

Meeting	Lord Howe Island Board Meeting
Location	Community Hall, Lord Howe Island
Date/Time	Tuesday August 3.30pm – In-Camera Session Tuesday 20th August 5.30pm - Closed Session Wednesday 21 st August 9.00am to 9:30am Closed Session Wednesday 21 st August 10:00am to 11:00am – Open Session
Ministers	The Hon. Penny Sharpe- Member of the Legislative Council Minister of Climate Change, Minister for Energy, Minister for the Environment, and Minister for Heritage (Item 1.0 – Overview of LHI) The Hon. Rose Jackson- Minister for Water, Minister for Housing, Minister for Homelessness, Minister for Mental Health, Minister for Youth, and Minister for the North Coast (Item 1.0 – Overview of LHI)
Present	Atticus Fleming AM , Deputy Secretary, National Parks, and Wildlife Service (Chairperson) Robert Jeremy , Elected Member (Deputy Chair) Chris Bath , Appointed Member (Conservation) James Lonergan , Elected Member Matthew Retmock , Elected Member Therese Turner , Elected Member (via Teams)
Board Staff Present	Suzie Christensen , Chief Executive Officer Michael Chalmers , Senior Manager, Business and Corporate Services Bradley Josephs , Acting Senior Manager, Infrastructure and Engineering Services
Ministers staff present	Cathy Brown , Minister Sharpe’s Office Pheobe Fuller , Minister Sharpe’s Office Oliver Plunket , Minister Jackson’s Office Skye Tito , Minister Jackson’s Office
Invitees	Michael Vader , Executive Director Business Delivery NPWS (Item 3.1, via Teams) Oriana Senese , Principal Project Manager, Critical Infrastructure Program, Lord Howe Island, Business Delivery, NSW National Parks & Wildlife Service (Item 3.1) (Via Teams) Adam Smith , Development Director/ Project Director APP Corporation Pty Ltd (Item 3.1) (Via Teams) Siobhan Murphy , Transaction Lead at The APP Group (Item 3.2) (Via Teams) Steven Bartlett , Executive General Manager- Transport Advisory at The APP Group (Item 3.2) (Via Teams)
Apologies	Bruce Baird AM , Appointed Member (Tourism) Paula Pollock , Senior Manager, Environment and Community Services (via Teams)
Observer	Minister’s Office
Minutes	Sonali Chand , Executive Assistant

On Tuesday 20th August, an in-cameral session was held with Board Members only in attendance from 15:30-16:30. An overview of LHI issues was attended by Ministers Sharpe and Jackson and their advisors from 16.30–

17. 30. The closed session commenced at 17:30 and closed at 18:00. On Wednesday 21st August, the closed session commenced at 09:00, the open session commenced at 10:00 and closed at 12:00.

Unless otherwise specified, all Board decisions were unanimous.

CLOSED SESSION

1 CONFLICT OF INTEREST DECLARATIONS

Closed Session

2 WH&S AND RISK MANAGEMENT

Closed Session

3 OPERATIONS AND SERVICES

3.1 Critical Infrastructure and Project Update

Closed Session

3.2 Birdon Contract Extension Negotiation Strategy

Closed Session

4 Finance and Business Management

4.1 Budget 2024/25

Closed Session

4.2 IT & Cybersecurity as of August 2024

Closed Session

5 LEASING AND ADMINISTRATION

5.1 Bureau of Meteorology House Reacquisition

Closed Session

OPEN SESSION

6 MINUTES FROM PREVIOUS MEETING- NOTICE OF ADOPTION

The Board endorsed the May 2024 Board meeting minutes.

7 STATUS AND COMPLIANCE REPORT

7.1 Status and Compliance Report

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

7.2 Actions from Previous Meeting- Status Report



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

8 CHIEF EXECUTIVE OFFICERS REPORT

8.1 Chief Executive Officers Report August 2024

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

- Infrastructure & Engineering Services
- Environment & Community Services
- Projects
- Critical Infrastructure Update

Action – The Board requested the Administration seek advice from NPWS / DCCEEW regarding Phytophthora management actions including increased education and communication strategies to limit off track access of the PPP.

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

9 POLICY AND STRATEGY

9.1 Community Strategic Plan

Action - The Board noted the version of the Lord Howe Island Community Strategic Plan 2024-203, and requested it be tabled at the November meeting for final approval with the Draft Delivery Plan, Service Delivery Commitments, and Operations Plan

Action – Administration to organise presentation on the scope and process for the LEP review.

Action – Administration to provide advice on what steps need to be taken to assess the sustainability of current arrangements for groundwater extraction.

The Board noted the next steps in Community Strategic Plan implementation and public release.

10 LEASING AND LAND ADMINISTRATION

10.1 Application to transfer two Special Leases-SL2011.21 and SL2011.22- Estate of Bryan Rupert Charlton Young

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

Following the adaptation of Board's recommendation above, **the Board recommended** that the Minister approve the transfer of Special Lease 2011.21 being Portion 66 of LHI 17 and Special Lease 2011.22, being Lot 276 of DP48455, by way of gift from Annette Olive Young to Daniel Martin Young, subject to the existing conditions of the leases and amended property management plans with an expiry date of 31 December 2025 to coincide with the expiry date of all other special leases on Lord Howe Island.

Moved by RJ and seconded by JL.

10.2 Application for consent to transfer PL1954.23- sublease- Philip Whistler to Lois Whistler

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

Moved by MR and seconded by JL.

10.3 Modification of Perpetual Lease Conditions for PL2021.02- Easement- Fletcher Owens

The Board approved modifications to Lease conditions for PL2021.02 which address miscategorising of access arrangements.

Moved by MR and seconded by RJ.

11 BUSINESS ARISING FROM PREVIOUS MEETING

Nil

12 GENERAL BUSINESS AND QUESTIONS ON NOTICE

Meeting closed 11:45

13 NEXT MEETING

SPECIAL MEETING- 9th October (Annual Report/ Financials)

FULL MEETING 26th and 27th November
