

Board Meeting: May 2019	Agenda Item: 4	Record Number: ED19/4365
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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 March 2019 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 March 2019 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"> 1. Review the Vegetation Rehabilitation Plan, and 2. Seek funding from Government programs to support the LEP review process. 	December 2018	MECS	<p>Draft Stage 1 Planning Proposal submitted to this (May) meeting for submission to Dept of Planning for Gateway assessment.</p> <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>No funding available from DPE to support review of LEP Stage 2..</p>	December 2018
12(vii) November 2016	Commercial Tour Operator Licensing System	Investigate opportunities to align with Ecotourism Australia accreditation program.	October 2018	MECS	<p>Bridging permits issued. Draft Eco-pass information pack being prepared. However, due to other major projects, has been deferred.</p>	
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"> 1. Review and adjust rentals where there has been, or will be, an approved increase in the footprint area of fixed improvements. 2. 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>	

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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	Initial consultation completed to allow the 2019/20 draft budget to be shaped by identified community priorities. Survey undertaken. School 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	Policy adopted at March 2019 meeting.	March 2019
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. Recent erosion at Windy Point raises concerns that road infrastructure could become endangered. Scoping of emergency options to be commenced.	
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.	
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	February 2019	MBCS	1. Paper deferred to May 2019 Board meeting	Discussion to be part of the Budget process at the May 2019 meeting.

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		and prepare a paper for the March 2019 Board meeting. 2. Investigate the charging of bonds on residential leases.	November 2018	MBCS	2. Paper to March 2019 meeting Completed	March 2019
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 with individuals.	
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 (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 (see report this May 2019 meeting). 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.			approved March 2019 meeting	
15 November 2018	Interview	Administration to provide advice at the next Board meeting about options to provide Aged Care Services on the island.			Various meetings and research undertaken. ACAT assessment and support services being targeted. Consultation with Health and other government departments underway.	
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. Completed	April 2019
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.	April 2019 2019-20
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	Suggestions for name of park at a later stage.		MIES	Will be undertaken during construction phase before construction complete	
7 (ii) March 2019	Application for Liquor Licence	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	April 2019	MBCS	Planned to commence in late 2019	March 2020

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		<p>commercial and domestic sectors of the island.</p> <p>2. Amend Mr Sia's current licence to be for the Coral Café only and reject the application for the Post Office.</p>	April 2019	MBCS	Completed	April 2019