



Meeting	Lord Howe Island Board Meeting
Location	Community Hall, Lord Howe Island
Date/Time	Tuesday 26 th November 15:30pm – In-Camera Session Tuesday 26 th November 16:38pm - Closed Session Wednesday 27 th November 9:00am to 11:40am – Open Session
Chairperson	Atticus Fleming AM , Deputy Secretary, National Parks, and Wildlife Service
Present	Robert Jeremy , Elected Member (Deputy Chair) Bruce Baird AM , Appointed Member (Tourism) Chris Bath , Appointed Member (Conservation) James Lonergan , Elected Member Matthew Retmock , Elected Member Therese Turner , Elected Member
Attendees (ALL)	Suzie Christensen , Chief Executive Officer Michael Chalmers , Senior Manager, Business and Corporate Services
Attendees (Open Session Only)	Michael Chalmers , Senior Manager, Business and Corporate Services Bradley Josephs , Acting Senior Manager, Infrastructure and Engineering Services Krissy Ward , Senior Manager, Environment Luke Phillips-Page , Senior Projects Officer Infrastructure, Lord Howe Island Board
Invitees	Oriana Senese , Principal Project Manager, Critical Infrastructure Program, Lord Howe Island, Business Delivery, NSW National Parks & Wildlife Service (Item 10.2) (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) Myall Stevens , Associate Director, Infrastructure, Assets & Places, KPMG
Minutes	Sonali Chand , Executive Assistant

On Tuesday 26th August, an in-camera session was held with Board Members only in attendance from 15:30- 16:30. The closed session commenced at 16:38 and closed at 18:00. On Wednesday 27th November, the open session commenced at 09:00am and closed at 11:40am

Unless otherwise specified, all Board decisions were unanimous.

CLOSED SESSION

1 CONFLICT OF INTEREST DECLARATIONS

Nil

2 WH&S AND RISK MANAGEMENT

2.1 Work Health and Safety (WH&S) and Risk Management Update

Closed Session

3 FINANCE AND BUSINESS MANAGEMENT

3.1 Financial Report – October 2024

Closed Session

3.2 Birdon Marine Freight Extension – Update

Closed Session

4 HOME BUSINESS REVIEW

Closed Session

5 BOARD MEETING DATES 2025

Closed Session

OPEN SESSION

6 GOVERNANCE

6.1 Minutes of Previous Meeting – Notice of Adoption

The Board endorsed the August and October 2024 Board meeting minutes.

6.2 Actions from Previous Meeting

The Board noted the information provided in this report.

7 STATUS AND COMPLIANCE REPORTING

7.1 Compliance and Status 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. Consideration of item 7 (Review of compliance with residency condition of perpetual leases) in this report was deferred as it relates to Agenda item 7.2.

7.2 Compliance with Condition of Residency – Audit Approach

This item was withdrawn and not considered.

8 CHIEF EXECUTIVE OFFICER'S REPORT

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

Action: After discussion of the land slip at Ned's Beach, the Administration was asked to set up a temporary facility for Karen Giles' honour-based diving equipment business which is popular with tourists who will be visiting over the peak season.

Action: The administration will provide the Board with information regarding the approval requirements for the repeater station on Mt Gower, within the PPP.

9 FINANCE AND BUSINESS MANAGEMENT

The Board noted verbal update on finance and business management.

10 OPERATIONS AND SERVICES

10.1 Cattle Grid Safety Assessment

Discussion was confined to the cattle grid adjacent to Capella Lodge approved at the May 2023 Board meeting (Business Paper 14:04 refers).

The Board noted the installation of the cattlegrid was approved by the Board and funded by the Board.

The Board affirmed the decision to install the cattlegrid that has been purchased on the basis that bike plates and roadside warning signs are installed, as well as signage to the pedestrian turnstile access.

The Board noted the proposed cattle grid complies with Australian Standards and has the same gauge as those to the south that have been in place for many years (with bike plates attached), and noted that no evidence of additional material safety issues had been presented.

Moved by RJ and seconded by MR.

Action: Bike plates will be installed. Warning signage for cattlegrid will be installed.

10.2 Critical Infrastructure Program Report

The Board noted the critical infrastructure program and projects status for November 2024.

10.3 Efficiency and Effectiveness Project Update

The Board noted the progress update on the implementation of the Efficiency and Effectiveness Review since May 2022.

11 POLICY AND STRATEGY

11.1 Community Strategy Plan, Delivery Plan and Service Delivery Commitments

The Board approved the Community Strategic Plan, and Interim Operations Plan.

The Board approved that the Delivery Program and Service Delivery Commitments (SDC's) are placed on Public Exhibition.

The Board commends DM, Senior Project Officer at LHIB, for their significant contributions to the community strategy plan.

Moved by RJ and seconded by TT.

11.2 LEP Process Stage 2 Review

The Board noted the LSPS, LEP Review process, timeline, and update.

The Board requested a paper identifying matters that could be addressed earlier than the proposed LEP review timeframe, and the options for addressing those matters, to be developed in consultation with the EBM.

Action: Adjust the proposed Timeline to bring forward commencement of work on the LSPS by 6 months running in parallel with development of the Land Use Study.

12 DEVELOPMENT APPLICATIONS

12.1 Development Application 2024.4.1 – Ralph – Notice of Out of Session

The Board noted that submissions had been received since the Board papers had been circulated and accordingly the proposed resolution for Out of Session consideration was redundant.

12.2 Development Contribution Plan

The Board noted the consideration of a Development Contributions Plan under Section 7.12 of the *Environmental Planning and Assessment Act 1979* which will apply to new developments on Lord Howe Island.

The Board deferred the approval that the draft Section 7.12 Development Contributions Plan be placed on public exhibition following the legal review.

The Board approved that the draft Section 7.12 Development Contributions Plan undertake appropriate legal review before being brought back to the Board for further consideration.

Moved by RJ and TT.

Action: Circulate the draft of Section 7.12 of the Development Contributions Plan to the Board of Directors for their review and comments before it is submitted to the legal team.

13 LEASING AND LAND ADMINISTRATION

13.1 Application for Consent to Transfer PL1954.02 from Annette Young to Annette Young and Cissy Young as Tenants in Common

The Board recommended to the Minister to approve the transfer of PL1954.02, being Portion 68, LHI 16 and Lot 275, DP48455 by way of gift from Annette Olive Young as sole tenant to Annette Olive Young holding a 25% share and Cissy Young holding a 75% share, as tenants in common.

Moved by JL and seconded by MR.

14 BUSINESS ARISING FROM PREVIOUS MEETING

Nil

15 GENERAL BUSINESS AND QUESTIONS ON NOTICE

Meeting closed 11:40

16 NEXT MEETING

25th and 26th February 2025
