully,

R.L. SINCLAIR,
Under Secretary,

per: 

Encl.

LJM.JW. Forwarded for your information. Your ref: L.H.1944

 12 APR 1972
The Chairman,
Lord Howe Island Board,
Chief Secretary's Building,
121 Macquarie Street,
SYDNEY.

R.L. SINCLAIR,
Under Secretary,

per:  12 APR 1972

(2259)

Sydney, 2nd March, 1973.

WITHDRAWAL FROM SPECIAL LEASE

IT is hereby notified that under the provisions of section 22 (9), Lord Howe Island Act, 1953-1967, as amended, an area of 3 579 square metres, being portion 167, is withdrawn from Special Lease 1954-43, Lord Howe Island, for the purpose of homesite; holder, Osborn Campbell Thompson; rental and conditions to remain unaltered on Special Lease 1954-43. Ten. 71-2174.

T. L. LEWIS, Minister for Lands.

NOTIFICATION OF GRANTING OF LEASE IN
PERPETUITY ON LORD HOWE ISLAND

IT is hereby notified that in pursuance of the provisions of section 21, Lord Howe Island Act, 1953-1967, a lease in perpetuity for the purpose of homesite has been granted as undermentioned:

Perpetual Lease 1971-1; lessee, Bertha May Thompson; area, 3 579 square metres, being portion 167; date of commencement of lease, 2nd March, 1973; annual rent, \$2; conditions applying to the lease code "C" with papers; plan L.H.I. 123; papers Ten. 71-2174.

T. L. LEWIS, Minister for Lands.

V. C. N. Blight, Government Printer, New South Wales—1973

Tenure Branch
20579 Ext. 367
Ten. 71/7174 JFQ:MS

The Representatives of the
Estate of the Late Osborne
Campbell Thompson,
LORD HOWE ISLAND. 2898

Dear Sir,

Lord Howe Island - Special Lease 1954/43

Enclosed is an extract from the Government
Gazette notifying withdrawal of an area of 3579 square
metres from the abovementioned lease.

Yours faithfully,

R. L. SINCLAIR,
Under Secretary.

per: 

26 MAR 1973

Encl.

Tomare Branch
20579 Ext. 367
Tel. 71/2174 JF:MB

Mrs. Bertha H. Thompson,
37 Moore Street,
ALEXANDRIA. 2514

Dear Mrs. Thompson,

Perpetual Lease 1971/1, Lord Howe Island

Enclosed is an extract from the Government Gazette of 2nd March, 1973, notifying the granting of the lease.

You will note that survey has been completed and plan L.H.I. 123 approved for an area of 3579 square metres.

Survey costs amounted to \$146.50 and this amount together with rent of \$1.89 should be remitted to the Accountant of this Department within one month, in accordance with your undertaking.

The rent called for represents rent at the rate of \$2.00 per annum from the date of gazettal (2nd March, 1973) to 31st December, 1973.

You are reminded that the Lord Howe Island Act provides that residence shall commence within six months after granting of the application or such further time as the Minister for Lands on the recommendation of the Board may approve....

A copy of the conditions attaching to the lease and a plan of survey are also enclosed.

Yours faithfully,

H. L. SINCLAIR,
Under Secretary.

per 

26 MAR 1973

Copies to:-

The Sec., L.H.I. Board.
The Superintendent, L.H.I. - *with 3 copies of plan/survey*
Accountant (2) - report payment.

LORD HOWE ISLAND
PERPETUAL LEASE 1971/1
BERTHA MAY THOMPSON

Ten. 71/2174
JFQ:JC

The above lease commenced 2nd March, 1973.

Please advise whether lessee has entered into residence.

For your information. Original letter forwarded to the Superintendent

Reference LH 1448

R. L. SINCLAIR,
Under Secretary.

per: *[Signature]*

19 JUN 1974

Secretary,
LORD HOWE ISLAND BOARD.

~~FILE~~ *HS 13/5/75*

Records *Fia*

COPY

LH 1944

PLEASE ADDRESS REPLY TO:
SUPERINTENDENT, LORD HOWE ISLAND. 2898



LORD HOWE ISLAND BOARD

SUPERINTENDENT'S OFFICE
LORD HOWE ISLAND

5th July, 1974.

The Under Secretary,
Department of Lands,
Box 39, G.P.O.,
SYDNEY, 2001

SUBJECT: Lord Howe Island Perpetual Lease 1971/I -
Bertha May THOMPSON

REFERENCE: Ten. 71/2174 JFQ:JC

The residence has been completed and Mrs. Thompson and
her family have been residing on the lease for over twelve months.

H. Ward

(H. Ward)
Superintendent

Lord Howe Island,
5th July, 1974.

Forwarded for your information

The Secretary,
Lord Howe Island Board,
Chief Secretary's Department

H. Ward
The Superintendent,
LORD HOWE ISLAND

papers please

Records

Records

Records

1-7-12-74

late. 14/8 24/9/74

M 13561

COPY

19 SEP 1981

20579 Ext. 407

Messrs. Connah Steed & Co.,
Solicitors,
DX 222 SYDNEY

HO80 H 430
RMC:P:JL

Attention: Mr. Brown

Dear Sirs,

Perpetual Lease Application 1976/2 Lord Howe Island. Heather
Lillian Thompson.

Reference is made to your interview on 26th August, 1981 at this Office accompanied by Mr. Rodney Thompson.

As explained, one of the matters which will need to be attended to is an agreement, the provision of which will be a condition of the granting of the lease to Mrs. Thompson.

The Board would want an agreement regarding access to be provided. It would need to be consented to and signed by all parties, with the idea that the terms of the agreement would be noted on the Perpetual Lease Grant in relation to Perpetual Lease 1954/10 (Blue Lagoon Guest House) which preserves the right of access to Perpetual Lease 1971/1, Perpetual Lease 1976/2 and Special Lease 1954/43.

Enclosed is an agreement which should cover the situation. Perhaps you could arrange to have the parties sign it, have it witnessed and arrange its return to me together with the Perpetual Lease Grant for Perpetual Lease 1954/10.

Yours sincerely,

R. Morgan
R.J. MORGAN,
Secretary,
LORD HOWE ISLAND BOARD.

COPY

H080 H 430 RMCP JL

To The Lord Howe Island Board,
Box 39 G.P.O.,
SYDNEY. 2001

We, the undersigned agree that the legal access shown by purple colour on diagram "H" to the portions of land shown by pink edging, blue edging and yellow edging is not practical because it is densely covered with trees.

We agree that a right of way should always be available over the strip (actual site to be confirmed by survey) shown by green colour through the orange edged area shown on the diagram.

..... signed.....
Witness E.M. Thompson (holder of P.L.71/1
yellow edged area)

..... address.....

.....

address of Witness date.....

..... signed.....
Witness H.L. Thompson (proposed holder of
P.L.76/2 red edged
area)

..... address.....

.....

address of Witness date.....

The Company agrees to:-

- (1) the above;
- (2) the green coloured strip being embossed on the grantees and the Lord Howe Island Board's copies of Perpetual Lease Grant 1954/10, as an access strip;
- (3) a note being inserted in the two lease grants as follows - "a strip 5 metres wide on the northern boundary of portion 138 shown by green colour on diagram "H" with Lord Howe Island Board papers H080 H 430 is to be preserved always for the purpose of access."
- (4) the Lord Howe Island Board's records and the Tenure card for Perpetual Lease 1954/10 being noted in terms of paragraph (3) above.

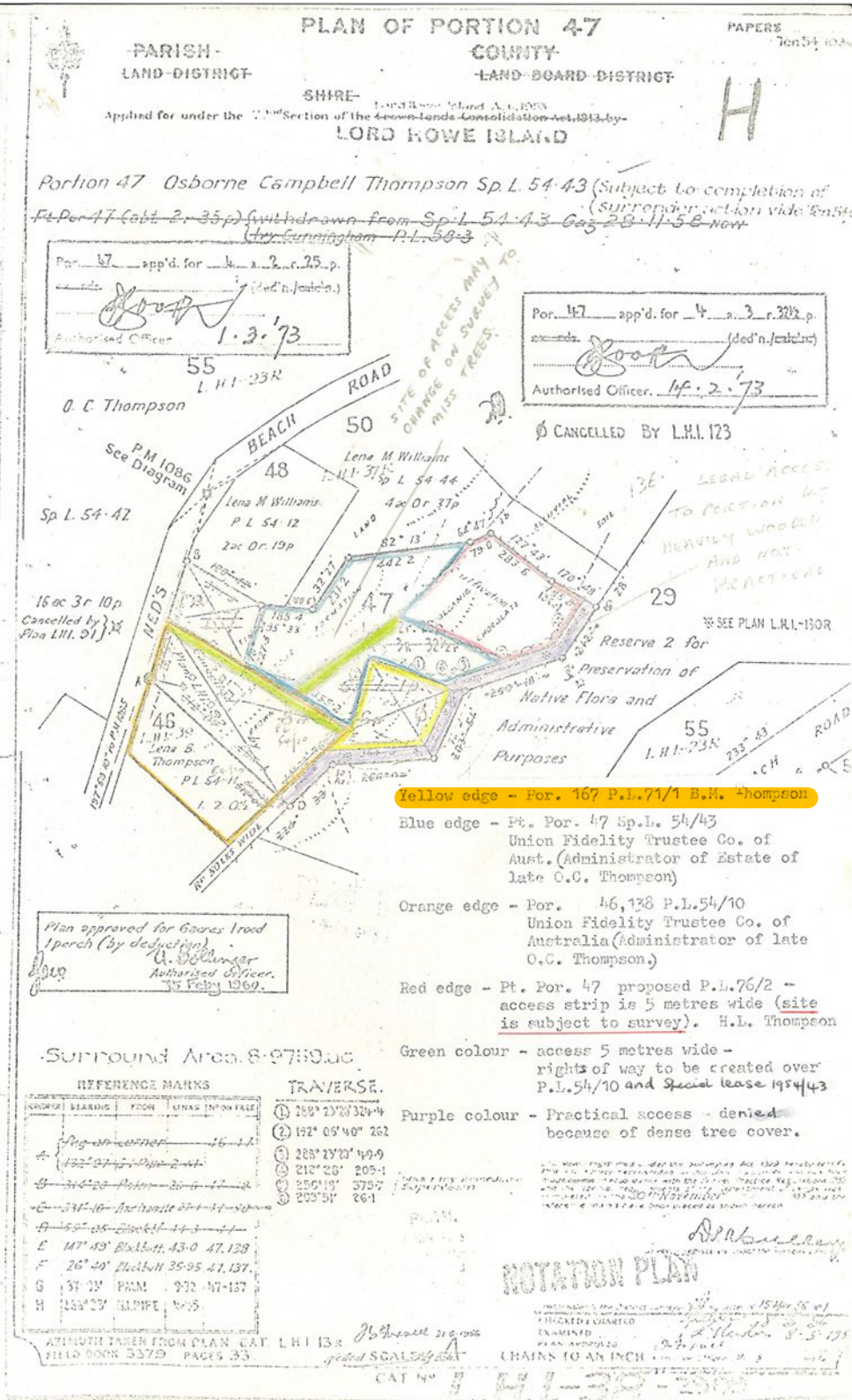
Perpetual Lease Grant 1954/10 is attached for notation.

..... signed.....
Witness The Union Fidelity Trustee Co. of
Aust. Ltd. as administrator of the
late O.C. Thompson (holder of P.L.
54/10 and Sp.L.54/43 (orange edged
area and blue edged area)

..... address.....

.....

address of Witness date.....





THE UNION-FIDELITY TRUSTEE COMPANY OF AUSTRALIA LIMITED
EXECUTOR TRUSTEE ATTORNEY CORPORATE TRUSTEE

2 O'Connell Street, Sydney
G.P.O. Box 493 Sydney NSW 2001
Telephone: (02) 233 4455
Telex: 70901
Cables & Telegrams: "UNIONTRUST" Sydney
Ausdoc D.X. 363 Sydney

Your Ref.:

Our Ref.: 6.

18th February, 1982.

The Secretary,
Lord Howe Island Board,
Department of Lands,
Bridge Street,
SYDNEY.

Dear Sir,

Estate of the late O.C. Thompson

Further to previous communications, enclosed are our letters of to-day's date advising of our agreement to the release from the Special Leases held by the Estate to permit you further actions to the application by Mrs. Marie Thompson and Mrs. Heather Thompson.

Enclosed also is the agreement to create the 5 metres wide right of way duly signed by us.

Perpetual Lease Grant 1954/10 is sent herewith as required for notation and return to us. Please acknowledge receipt on the attached form.

Yours faithfully,


L.E. Riordan
Trust Officer



To The Lord Howe Island Board,
Box 39 G.P.O.,
SYDNEY. 2001

H080 H 430 RMcP PC

ANNEXURE "K"

We, the undersigned agree that the legal access shown by purple colour on diagram "H" to the portions of land shown by pink edging, blue edging and yellow edging is not practical because it is densely covered with trees.

We agree that a right of way 5 metres wide should always be available over the strip shown by green colour through the orange edged area shown on the diagram.

We agree that a right of way 5 metres wide should always be available over the strip shown by green colour through the blue edged area shown on the diagram.

..... signed. *B.M. Thompson*
B.M. Thompson (Holder of P.L.71/1
yellow edged area)

..... address. *Blue Lagoon*
Lord Howe Island

address of Witness date *01-11-81*
Lord Howe Island..... signed *H.L. Thompson*
H.L. Thompson (proposed holder of
P.L.76/2 red edged
area)

..... address. *Lord Howe Island*
.....
address of Witness date *02-11-81*

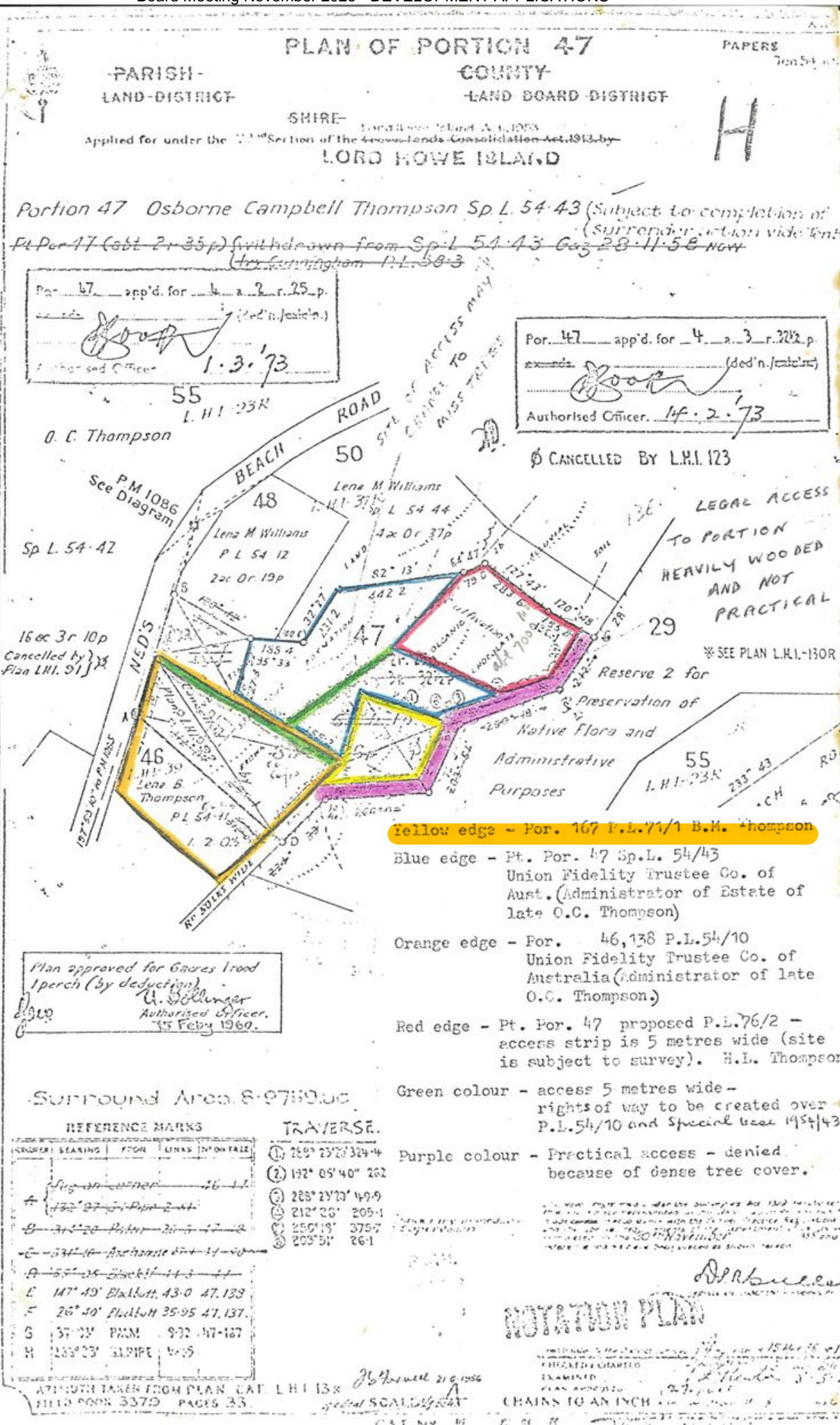
The Company agrees to:-

- (1) the above;
- (2) the green coloured strip being embossed on the grantees and the Lord Howe Island Board's copies of Perpetual Lease Grant 1954/10, as an access strip;
- (3) a note being inserted in the two lease grants as follows -
"a strip 5 metres wide on the northern boundary of portion 138 shown by green colour on diagram "H" with Lord Howe Island Board papers H080 H 430 is **to be preserved always for the purpose of access.**"
- (4) the Lord Howe Island Board's records and the Tenure card for Perpetual Lease 1954/10 being noted in terms of paragraph (3) above.
- (5) The Lord Howe Island Board's Tenure card, maps, and records be noted in respect of Special lease 1954/43 that "a strip 5 metres wide through Portion 47 (blue edged area) shown on diagram "H" with Lord Howe Island Board papers H0 80 H430 is to be preserved always for the purpose of access"

Perpetual Lease Grant 1954/10 is attached for notation.

..... signed. *J.L. Valente*
Witness The Union Fidelity Trustee Co. of
Aust. Ltd., as administrator of
the late O.C. Thompson (holder of
P.L.54/10 and Sp.L.54/43 (orange
edged area and blue edged area)

c/- THE UNION-FIDELITY TRUSTEE COMPANY OF AUSTRALIA LTD. address. THE UNION-FIDELITY TRUSTEE COMPANY OF AUSTRALIA LTD.
A. O'Connell, Solicitor, Sydney *A. O'Connell, Street, Sydney*
address of Witness date



Extract from Minutes of Board Meeting on 19 FEB 1982

Perpetual Lease Application 1976/2 - H. L. Thompson - The Board reports that there is no objection in the public interest or otherwise to the granting of the application. The Board resolved to recommend to the Minister that:-

- (i) about 7,000 square metres be withdrawn from Special Lease 1954/43 for a homesite;
- (ii) Perpetual Lease Application 1976/2 by Heather Lillian Thompson be approved in the following terms -
 - Area: about 7,000 square metres
 - Conditions: Standard Code "C"
 - Rental: \$4.00 per annum
- (iii) actual costs of survey (estimated at \$400) be paid prior to gazettal of lease;
- (iv) agreement regarding access be received prior to gazettal;
- (v) Application for Perpetual Lease 1975/4 be permitted to be withdrawn and the deposit of \$12 lodged therewith be retained towards costs.



SUBMISSION TO THE MINISTER

H080 H 430
RMCP:RR

- 2 -

PERPETUAL LEASE APPLICATION 1976/2, LORD HOWE ISLAND
HEATHER LILLIAN THOMPSON

The Minister for Lands has the power under Section 22(9) of the Lord Howe Island Act to withdraw land from a special lease for a homesite and this is what it is now intended to do.

The Legal Officer in his report of 28th January, 1982, indicated that the way is clear to grant Perpetual Lease 1976/2 but he pointed out that to get the benefit of the new section 23(12) of the Lord Howe Island Act the application should be made jointly by Mr. and Mrs. Thompson. Efforts were made at the time of the Board meeting to have Mr. and Mrs. Thompson make a joint application but they were not prepared to do so. The Board decided in the circumstances, especially in view of the age of the application, to recommend granting notwithstanding.

At a meeting on 19th February, 1982, the Lord Howe Island Board reported that there is no objection in the public interest or otherwise to the granting of the application and recommended granting.

SUBMITTED that:-

1. Perpetual Lease Application 1975/4 by Heather Lillian Thompson over part of portion 55 be permitted to be withdrawn and the amount of \$12-00 lodged with the application be retained towards costs.
2. About 7,000 square metres (precise area to be confirmed on survey) shown by red edging on diagram "H" be withdrawn from Special Lease 1954/43 for a home site (Section 22(9), Lord Howe Island Act). The Union Fidelity Trustee Company of Australia as holder of the lease has agreed to the withdrawal.
3. Perpetual Lease Application 1976/2 by Heather Lillian Thompson be approved, in the following terms:-

Area About 7,000 square metres shown by red edging on diagram "H".

Conditions: Standard Code "C" conditions.

Rental: \$4-00 per annum.

Survey Fee: Actual costs (estimated costs \$400 - to be paid prior to gazettal of the lease).

4. Lord Howe Island Board records regarding access be noted in terms of agreement Annexure "K".

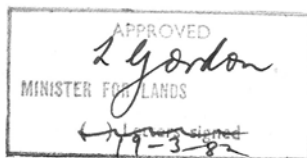
[Signature]
Secretary,
LORD HOWE ISLAND BOARD.

16 MAR 1982

DEPUTY DIRECTOR.

16.3.82

S.O. 4378 D. West, Government Printer



→ Paid
8/4/82
Rec 27358



SUBMISSION TO THE MINISTER

HO80 H 430
RmCP:LM.

1. PERPETUAL LEASE APPLICATION 1976/2, LORD HOWE ISLAND - HEATHER LILLIAN THOMPSON.

The land applied for comprises about 7,000 square metres being part of portion 47 shown by red edging on diagram "H". The land applied for is part of Special Lease 54/43 registered in the name of the Union Fidelity Trustee Co. of Australia as Administrator of the Estate of the late O.C. Thompson (who died intestate). Beneficial ownership of the land applied for is as follows:-

Widow O.C. Thompson		$\frac{1}{3}$ share
Rodney Thompson	)	
	)	
Barry Thompson	)	$\frac{2}{3}$ share as joint tenants
	)	
Desmond Thompson	)	(vide intestacy rules at date of death of O.C. Thompson).

The trustee Company has always been unable to register the estate leases in the beneficial owners name. Whilst this can be effected under N.S.W. law, until amended in 1981, the Lord Howe Island Act did not provide for joint ownership. In addition, the trustee Company has been unable to wind up the Estate because the beneficiaries have never presented the trustee Company with a Deed of Family Arrangement directing it as to how the Estate assets are to be distributed between the beneficiaries.

Another issue has been that up until the 1981 amendment of the Lord Howe Island Act a perpetual lease holder was required to reside on his lease. Sections 21 (7A) and 23 (12) now provide that the Minister may suspend the condition of residence.

A further difficulty with granting the lease had been that an access agreement (Annexure 'K') relating to the red edged area diagram "H" was to be provided by the parties. The Union Fidelity Trustee Company has just provided the agreement and this aspect is now resolved.

All the above factors have so far barred the Board from recommending granting of Perpetual Lease application 1976/2.

As from 1st January, 1981, the Lord Howe Island Act, 1981, was proclaimed and the problems regarding residence and joint ownership will not be at issue.

Mrs. Thompson claims Islander status by virtue of her marriage to Mr. Rodney Thompson. The land is within an area zoned "Existing Residential Area in which Future Building may be allowed" under the Planning Scheme adopted by the Board. Mrs. Thompson has given a written undertaking to pay survey costs.

The matter of recommending granting of the application was first placed before Board on 30th October, 1975, but at that time consideration was deferred pending a final report on land zoning.

The case has been on the Board agenda regularly at meetings since 1975 but each time the matter has been deferred.

Mrs. Thompson earlier had made application for Perpetual Lease 75/4 over part of portion 55 but this application is to be withdrawn.

.../2

COPY

Mrs. H. L. Thompson,
LORD HOWE ISLAND. 2898

20579 Ext. 407
H080 H 430
JGM:JA

30 MAR 1982

Dear Mrs. Thompson,

Reference is made to Perpetual Lease application 1976/2, Lord Howe Island.

The Minister for Lands has approved that an area of about 7,000 square metres be withdrawn from Special Lease 1954/43 for a home site and Perpetual Lease 1976/2 be granted to you in the following terms:-

Area: about 7,000 square metres shown by red edging on the enclosed diagram

Conditions: As per Code "C" herewith

Rental: \$4.00 per annum

Survey fee: Actual cost

As indicated above you will be required to pay the actual cost of survey which is estimated at \$400, however, further action on granting of the application is awaiting payment of this amount.

The Board's records are to be noted that a right of way 5 metres wide exists as shown by green colour on the enclosed diagram.

Perpetual Lease application 1975/4 by you over part of portion 55 has been permitted to be withdrawn and the \$12 lodged has been retained towards costs incurred.

Yours sincerely,

R. J. MORGAN,
Secretary.

COPIES TO:

1. Financial Controller
2. Administrative Officer (Lord Howe Island)
3. Union-Fidelity Trustee Co. of Australia, 2 O'Connell Street, Sydney (Attention Mr. Riordan)

COPY

The Union Fidelity Trustee
Company of Australia Limited,
2 O'Connell Street,
SYDNEY. 2000

20579 Ext. 407

HO80 H 430
RMCP:RR

- 1 3 3 2 1362

ATTENTION: Mr. Riordan

Dear Sir,

Special Lease 1954/43 and Perpetual Lease
1954/10, Lord Howe Island - Access

The Board's records, maps, the grantee's copy, and the Board's copy of the Perpetual Lease grant for Perpetual Lease 1954/10 have been noted regarding the access strip agreement. The Board's tenure card, maps and records have been noted regarding the access strip agreement in respect of Special Lease 1954/43.

The Perpetual Lease grant for Perpetual Lease 1954/10 was lodged by you for notation. It has been noted and is returned herewith. Would you please acknowledge receipt.

Yours sincerely,

R. Morgan
for R. J. MORGAN,
Secretary.

Copies forwarded to the Union Fidelity Trustee Company of Australia Limited and Map Production Branch.

Copy placed with papers for Special Lease 54/43. Lord Howe Island.

Tenure card for P.L. 54/10 and H.L. 54/43 noted.

AmB
1/7/82.



HO 80 H 430 RC:JRB

SUBMISSION TO THE MINISTER

APPLICATION FOR PERPETUAL LEASE 1976/2
LORD HOWE ISLAND - HEATHER LILLIAN THOMPSON

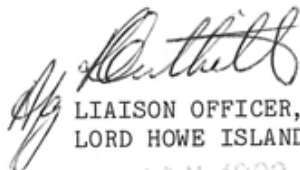
Approval for the granting of the subject lease was given by the Minister on 19th March, 1982.

Final gazettal of the lease has been delayed pending completion of survey and as survey has now been completed gazettal action can be proceeded with.

However, Mrs. Thompson has requested that, having regard to the provisions relating to joint holding of leases, the application proceeded in the joint names of her and her husband Rodney Lawrence Thompson. Copy of that request is herewith.

All Board members have been contacted and verbally agree to the request. Formal confirmation will be obtained to the next Board meeting.

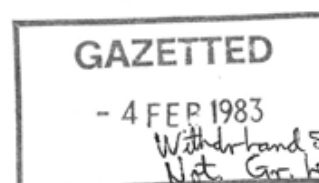
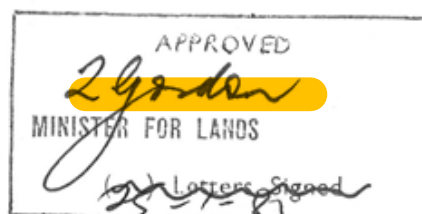
Submitted for approval that application for Perpetual Lease 1976/2 Lord Howe Island proceed in the name of Heather Lillian Thompson, and Rodney Lawrence Thompson.

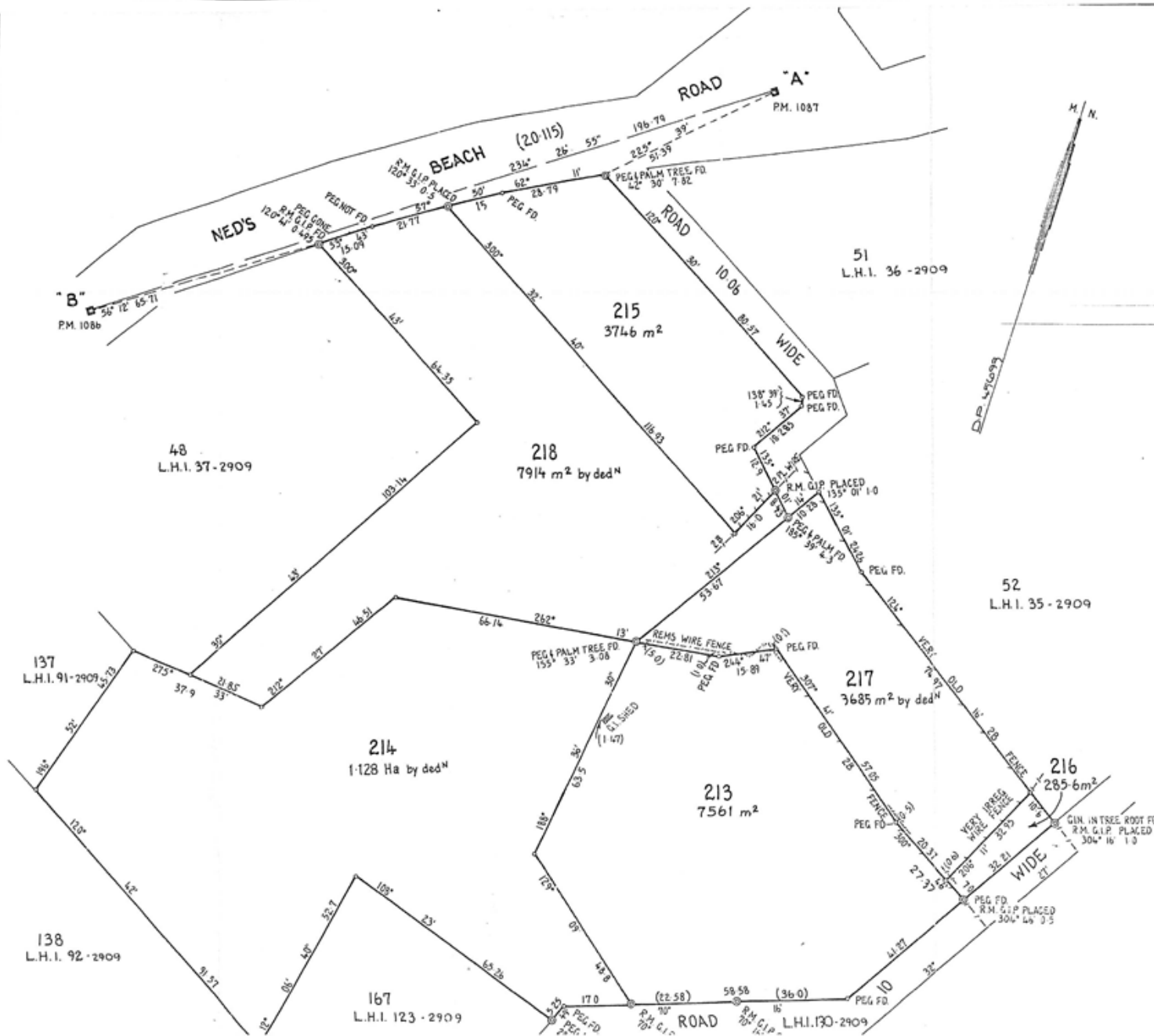

LIAISON OFFICER,
LORD HOWE ISLAND BOARD.

20 JAN 1983

MINISTER


24.1.83





D.P. 45693

Registered 8th 21-2-1983

C.A. :

Title System : CROWN LAND

Purpose : CROWN TITLE ISSUE

Ref. Map : LORD HOWE ISLAND

Last Plan : L.H.I. 37.38 & 90 - 2909

PLAN OF LOTS 213 to 218 BEING A
SUBDIVISION OF PORTIONS 47, 50 &
150REDUCTION RATIO 1 : 800
LENGTHS ARE IN METRESMUN. / SHIRE
CITY :

LAND DISTRICT :

LOCALITY : LORD HOWE ISLAND

PARISH :

COUNTY :

THIS IS SHEET 1 OF MY PLAN IN SHEETS
(DELETE IF INAPPLICABLE)

I, JOHN RAYMOND READ

of SYDNEY

a Surveyor registered under the Surveyor's Act, 1929
hereby certify that the survey represented in this plan
LOTS 213, 215, 216, - LOTS 214, 217, 218,
WERE COMPILEDis accurate and has been
made in accordance with the Survey Practice Regulations, 1933
and the special requirements of the Department of Lands
and was completed on 8th JULY 1982Signature *John Read*
Surveyor registered under the Surveyor's Act, 1929

*Strike out either (1) or (2) & insert date of survey

AZIMUTH TAKEN FROM "A-B"

FIELD BOOK LD82/17 MET PAGES 6-13

PAPER NO. 40 80 H 430 & 40 80 H 1333

PLAN APPROVED *Raymond Read*
Authorized Officer 9.12.82

uary, 1983. □

(5958)

Sydney, 4th February, 1983.

WITHDRAWAL OF LAND FROM SPECIAL LEASE

LORD HOWE ISLAND

IN pursuance of the provisions of section 22 (9), Lord Howe Island Act, 1953, the land specified hereunder is withdrawn from special lease for the purpose mentioned.

A. R. L. GORDON, Minister for Lands.

Special Lease 1954-43; lessee, The Union-Fidelity Trustee Company of Australia Limited as Administrator of the Estate of Osborne Campbell Thompson; area, 1.125 hectares, being lots 213, 217 in D.P. 45693; effective from 19th March, 1982; area withdrawn for the purpose of "Home Site". HO80 H 430.

Island Act,
al lease

or Lands. □

D. West, Government Printer, New South Wales—1983

IN pursua
1953, the
for the

Special
Australia
Thompson
from 19th
HO80 H 4

Company of
Campbell
; effective
Home Site". □

IN pursua
1953, a l
granted a

Perpetual
Laurence
annual re
H080 H 4

(5957)

Sydney, 4th February, 1983.

NOTIFICATION OF GRANTING OF LEASE IN
PERPETUITY ON LORD HOWE ISLAND

IN pursuance of the provisions of section 21, Lord Howe
Island Act, 1953, a lease in perpetuity for the purpose of
residence has been granted as undermentioned:

Perpetual Lease 1976-2; lessees, Heather Lillian Thompson
and Rodney Laurence Thompson; area, 1.125 hectares, being
lots 213 and 217 in D.P. 45693; date of commencement, 19th
March, 1982; annual rent, \$4; conditions applying to lease,
Code "C" with papers. H080 H 430.

A. R. L. GORDON, Minister for Lands.

D. West, Government Printer, New South Wales—1983

uary, 1983.

Island Act,
has been

on and Rodney
in D.P. 45693;
with papers.

19th March, 1982;

for Lands.

H080 H 430
PIC:RR

PERPETUAL LEASE 1976/2, LORD HOWE ISLAND
HEATHER LILLIAN THOMPSON

Gazette notifications appearing on 4th February, 1983, erroneously included land being lot 217 which is not included in the approval. This lot is in fact held as Special Lease 54/44 by M. L. Williams.

Appropriate erratum notices are now herewith.

Please arrange for their gazettal as early as practicable.

Kauter

LIAISON OFFICER,
Lord Howe Island Board.

20/4/83.

RECEIVED

22 APR 1983

EXECUTIVE OFFICER
OPERATIONS

GAZETTED

- 6 MAY 1983

Erratum (2)

(7795)

Sydney, 6th May, 1983.

ERRATA

Land District and Shire—Bingara

IN the notification appearing in the Government Gazette of 31st March, 1983, folio 1528 (7163), under the heading "Forfeiture of Holding", the Land District and Shire should read "Bingara" and not as shown. ME80 H 649.

Land District—Warialda; Shire—Yallaroi

IN the notification appearing in the Government Gazette of 31st March, 1983, folio 1533 (6994), under the heading "Notification of Granting of Special Leases", the Shire in relation to Special Lease 1983-2, Warialda should read "Yallaroi" and not as shown. ME83 H 46.

LORD HOWE ISLAND

IN the notification appearing in the Government Gazette of 4th February, 1983, folio 611 (5958), under the heading "Withdrawal of land from Special Lease", the area and description should read: "area, 7 561 square metres, being lot 213 in D.P. 45693" not "area, 1.125 hectares, being lots 213, 217 in D.P. 45693". HO80 H 430.

LORD HOWE ISLAND

IN the notification appearing in the Government Gazette of 4th February, 1983, folio 616 (5957), under the heading "Notification of granting of Lease in perpetuity on Lord Howe Island," the area and description should read: "area, 7561 square metres, being lot 213 in D.P. 45693" not "area, 1.125 hectares, being lots 213 and 217 in D.P. 45693." HO80 H 430.

A. R. L. GORDON, Minister for Lands.

4th February,
and from Special
being lot 213
in D.P. 45693".

ster for Lands

Board Meeting: November 2025	Agenda Number: 14.01	Record Number: ED25/7366
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Application for consent to transfer PL1954.32 - Estate Leslie Allen King

Recommendations

1. **The Board recommend** to the Minister to grant approval to transfer by way of Will of PL1954.32, being Lot 343 DP 1017179, from the Estate of Leslie Allen King to Hayden Leslie King as sole tenant.

Current position

Perpetual Lease 1954.32, being Lot 343 DP 1017179, is held by the Estate of Leslie Allen King.

Grant of Probate was issued by the Supreme Court of NSW on 15/03/2024 to Hayden Leslie King as Executor under the Will.

An email was received from P J Ellis Solicitors on 04/12/2024, advising that they act on behalf of the Estate of the Late Leslie King, confirming that Hayden King is both the executor and sole beneficiary of PL1954.32, currently held by his father's estate, Leslie Allen King.

Hayden Leslie King does not hold a perpetual lease on Lord Howe Island.

Background

All land on Lord Howe Island vests in the Crown and may only be dealt with in accordance with the provisions of the *Lord Howe Island Act, 1953*. The Minister may grant perpetual leases of vacant Crown Land for the purposes of residence (section 21 LHI Act).

Section 23 of the Lord Howe Island Act ("the Act") governs the transfer of perpetual leases, with subsections (10) to (13) dealing with the transfer of leases the subject of a will or intestacy.

Section 23(4) of the Act provides that *"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 a transfer or sublease, as the case may be, of the lease."*

Section 23(10)(a) provides that

Page 1 of 2

“If a lease under this Act devolves under a will or intestacy upon any person, such person may hold the lease for such period after the death of the testator or intestate as the Minister on the recommendation of the Board may permit.”

Hayden King is not seeking approval to hold the lease under Section 23 (10)(a) for any period and has instead applied to transfer the lease directly to himself as beneficiary. This is within the power of the Executor and effectively acquits the leasehold affairs of the Estate of Leslie King for PL1954.32.

The proposed transfer is consistent with the Act and the Lord Howe Island Transfer of Perpetual Lease Policy. Specifically:

- The application is submitted in the prescribed form.
- Hayden Leslie King satisfies the definition of an Islander under the Act and is the lineal descendant of Leslie Allen King.

Conclusion

The transfer documents have been reviewed, and it is confirmed that all the details provided are accurate and in accordance with the Act and it is appropriate that the Board recommend the transfer to the Minister for approval.

Attachments

Attachment	Title
A	Form 5 and Supporting Documents
B	Map of PL1954.32

Approval and contact

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

Form 5

Application for consent to transfer a lease or part of a lease
or to sublet a lease

(Clause 39 (1))

Lord Howe Island Act 1953, section 23RECEIVED the sum of \$ 50, being the fee required with this application.Receipt No. 29785Date: 24/09/25Belinda Panchhurst

Administration Officer, Lord Howe Island Board

Pursuant to section 23 of the Lord Howe Island Act 1953,I, [full name] Hayden Leslie Kingof [address] 600 242 Anderson Rd Lord Howe Islandthe holder of the lease(s) specified in Schedule 1, apply for the consent of the Minister (and the approval of the Governor) (where required) to transfer such lease(s) or part(s) of such lease(s) by way of transfer pursuant to Probate of Estate of Leslie Allen King

or sublet such lease(s) [give particulars of subletting]

to [proposed transferee or sublessees] Hayden Leslie Kingof [address] 600 242 Anderson Rd Lord Howe Island

Declaration marked "A" has been made by me.

I enclose a certified copy of the original agreement or contract for the sale of such lease(s) or part(s) of such lease(s) and apply for approval of that agreement or contract. [Strike out if there is no written agreement or contract]

I also enclose a sketch showing the subdivision line or lines and indicating the part(s) of the lease(s) proposed to be transferred. [Strike out if it is proposed to transfer whole of lease(s)]

Schedule 1

Class of Lease (Perpetual or Special)	No of Lease	Area	Portion No
<u>Perpetual</u>	<u>1954.32</u>	<u>17,240 m²</u>	<u>Lot 373 DP 1017179</u>

Signature of person proposing to transfer or sublet:

Address to which notices are to be sent:

To the Chairperson,
Lord Howe Island Board
Lord Howe Island NSW 2898

Declaration "A" by persons proposing to transfer or sublet

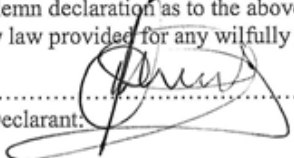
I, [full name] Mayden Leslie King
 of [address] Lot 243 Anderson Rd Lord Howe Island

being the holder of the lease(s) specified in Schedule 1, solemnly declare and affirm that the answers to the questions in Schedule 2 are correct in every particular.

Schedule 2

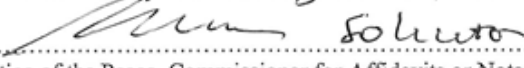
1	What is the date of your birth?	21/6/1964
2	What are your reasons for wishing to transfer your lease(s) or part(s) of such lease(s) or sublet your lease(s)? State fully.	Pursuant to Probate of Leslie Allen King of 15/2/2024 No 2024/00036560
3	Are there any improvements on the land proposed to be transferred? Give brief particulars and estimated values of the improvements.	Dwelling ERM \$300K Outbuildings - Garage, Shed, Laundry ERM negligible as very old & run down
4	What is the amount: (a) of the consideration agreed on? (b) of the sum for goodwill included in the consideration?	(a) N/A - Probate (b) N/A
5	Have you made any agreement or contract for the sale of the lease(s) or part(s) of such lease(s)? If so, a certified copy should be lodged with this application.	No.
6	Is the person to whom you propose to transfer your lease(s) or part(s) of such lease(s) or sublet your lease(s) an Islander?	Yes
7	If the person to whom you propose to transfer your lease(s) or part(s) of such lease(s), or sublet your lease(s), as the case may be, is not an Islander, is there any Islander residing on the Island who desires and is in a position to take such transfer or sublease? Indicate the grounds for your answer to this question.	N/A

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 Neutral Bay

This 7 day of August, 2025

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

Declaration "B" by proposed transferee or sublessee

I, [full name] Hayden Leslie King
 of [address] Lot 343 Anderson Rd Lord Howe Island
 solemnly declare and affirm that I am the person to whom
 [the proposed transferor] Hayden Leslie King
 proposes to transfer the lease(s) or part(s) of such lease(s) (or to sublet) the lease(s) particularised in Schedule 1, that the transaction is entered into in good faith, and that Schedule 3 contains a true statement of all lands now held by me, my spouse and my children living with me or dependent on me.

Schedule 3

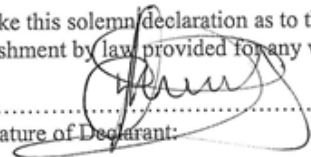
Class of holding	No of holding	Area	Portion No	By whom held (spouse or child)
<u>Perpetual lease</u>	<u>1954-32</u> NIL			
If no land is held write "Nil"				

I solemnly declare and affirm that my sole object in acquiring the land is in order that I may hold and use it for my own exclusive benefit, and that the answers to the questions in Schedule 4 are true and correct in every particular.

Schedule 4

1	Are you an Islander? If so, state the grounds on which you claim to be one.	<u>Yes. By lineal descent.</u>
2	What is the date and place of your birth?	<u>16 June 1964</u> <u>Sydney, NSW</u>
3	(a) What is your marital status? (b) State the age and sex of any children living with you or dependent on you.	(a) <u>MARRIED</u> (b) <u>28 male</u> <u>25 female</u>
4	What is the amount: (a) of the consideration agreed on? (b) of the sum for goodwill included in the consideration?	(a) <u>N/A - Transfer under probate</u> (b) <u>N/A</u>
5	What are your reasons for wishing to acquire the subject lease(s) or part(s) of such lease(s)? Indicate the use you intend to make of the land.	<u>FOR MY RESIDENCE → TRANSFER IN ACCORDANCE WITH LAST WILL & TESTAMENT OF LESLIE ALLEN KING</u>

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.

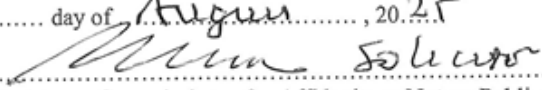
Signature of Declarant: 

Address to which notices are to be sent:

NEWADA, 117 Anderson Road Lord Howe Island NSW 2898

Made before me at Newral Bay

This 7 day of August, 2025


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

STATUTORY DECLARATION
(Oaths Act 1900 (NSW))

I, Mayden Leslie King
(Insert full name)
of Lot 343 Anderson Rd Lord Howe Island
(insert address)
Retired
(insert occupation), do solemnly and sincerely declare as follows:

1. I resided on Lord Howe Island ("the Island"), continuously and in good faith as my usual home, without any other habitual residence immediately before 1 January 1982;

AND

2. (Please tick the appropriate box)

☐ I am a person whose name was, on 22 April 1954, shown in the records of the Chief Secretary's Department as that of a holder (at any time before 22 April 1954) of a permissive occupancy of part of the Island from the Board of Control.

OR

☐ I am the spouse, widow or widower of(insert name) who is a person whose name was, on 22 April 1954, shown in the records of the Chief Secretary's Department as that of a holder (at any time before 22 April 1954) of a permissive occupancy of part of the Island from the Board of Control.

OR

☒ I am the issue of LESLIE ALLEN KING(insert name) who is a person whose name was, on 22 April 1954, shown in the records of the Chief Secretary's Department as that of a holder (at any time before 22 April 1954) of a permissive occupancy of part of the Island from the Board of Control.

OR

☐ I am the spouse, widow or widower of(insert name) who is the issue of(insert name) who is a person whose name was, on 22 April 1954, shown in the records of the Chief Secretary's Department as that of a holder (at any time before 22 April 1954) of a permissive occupancy of part of the Island from the Board of Control.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1900.

Declared at Norval Bay Date 7.9.2025
(Name of place)

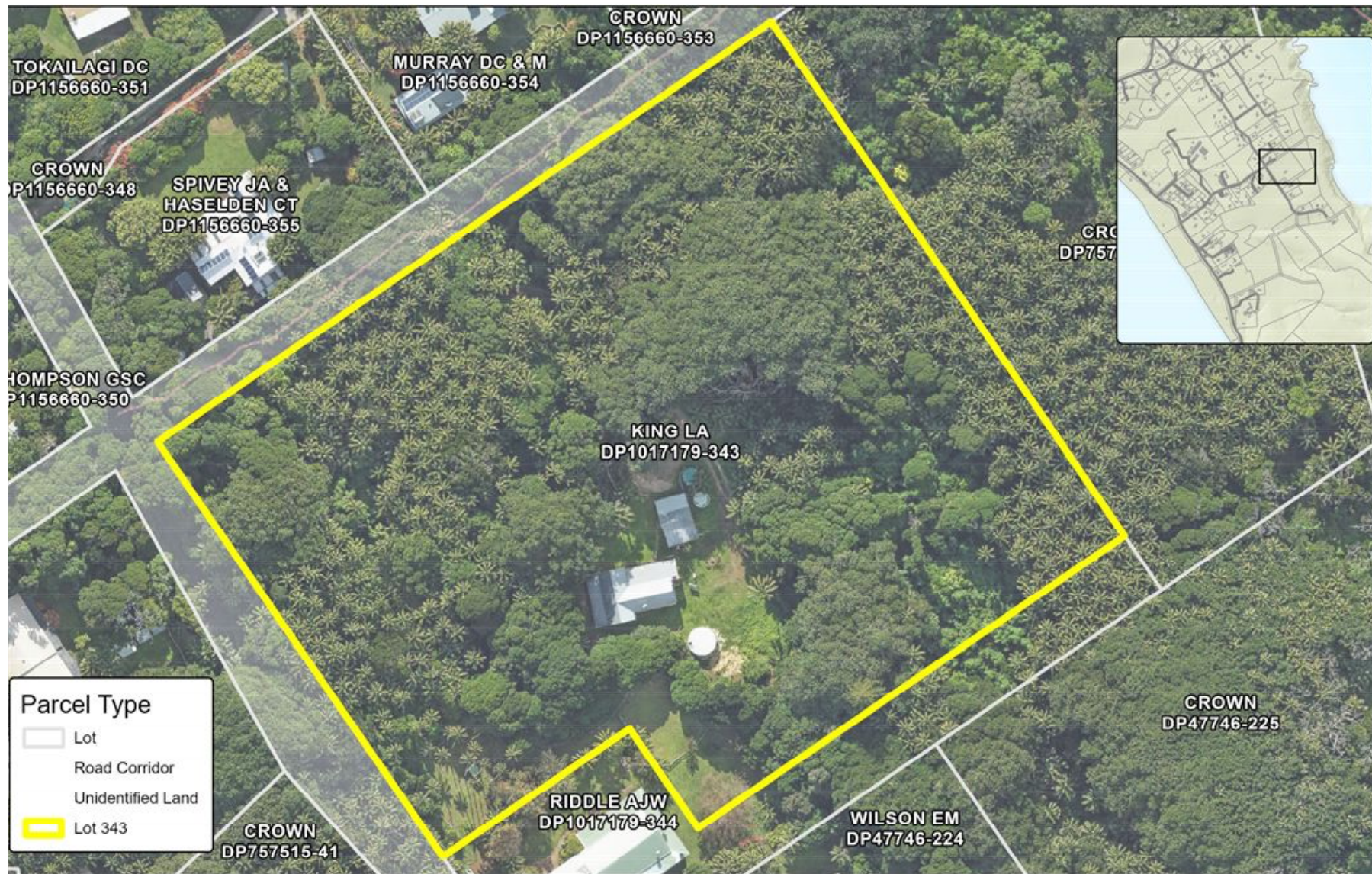
Signature of person making declaration

Before me, signature of witness.....

Name of witness PETER GILL

Address of witness 1/93 Military Rd Norval Bay 2085

Authority of witness (JP/ solicitor/ other (please state)): Solicitor JP Registration Number:



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

PL1954.32 - The Estate of LA King

Lord Howe Island Board
Created on: 14/11/2025



Board Meeting: November 2025	Agenda Number: 14.02	Record Number: ED25/6657
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

PL1958.04 and PL1954.45 - Applications for consent to transfer two perpetual leases – Estate of John Francis Green

Recommendations

1. The Board **recommend** the Minister approve the transfer by way of Will of PL1958.04, being Portion 70 and Portion 71 of LHI 18 and PL1954.45, being Portion 91 of LHI 43 from the Estate of John Francis Green to Alanna Jean Green and James Martin Green as equal shares Tenants in Common.
2. The Board **note** Commonwealth Banks intention to discharge the mortgage over PL1958.04 and PL1954.45 for the late John Francis Green.
3. The Board **recommend** the Minister approve the transfer by way of mortgage over PL1958.04, being Portion 70 and Portion 71 and PL1954.45, being Portion 91 from Alanna Jean Green and James Martin Green to the Commonwealth Bank of Australia once confirmation of approval to refinance the leases is received from the bank.
4. The Board **approve** to suspend the condition of residency over PL1958.04 under other adverse circumstances for Alanna Jean Green and James Martin Green under Section 21(7) of the Lord Howe Island Act 1953 for a period of 2 years.
5. The Board **recommend** the Minister approve to suspend the condition of residency over PL1954.45 for Alanna Jean Green and James Martin Green under Section 23(12) of the Lord Howe Island Act 1953 for a period of 2 years.

Current position

There are two (2) perpetual leases held by the Estate of John Francis Green who passed away on 03/12/2023:-

- PL1958.04, being Portion 70 and Portion 71 of LHI 18; and
- PL1954.45, being Portion 91 of LHI 43

On 18/07/2025, the Supreme Court of NSW appointed Alanna Jean Green as Executor under the Will of the deceased. Andrew Francis Gamble of Gamble Law & Estate Planning being Executor's legal representative for this matter.

The beneficiaries of Mr Green's Will in relation to the two (2) perpetual leases are Alanna Jean Green (daughter) and James Martin Green (son).

The Executor and the solicitor acting for the estate has submitted the following applications and support documentation (Attachment A) in relation to PL1958.04 and PL1954.45:-

- Form 5 - Transfer by way of Will being Portion 70 and Portion 71 (PL1958.04) from the Estate of John Francis Green to Alanna Jean Green and James Martin Green as equal shares Tenants in Common.
- Form 5 - Transfer by way of Will being Portion 91 of LHI 43 (PL1954.45) from the Estate of John Francis Green to Alanna Jean Green and James Martin Green as equal shares Tenants in Common.
- Letter of Intent from Commonwealth Bank of Australia to discharge the mortgage for the late John Francis Green over PL1958.04 and PL1954.45 and to charge a new mortgage over the leases for Alanna Green and James Green.
- Form 5 – Transfer by way of mortgage from Alanna Jean Green and James Martin Green to Commonwealth Bank of Australia.
- Form 1 – Application to suspend the condition of residency over PL1958.04 for Alanna Jean Green and James Martin Green under other adverse circumstances for a period of 2 years.
- Request for the Board to recommend the Minister suspend the condition of residency over PL1954.45 for Alanna Jean Green and James Martin Green under Section 23(12) of the Lord Howe Island Act 1953 for a period of 2 years.
- Cover letter from the estate's Solicitor outlining information and justification for the applications to transfer and suspension of residency requests.

Background

All land on Lord Howe Island vests in the Crown and may only be dealt with in accordance with the provisions of the Lord Howe Island Act 1953 (the Act). The Minister may grant perpetual leases of vacant Crown Land for the purposes of residence (section 21 LHI Act).

Section 23 of the Act governs the transfer of perpetual leases, with subsections (10) to (13) dealing with the transfer of leases the subject of a will or intestacy (Attachment B).

Alanna and James have applied for the transfer of the perpetual leases under Section 23(11) of the Act.

The proposed transfer is consistent with the Act and the Lord Howe Island Transfer of Perpetual Lease Policy. Specifically:-

- The applications are submitted in the prescribed form with the appropriate supporting documentation.
- Alanna and James are lineal descendants of the late John Francis Green.

Suspension of Residency

The Board adopted a Suspension of Condition of Residency on Perpetual Lease Policy in October 2017. The policy advises residents seeking a suspension of residency to do so under Section 21 (7) (Attachment B) of the LHI Act and also provides a procedure for applicants to apply directly to the Board using Form 1.

Alanna and James have applied to the Board to suspend the residency condition on PL1958.04 for a period of 2 years under other adverse circumstances for the reasons outlined in Attachment A.

Alanna and James have requested the Board recommend the Minister approve to suspend the residency condition on PL1954.45 for a period of 2 years under Section 23(12) of the Act for the reasons outlined in Attachment A.

Neither the Act nor the policy provides guidance as to what the threshold of ill health or adversity triggers a determination that a circumstance is sufficient to grant a suspension or residency. The intent of the Act is to ensure that leaseholders reside on their lease and that exemptions are only grant in particular circumstances.

In the absence of a more descriptive policy, each determination builds a precedence that, following administrative law principles, should inform future determinations. Should the Board choose to significantly vary from previous determinations without sound reason the decision runs the risk of a legal challenge. As such a decision to grant or withhold a suspension of residency request should be made with consideration of the facts on hand, or past precedent, and any future precedent any decision sets.

Conclusion

The transfer documents have been reviewed and it is confirmed that all the details provided are accurate and in accordance with the Act and it is appropriate that the Board recommend the transfers to the Minister for approval.

The applicants have provided sufficient justification to support the suspension of residency applications under other adverse circumstances and this paper recommends the time-limited approvals.

Attachments

Attachment	Title
A	Forms 1 and support documents – Alanna Green and James Green - CLOSED
B	Summary of Relevant Sections of the <i>Lord Howe Island Act 1953</i>
C	Map of PL1958.04
D	Map of PL1954.45

Approval and contact

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

Board Meeting: November 2025

Agenda Number: 13.02

Record Number: ED25/6657.02

LORD HOWE ISLAND BOARD

BUSINESS PAPER - ATTACHMENT

OPEN SESSION

Item

Attachment B - Summary of Relevant Sections of the *Lord Howe Island Act 1953*

Summary

Transfer of Perpetual Leases

Section 23(4) of the Act provides that “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 a transfer or sublease, as the case may be, of the lease.”

Section 23(11) of the Act provides that “Where, under the will, or upon the intestacy, of a lineal ancestor, a lease under section 21 devolves beneficially upon a person who is not an Islander, that person shall, for the purposes of subsections (2), (4), (4A) and (7A) and of section 25, be deemed to be an Islander if application is, not later than the expiration of the period of 2 years, or such longer period as the Minister may in the particular case approve, that next succeeds the death of the lessee, made for his or her registration as holder of the lease.”

Suspension of Residency

Section 21(7) : *Subject to this subsection and subsections 7(A) and 7(B), 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 the holder or the owner (subject to mortgage) or sublessee of the lease has or shall be prevented by sickness of himself or herself or family or other adverse circumstance from performing such condition, the Board may upon application as prescribed, and on sufficient reason being shown, suspend such condition for such period and subject to such conditions as the Board may approve.*

Section 23(12) : *Where, under the will, or upon the intestacy, of a lineal ancestor a lease under section 21 devolves beneficially upon an Islander who is already a lessee under that section, the Minister may, on the recommendation of the Board, by order suspend the condition of residence to which the lease is subject for such period, and subject to such conditions as to the transfer of the lease to a child or children of the beneficiary, and such other conditions, as the Minister thinks fit.*



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

PL1954.45 - The Estate of JF Green

Lord Howe Island Board
Created on: 14/11/2025





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94 - Zone 57

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

PL1958.04 - The Estate of JF Green

Lord Howe Island Board
Created on: 14/11/2025



Board Meeting: November 2025	Agenda Number: 14.03	Record Number: ED25/8549
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LORD HOWE ISLAND BOARD

BUSINESS PAPER

OPEN SESSION

Item

Lord Howe Island Local Strategic Planning Statement and Local Environmental Plan (LEP) Process

Recommendations

1. **Note** the LSPS, LEP Review process, timeline and update.

Current position

Background

The *Lord Howe Island Local Environmental Plan 2010* remains the principal statutory planning instrument guiding land use, development, and conservation on the Island. A full review is now being undertaken to ensure the plan reflects the *Environmental Planning and Assessment Act 1979* and the strategic direction established through the *Community Strategic Plan 2024–2034 (CSP)*.

Under the *Environmental Planning and Assessment Act 1979*, the preparation of a Local Strategic Planning Statement (LSPS) is a mandatory first step before any new LEP or DCP can be finalised. For Lord Howe Island, the LSPS provides the essential strategic bridge between community-led priorities in the CSP and the statutory planning instruments that manage development within the Island's environmental, infrastructure, and spatial constraints. It will articulate a 20-year, capacity-led vision for land use that balances the protection of the Island's World Heritage values with the community's needs for sustainable growth, housing, and essential services.

Current Status

At the November 2024 meeting, the *Community Strategic Plan 2024–2034* and *Delivery Plan 2024–2028* were endorsed, followed by approval of the interim *Operations Plans* in August 2025. Together, these documents establish the strategic framework within which the LSPS and subsequent LEP and DCP reviews are being advanced.

The Capacity Study to inform the LSPS and LEP is being delivered in two phases. Phase 1 involved a desktop review and gap analysis of existing environmental, infrastructure, and land-use data to assess the quality and completeness of the current evidence base. This work identified where information is sufficient to inform the LSPS and where further investigation is required. Phase 1 is nearing completion. Several technical memos are now finalised (Attachments A-F) and the consolidated summary report is currently under review.

Phase 2 builds on these findings and proposes targeted investigations to address the key information gaps identified through the Phase 1 analysis, particularly relating to environmental constraints, infrastructure capacity, and land-use limitations.

Preparatory work for Phase 2 is underway, including scoping of potential study areas and cost estimates to support budget consideration. Phase 2 of the Capacity Study will be presented alongside the final Phase 1 documents to the February 2026 Board Meeting for endorsement.

The following technical studies form the evidence base for the LSPS and forthcoming LEP/DCP review:

Study	Consultant	Status	Target Completion
Environmental Capacity & Gap Analysis	Aurecon	In progress	Dec 2025
Electricity Capacity Study – Current & Future State	Cutler Merz	In progress	Dec 2025
Land Planning Overview	LHIB with KPMG	First draft complete	Dec 2025
Land Capacity - Gap Analysis	KPMG	In progress	Dec 2025

Note: The project has experienced some delays due to the additional time required to collate the technical data and information requested by the external consultants to complete the technical memos and reports.

LSPS Drafting

Work has commenced with the Department of Planning, Housing and Infrastructure (DPHI) on redrafting the LSPS to reflect Lord Howe Island's unique capacity-led planning model. This collaboration is focused on aligning the LSPS framework with the Island's environmental constraints, infrastructure limits, and community aspirations identified through the Community Strategic Plan and Capacity Assessment.

Early work has concentrated on defining the planning context and structure of the statement, including how it will integrate evidence from the technical studies and set clear priorities for LEP and DCP amendments. DPHI are providing guidance and technical input to ensure the LSPS aligns with State planning policy while remaining tailored to the Island's distinctive setting and governance framework.

Revised Timeline and Next Steps

Action	Responsibility	Target Date
Finalise remaining technical memos and Phase 1 Capacity Assessment	Aurecon / LHIB	December 2025
Present Finalised Phase 1 and proposed Phase 2 Scope and Budget to Committee then Board	LHIB	February 2026
Prepare and circulate Draft LSPS for Committee recommendation to Board for endorsement	LHIB / DPHI	February 2026
Undertake public consultation on Draft LSPS	LHIB	March 2026
Finalise and adopt LSPS	LHIB / DPHI	May – August 2026
Finalise LEP Planning Proposal and DCP alignment	LHIB	From August 2026 onward

Conclusion

Development of the LSPS and LEP has been, and will continue to be, prioritised as a key focus of both the Board and the community, consistent with the priorities set out in the Community Strategic Plan, Delivery Plan and FY26 Operational Plan.

Completion of the Capacity Study and associated technical reports will position the Committee and Board to progress the Draft LSPS and continue the LEP review with a clear, evidence-led foundation. While some data gaps remain, the planned Phase 2 investigations will allow these to be progressively resolved, ensuring future planning decisions continue to align with the Island's environmental limits, infrastructure capacity, and community vision.

The additional time taken to research historical information and consolidate existing datasets has resulted in a stronger and more complete evidence base. This process has also established new systems for ongoing data collection and management, ensuring the Island's planning information remains current and supports continuous improvement.

At the EBM Committee meeting 12th Nov 2025, several workshops were confirmed (Nov/Dec) to progress next steps and review of the completed technical reviews.

Reviews are available to the Board in Diligent.

Attachments

Attachment	Title

Approval and contact

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