

Board Meeting: March 2019	Agenda Item: 4	Record Number: ED19/2060
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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 November 2018 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 November 2018 Board Meeting and Previous Meetings

LORD HOWE ISLAND BOARD

Action Sheet from November 2018 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 2018	MECS	<p>In progress although, given the decrease in available funding for this activity over the past few years, priority for the review could be reassessed.</p> <p>Preliminary survey work for Stage 1 submission complete.</p> <p>No funding available from DPE to support review of LEP.</p>	December 2018
12(vii) November 2016	Commercial Tour Operator Licensing System	Investigate opportunities to align with Ecotourism Australia accreditation program.	October 2018	MECS	Bridging permits issued. Draft Eco-pass information pack being prepared. However, due to other major projects, has been deferred.	
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 2019	MECS	Will 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. 	<p>Ongoing</p> <p>October 2018</p>	<p>MECS/MBCS</p> <p>MECS</p>	<p>Ongoing</p> <p>In progress.</p>	
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	In progress. Detailed project timeline completed. Survey undertaken. School	

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					consultation held. Two workshops held with additional planned. Status report at this meeting.	
8 (ii) May 2018	Amendment to Dog Policy	Local Board members meet with relevant ECS staff to amend draft policy prior to it going out on public exhibition.	October 2018	Local Board members and ECS staff	Draft Policy report to this meeting.	
8 (iii) May 2018	Chicken Importation Moratorium	Obtain advice on risks associated with a change to current policy regarding the age of chickens that may be imported.	October 2018	MECS	Advice received, updated protocol has been developed.	October 2018
15 May 2018	General Business	Draft a letter to OEH for signature by the Chair seeking funding for the sediment tracing study.	October 2018	CEO	Issues encountered incl. Marine Park concerns and that study requires long term monitoring which is beyond required timeframe to address erosion issues.	
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	Not yet completed.	
4 September 2018	Chief Executive Officer Report	Prepare a detailed report on the long term plan for reveg of Blackburn Island for November Board meeting.	April 2019	MECS	Final revegetation plan currently being finalised with OEH and Environmental Trust. Report in November Board agenda.	November 2018
8 (iii) September 2018	Draft Ops Plan 2018/19	Provide a half yearly review of the 2018/19 Ops Plan to the Board.	December 2018	CEO	Report to this March 2019 meeting.	
9 (ii) September 2018	Management of Commercially Leased Buildings	1. Explore the options for achieving a reasonable return from commercially leased buildings and prepare a paper for the March 2019 Board meeting.	February 2019	MBCS	1. Paper deferred to May 2019 Board meeting	

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		2. Investigate the charging of bonds on residential leases.	November 2018	MBCS	2. Paper to March 2019 meeting	
10 (iii) September 2018	Cat B Land Restitution	Provide a progress report for the November 2018 Board meeting.	October 2018	MECS	See Item 11 (i) Attachment A.	
10 (iv) September 2018	Review of Compliance with Residency Conditions	1. Write letters as per the decisions captured in the minutes. 2. Prepare out of session paper to capture the Board's discussion on direction and advise on options to change the Policy and the Act to reflect the agreed direction.	November 2018 October 2018	MECS MECS	Letters sent, some replies received, follow up letters and actions underway. Some reports to this March 2019 meeting.	
10 (vii) September 2018	Increase in Annual Rents for Permissive Occupancies	Briefing Note to the Minister for his approval of the Board recommendation.	October 2018	MECS	Completed. Waiting on approval from Minister. Increase delayed. Letters sent to occupants advising of delayed increase.	October 2018
12 (i) September 2018	Rodent Eradication Program Progress Report	Apply for the Control Order ASAP.	October 2018.	CEO	Control Order granted 28 Feb 2019.	Feb 2019
12 (iii) September 2018	Airport Runway Feasibility Study	Form a high level working group, comprised of all relevant stakeholders.	October 2018	CEO	Discussions commenced.	
12 (iv) September 2018	Location of Public Fuel Sales	1. Rezone the land so that it can be operated by a private entity. 2. Submit a DA.	February 2019 February 2019	MECS MIES	1. Proposed to be undertaken in LEP review. Project can proceed without rezoning. 2. Site location pegged, plans and DA being prepared.	
3 November 2018	Out of Session Matters	Administration to advise of a Master Plan for the Old Post Office site regarding the utility and amenity of the civic precinct and resolve to consider the original conditions of the lease. We agree to have an open		MIES MECS	Completed initial internal discussions of what is required on this site which have been included into the construction plan. DA	

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		meeting of the Board to consider the revised DA.			report to this March meeting	
15 November 2018	Interview	Administration to provide advice at the next Board meeting about options to provide Aged Care Services on the island.			Not completed for March meeting due to other demands.	
5 November 2018		Write to all Liquor Licence holders reminding them of their obligations under the terms of their licence and to advise that we will be conducting an audit of liquor received and sold on the island.	February 2019	MBCS	Letter to Licence holders sent out. Viewing of sea freight received at Post Office on Thursday 28 February. Concerns in regards to ability to reconcile against stocks held at businesses.	
10 ii) November 2018	EOI – Co-Op Building	Proceed with lease with Kylie Owens and investigate options for an appropriate Book Exchange	February 2019 July 2019	MBCS	1. Lease signed, commencement date and DA issues to be resolved 2. Look at options at Public Hall after completion of upgrade.	
10 iii) November 2018	Bond on residential leases	Defer report to March 2019 meeting	March 2019	MBCS	Report submitted	March 2019
10 iv) November 2018	Bonds on Neds Beach facilities	Do not implement a requirement for bonds on bookings at Neds Beach facilities	November 2018	MBCS	Nil	November 2018
11 ii) November 2018	Application for suspension of residency – Geoffrey Thompson	Suspend the condition of residency	November 2018	MECS	Completed	March 2019
13 iii) November 2018	Old Powerhouse site remediation	<ol style="list-style-type: none"> Prepare final construction plans, to be made available to the community via a mail-out reminding them of the restrictions of the grant. Suggestions for name of park at a later stage. 		MIES MIES	1 Out of Session Report adopted. Further information report in March meeting 2 Will be undertaken during construction phase before construction complete	25 January 2019

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8 iv) November 2018	Change of use – Hideaway	Approved- subject to conditions in report		MECS	Completed	Nov 2018
10 v) November 2018	Application for approval to operate a Mobile Food Vending Service	The applicant is to submit a business licence application and that it go to Public Consultation.	March 2019	MBCS/ MECS	Public Consultation completed – Report to March meeting.	