

Board Meeting: November 2017	Agenda Number: 3	Record Number: ED17/4938
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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.

CURRENT POSITION

A list of actions from decisions of the September 2017 Board meeting, and previous meetings, is attached for the Board's information.

RECOMMENDATION

Submitted for the Board's information.

Prepared: Bill Monks, Manager Business and Corporate Services

Endorsed: Penny Holloway, Chief Executive Officer

Attachments:

Attachment A: Action Sheet from September 2017 Board Meeting and Previous Meetings

LORD HOWE ISLAND BOARD

Action Sheet from September 2017 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
10(iv) September 2015	Review of the LEP 2010	<ol style="list-style-type: none"> Review the Vegetation Rehabilitation Plan, and Seek funding from Government programs to support the LEP review process. 	December 2017	MECS	In progress. No funding available from DPE to support review of LEP	
7(iv) September 2016	DA2016-31 Vessel Launching and Retrieval Facility	Deferred commencement conditions in Part 1 of the recommendation be considered out of session before proceeding to Part 2.	September 2018	MIES	In progress, see report	
15 September 2016	General Business	Create dog-allowable serviced BBQ area on the foreshore south of the runway.	April 2018	MIES/MECS	In place.	~September 2017
12(vii) November 2016	Commercial Tour Operator Licensing System	Investigate opportunities to align with Ecotourism Australia accreditation program.	December 2017	MECS	Consultation with operators undertaken. Further development work required as result.	
7 (iii) March 2017	OC2017-07 Shearwater Cottage (Owens)	Complete a market demand study on staff and residential accommodation on behalf of the Board.	June 2018	MECS	Will form part of LEP Phase 2 review budgeted for 2 nd half 17/18 financial year.	

Agenda Item No.	Item	Actions (refer to full minutes for detail)	Estimated Completion Date	By Whom	Progress	Actual Completion Date
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	MECS/MBCS	Ongoing	
			December 2017	MECS	In progress.	
13 (i) March 2017	Public Risk Management	Investigate the possibility of being able to turn on the sirens manually.	December 2017	MIES	In progress.	
15 March 2017	General Business	Consider improving the community hall in order that the doors can be closed to keep out the noise from vehicles when the hall is in use. e.g. air conditioning; venting to improve airflow.	February 2018	MIES	Application for funding for major upgrade of community hall submitted.	
12 (iv) May 2017	Strategic Asset Management Plan Update	Look into expediting the repairs of the jetty stairs, and follow up RMS funding for a second set of stairs.	February 2018	MIES	In progress, repair works to be undertaken with pile replacement.	
13 (i) May 2017	WHS and Public Risk Management Update	Investigate the exposed star pickets on walking tracks issue and advise the Board out of session.	January 2018	MECS	Location of star pickets identified during 2017 Walking Track Audit. Remedial actions identified and programmed for completion by January 2018.	
15 (iv) May 2017	Island Trader Access to the Lagoon	The Board seek a blanket approval from the relevant authority to transfer cargo by lighter from the ship on those occasions when the ship could not access the jetty due to low tides.	Oct 2017	CEO	In progress.	

Agenda Item No.	Item	Actions (refer to full minutes for detail)	Estimated Completion Date	By Whom	Progress	Actual Completion Date
15 (vii) May 2017	Letters to Ministers Regarding Upcoming Project Approvals	The Board write to Ministers at the State and Commonwealth levels.	Oct 2017	CEO	Has been dealt with on a case by case basis. All outstanding approvals are completed.	September 2017
8 (iii) September 2017	Draft Ops Plan 2017/18	Make inclusions and amendments as per the Board minutes.	September 2017	CEO	Completed.	October 2017
8 (vi) September 2017	Dog Importation and Management Policy	Clarify the status of the dog off-leash picnic area at the northern end of Old Lagoon Road and identify possible additional areas for off-leash activities.	October 2017	MECS/MIES	Picnic/BBQ in place. Site inspection by Board suggested regarding policy amendment	