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| <b>Board Meeting:</b> September 2017 | <b>Agenda Number:</b> 3 | <b>Record Number:</b> ED17/682 |
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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 May 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 May 2017 Board Meeting and Previous Meetings

LORD HOWE ISLAND BOARD

Action Sheet from May 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)<br>September 2015 | Review of the LEP 2010                            | <ol style="list-style-type: none"> <li>Review the Vegetation Rehabilitation Plan, and</li> <li>Seek funding from government programs to support the LEP review process.</li> </ol> | December 2017             | MECS     | In progress.<br><br>No funding available from DPE to support review of LEP |                        |
| 12(v)<br>March 2016      | LHI PPP Five Year Audit                           | Amended PPP POM – 5 year self audit be used for basis for revision of the plan.  | July 2017                 | MECS     | Audit complete.  |                        |
| 12(viii)<br>March 2016   | WW Strategy Update                                | Implement Licence to Operate fees for High Risk Systems from 01/06/2017  | June 2017                 | MIES     | Completed  |                        |
| 1(i) April 2016          | Budget 2016/17                                    | Provide report in regard to community support options for Board consideration.   | June 2017                 | CEO/MECS | Addressed as part of budget 2017/2018<br>Completed                         |                        |
| 7(iv)<br>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.   | June 2017                 | MIES     | See report on Agenda: 12 (iii)   |                        |
| 15<br>September 2016     | General Business                                  | Create dog-allowable serviced BBQ area on the foreshore south of the runway.   | Oct 2017                  | MIES     | In progress  |                        |
| 7(viii)<br>November 2016 | Rebuild Airport Terminal Building                 | Investigate the option of using the new terminal building for going, at least partially, off grid  | May 2017                  | MIES     | Completed. Option investigated.  |                        |

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|--------------------------|--|--|---|--|---|------------------------|
| 12(vii)<br>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         |                        |
| 4 (i)<br>March 2017      | Chief Executive Officer's Report                 | Invite new Minister to the island.   | April 2017  | CEO                                      | Letters sent from Chair Completed   |                        |
| 7 (iii)<br>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 <sup>nd</sup> half 17/18 financial year |                        |
| 8 (ii)<br>March 2017     | Procedure for cleaning second hand vehicles      | Amend the Vehicle Policy to incorporate best practice biosecurity clearance procedures. Place on public exhibition.  | September 2017                                      | CEO                                      | On Board Agenda Sept 2017   |                        |
| 10 (iv)<br>March 2017    | Review of Boatshed Foreshore Encroachments       | <ol style="list-style-type: none"> <li>1. Amend the Lagoon Foreshore Management Plan with respect to boatshed activities.</li> <li>2. Review and adjust rentals where there has been, or will be, an approved increase in the footprint area of fixed improvements.</li> <li>3. Follow up anomalies identified in the assessment.</li> </ol> | <p>May 2017</p> <p>Ongoing</p> <p>December 2017</p> | <p>MECS</p> <p>MECS/MBCS</p> <p>MECS</p> | <p>Completed</p> <p>Ongoing</p> <p>In progress</p>  |                        |
| 13 (i)<br>March 2017     | Public Risk Management                           | Investigate the possibility of being able to turn on the sirens manually.  | Oct 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.  | Dec 2017  | MIES                                     | Application for funding for major upgrade of community hall underway                        |                        |
| 7 (v) May 2017           | MDC2017-03: Waste Management Facility WWM System | Application be dealt with in an out of session paper as the application was still on public exhibition.  | June 2017   | CEO                                      | Completed   |                        |

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|-------------------|---|--|---------------------------|---------|---|------------------------|
| 8 (ii) May 2017   | Long Term Accommodation Policy                            | Include <i>"The landlord is responsible for the removal of waste from the licensed premises"</i> .   | June 2017                 | MECS    | Completed   |                        |
| 8 (iii) May 2017  | Review of Vehicle Importation, transport and use policy.  | A condition be added to the Policy stating that vehicles to be imported must be cleaned immediately prior to importation.  | June 2017                 | CEO     | Completed   |                        |
| 12 (i) May 2017   | Rodent Eradication Program Update                         | Action would be taken to reduce Masked Owl numbers whether or not the Rodent Eradication Program went ahead.   | August 2018               | CEO     | Completed   |                        |
| 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.  | Oct 2017                  | MIES    | In progress   |                        |
| 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.  | August 2017               | 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 would 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   |                        |
| 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     | In progress   |                        |