

Board Meeting: September 2020	Agenda Item: 4	Record Number: ED20/7906
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LORD HOWE ISLAND BOARD

Business Paper

OPEN SESSION

ITEM

Actions from Previous Meeting – Status Report

RECOMMENDATION

Submitted for the Board's information.

BACKGROUND

As a matter of process and procedure, 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.

CURRENT POSITION

A list of actions from decisions of the May 2020 Board meeting, and previous meetings, is attached for the Board's information.

RECOMMENDATION

Submitted for the Board's information.

Prepared: John van Gaalen, Manager Business and Corporate Services

Endorsed: Peter Adams, Chief Executive Officer

Attachments:

Attachment A (included): Action Sheet from the May 2020 Board Meeting and Previous Meetings

LORD HOWE ISLAND BOARD

Action Sheet from May 2020 Board Meeting and Previous Meetings

Agenda Item No.	Item	Actions (refer to full minutes for detail)	Estimated Completion Date	By Whom	Progress	Actual Completion Date#
12(vii) November 2016	Commercial Tour Operator Licensing System	Investigate opportunities to align with Ecotourism Australia accreditation program.	October 2018	MECS	Following investigation, proposed not to align the Tour Operating Licensing with the Ecotourism accreditation program.	Complete. January 2020
7 (iii) March 2017	OC2017-07 Shearwater Cottage (Owens)	Complete a market demand study on staff and residential accommodation on behalf of the Board.	December 2020	MECS	Proposed to form part of greater LEP Phase 2	
10 (iv) March 2017	Review of Boatshed Foreshore Encroachments	<ol style="list-style-type: none"> Review and adjust rentals where there has been, or will be, an approved increase in the footprint area of fixed improvements. Follow up anomalies identified in the assessment. 	Ongoing October 2018	MECS/MBCS MECS	Project on hold until resources become available.	
8 (i) May 2018	Development of a 10-Year Community Strategic Plan	Plan to be completed in April 2019 in order to inform the FY 2019/20 budget.	April 2019	MECS	Ongoing – staff resource currently allocated to Biosecurity.	
3 September 2018	Actions from Previous Meetings	Prepare an out of session paper on funding options and reprioritisation options after PA has met with the planning consultants.	October 2018	CEO	Funding not available from LEP planning review fund. Stage 1 Gateway approval achieved. Exhibition and referral process to begin following Gateway determination. Stage 2 LEP review is a major exercise	

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					requiring significant funds. Stage 2 not yet funded.	
12 (iii) September 2018	Airport Runway Feasibility Study	Form a high level working group, comprised of all relevant stakeholders.	April 2020	CEO	Meetings with Transport for NSW held. Review of Feasibility Study with TfNSW and multi-agency Working Group being reinstated. Urgent focus on recent ground agent issue successfully achieved. New contract to secure weekly flights during COVID-19 negotiated and agreed with NSW Gov funding. Qantas have stood down most staff and NSW Gov staff diverted to COVID and bushfire response.	
12 (iv) September 2018	Location of Public Fuel Sales	<ol style="list-style-type: none"> 1. Rezone the land so that it can be operated by a private entity. 2. Submit a DA. 	<p>November 2020</p> <p>November 2020</p>	<p>MECS</p> <p>MIES</p>	DA plans to be prepared. Gateway approval achieved for re-zoning. Design and work towards DA will resume in coming months.	
7 (ii) March 2019	Application for Liquor Licence	<ol style="list-style-type: none"> 1. Approve the investigation of an Alcohol Management Strategy for LHI with an aim for implementation from 1 July 2020 following a Public Consultation process across the commercial and domestic sectors of the island. 	April 2019	MBCS	Letter, & survey sent to Board Members 12 May. To review and discuss at September meeting.	July 2020

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24 September 2019	Motor Vehicle	Review Motor Vehicle Policy – Preferred vehicles	March 2020	CEO	Underway.	
24 September 2019	Policy & Strategy	Timber from Camphor Laurel trees be auctioned to Islanders	January 2020	MECS/ MWH	After camphors removed. Delay due to Uesi & COVID travel restrictions.	
24 September 2019	Land Administration	Review of Suspension of Residency Policy	November 2019	MECS	In progress.	
9 (i) 10 December 2019	Policy & Strategy Biosecurity	The ECS team to prioritise the seeking of external funding to cover biosecurity costs to LHI.	June 2020	MEWH	Biosecurity funding proposal submitted to Treasury. Outcome not known. Bushfire and COVID impacts affecting the matter. Further economic stimulus funding proposals submitted to Treasury. Outcomes not yet known.	
9 (ii) 10 December 2019	Policy & Strategy Cities Power Partnership	Report be prepared nominating the 5 pledges selected and identifying how delivery of these pledges would be resourced.	March 2020	MECS	Not yet commenced. Low priority project.	
9 (iii) 10 December 2019	Policy & Strategy Captive Management Facility (CMF)	<ul style="list-style-type: none"> ➤ Leave the CMF temporarily in place and implement an annual maintenance program ➤ Release an Expression of Interest to the LHI community to garner interest in the use of the CMF / site in its current or modified form. ➤ Further investigate other reuses described in Options 1 and 2 ➤ Have A Status Report at the March 2020 Board meeting 	December 2020	MECS	Not yet commenced. Not optimal time to seek EOIs due to COVID disruptions to travel/economy.	
23 Sept 2019 & 9 (v) 10 Dec 2019	Aged Care	<ul style="list-style-type: none"> ➤ An Issues Paper be prepared by January 2020 to enable the taskforce to meet before the next Board meeting in March 2020 ➤ An on-island aged-care working group be established to inform the mainland taskforce. 	May 2020	CEO	Working group not progressed because opportunities have emerged and Chair role in gov has changed. Liaison with	

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					Adventist Care underway as proposed home care services provider. Progress being made on aged care needs and provision of services.	
10 (i) 10 December 2019	Leasing & Land Administration Land Allocation Review	The Chair write to the Minister asking that the required legislative changes be expedited.	April 2020	Chair	Not yet undertaken. Changes in staff and crisis across NSW has put legislative changes on hold.	
10 December 2019	Rodent Eradication Project – Budget Shortfall Update	<ul style="list-style-type: none"> ➤ Put Project Management protocols into place ➤ Consider options on how to fund shortfall ➤ Support funding applications to various outside funding bodies 	June 2020	CEO	Report to March meeting. Funding proposals completed. Some proposals progressing to Treasury.	
12 (ii) 29 April 2020	Revegetation of Blackburn Island	<ul style="list-style-type: none"> ➤ Provide an acknowledgement that there has been work done and that mistakes were made regarding the timing, so that people have some confidence, in that lessons have been learned and things will improve from here on. 	May 2020	MECS/ MEWH	In progress.	
15 (ii)	Question on Notice Viv Crombie	<ul style="list-style-type: none"> ➤ Prepare a public response to the question and the reply as minuted, for further clarification to the community. 	June 2020	CEO/ MBCS	Being sent out as Householder following adoption of Minutes	June 2020
7 (ii) May 2020	2020-21 Budget Process	<ul style="list-style-type: none"> ➤ That the Administration quantify the Board's end-of-financial-year cash position. ➤ That the Administration quantify our income position taking into consideration the projected impact associated with COVID-19 for the FY 2020/21 budget. ➤ The Board consider options for closing the gap including cost reductions, cost deferrals and a reduction in the cash reserve position. ➤ Approve an Extraordinary Meeting to adopt the final 2020-21 budget to occur at 4pm by teleconference on Wednesday 24 June 2020. 	June 2020	MBCS	Report provided to Special Budget meeting and included in budget deliberations.	June 2020

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8 (iii) May 2020	New Operations Centre - LHI Marine Rescue	<ul style="list-style-type: none"> ➤ That application for 'Owner Consent' OC 2020.02 for a New Operations Centre - LHI Marine Rescue at Unidentified Crown Land Reserve No.12, Lagoon Road, Lord Howe Island, is approved. ➤ That Development Application DA 2020.05 for a New Operations Centre - LHI Marine Rescue at Unidentified Crown Land Reserve No.12, Lagoon Road, Lord Howe Island, be approved subject to the amended conditions and advisory notes listed at the end of the report. 	June 2020	MECS	DA and OC approved at May meeting.	May 2020
9 (i) May 2020	Amendment to the LHIB Mooring Management Policy	<ul style="list-style-type: none"> ➤ Support the request to transfer the LHIB PTM situated near the North Passage (NP3) to MRNSW as a private mooring; and ➤ The Policy be amended to include an additional paragraph under Section 3.1.2 'Location and Condition' to state: "Note: This does not apply to the Marine Rescue New South Wales – Lord Howe Island Units mooring situated in the North Passage". ➤ That Marine Rescue be charged the equivalent of the private-use Mooring Fee currently set at \$130. ➤ That Marine Rescue NSW pay \$2500 for the purchase of the existing mooring infrastructure. 	June 2020	MECS	Mooring amendment adopted at May 2020 Meeting. Mooring policy has been updated.	June 2020
9 (ii) May 2020	Gateway Determination for the Stage 1 Planning Proposal	<ul style="list-style-type: none"> ➤ The Board place the planning proposal on public exhibition for a period of 28 days in accordance with requirements outlined in the Gateway Determination. ➤ The Board undertake consultation with the public authorities in accordance with Condition 2 of the Gateway Determination. 	June 2020	MECS	Complete.	May 2020.
10 (i) May 2020	Surrender of Perpetual Lease 2015.02 and the creation of two new Perpetual leases over Lot 1 and PT2 respectively DP1261010	<ul style="list-style-type: none"> ➤ The Board recommend to the Minister to accept transfer of a portion Lot 2 in DP1261010 in Perpetual Lease 2015.02 from Dianne Ellen Owens to Fletcher Chase Owens. ➤ The Board recommend to the Minister to accept application to surrender Perpetual Lease 2015.02 as requested by the current lease holder Di Owens. 	June 2020	MECS	Ministerial briefing notes requesting transfer to be prepared and submitted.	October 2020

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		<ul style="list-style-type: none"> ➤ The Board recommend to the Minister to grant a lease in perpetuity for the purpose of a residence over Lot 1 DP1261010 to Dianne Owens. The terms of the lease are to be as set out in Attachment B. ➤ The Board recommend to the Minister to grant a lease in perpetuity for the purpose of a residence over Lot 2 DP1261010 to Fletcher Owens the terms of the lease are to be set out in Attachment C. ➤ Prior to the submission of the above recommendations to the Minister the prospective lease holders of Lot 1 and Lot 2 Applicants must evidence to the satisfaction of the Board Administration of a letter of agreement between Lot 1 and Lot 2 detailing obligations and liabilities for the maintenance of the joint waste water and treatment system. 				
11 (i) May 2020	Options for Organisational and Cost Review	<ul style="list-style-type: none"> ➤ A review of the organisational and financial sustainability opportunities be undertaken and presented to the Board with recommendations prior to the preparation of the draft budget for 2021-22 Financial Year 	January 2020	CEO	Complete – reported at May 2020 meeting.	May 2020
15 (ii) May 2020	General Business	<ul style="list-style-type: none"> ➤ Administration staff prepare a list of priority projects that could be used for any grant opportunities as they arise and provide the list to the Board for consideration and confirmation. 	December 2020	CEO	Not commenced.	January 2020

Note: Action Items submitted to a Board meeting showing an 'Actual Completion Date' entered, are removed from the following Board Meeting Action List to be concise and ensure clarity for ease of review.