

<b>Board Meeting:</b> December 2019	<b>Agenda Item:</b> 4	<b>Record Number:</b> ED19/9262
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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 September 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 September 2019 Board Meeting and Previous Meetings

LORD HOWE ISLAND BOARD

Action Sheet from September 2019 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	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	Proposed to form part of greater LEP Phase 2	
10 (iv) March 2017	Review of Boatshed Foreshore Encroachments	<ol style="list-style-type: none"> <li>Review and adjust rentals where there has been, or will be, an approved increase in the footprint area of fixed improvements.</li> <li>Follow up anomalies identified in the assessment.</li> </ol>	Ongoing	MECS/MBCS	Ongoing	
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	Consultation undertaken informed the 2019/20 budget adopted by the LHIB in May 2019. Survey undertaken. School consultation held. Two workshops held with additional planned. Officer undertaking CSP required on REP and will return to CSP in Dec 2019.	
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 Planning Proposal prepared and submitted	

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					for Gateway consideration. Stage 2 LEP review is a major exercise requiring significant funds. Funding requirement included in Estimates briefing note for Sept 2019. Not yet funded.	
10 (iii) September 2018	Cat B Land Restitution	Provide a progress report for the November 2018 Board meeting.	October 2018	MECS	Ongoing, letters to be sent to lease holders in December 2019.	
10 (iv) September 2018	Review of Compliance with Residency Conditions	<ol style="list-style-type: none"> <li>Write letters as per the decisions captured in the minutes.</li> <li>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.</li> </ol>	November 2018  October 2018	MECS  MECS	Letters sent, some replies received, follow up letters and actions underway with individuals. Update report provided in September 2019 Ongoing	
12 (iii) September 2018	Airport Runway Feasibility Study	Form a high level working group, comprised of all relevant stakeholders.	Nov 2019	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 being facilitated.	
12 (iv) September 2018	Location of Public Fuel Sales	<ol style="list-style-type: none"> <li>Rezone the land so that it can be operated by a private entity.</li> <li>Submit a DA.</li> </ol>	February 2019  February 2019	MECS  MIES	DA plans to be prepared. Re-zoning request being considered by planning. Deferred for recruitment of MIES	
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	

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		meeting of the Board to consider the revised DA.			construction plan. Grant funding applied for.	
15 November 2018	Aged Care	Administration to provide advice at the next Board meeting about options to provide Aged Care Services on the island.		CEO/ MECS	Strategy to be mapped for presentation to LHIB in Dec meeting.	
13 iii) November 2018	Old Powerhouse site remediation	Suggestions for name of park at a later stage.		MIES	To be addressed on completion of old powerhouse remediation	
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 commercial and domestic sectors of the island.	April 2019	MBCS	Planned to commence in late 2019/ early 2020	March 2020
5 May 2019	CEO Report – IES	Draft a letter to Rod Staples – RMS	May 2019	MIES/ CEO	Letter sent to seek reassurance funding will not be lost.	
9 (ii) May 2019	Amendments to the LHI Local Environment Plan	<ul style="list-style-type: none"> <li>Submit Planning Proposal &amp; Gateway Determination</li> <li>Report on outcomes of Gateway Determination</li> </ul>		MECS MECS	Planning Proposal submitted. Waiting for Gateway Determination	
11 (i) May 2019	Audit & Risk Committee Minutes	To be tabled in the Open Session.	November 2019	MBCS/ CEO	Implemented	December 2019
15 May 2019	Aged Care	To look at availability of nurse's flat – post REP	Dec 2019	CEO/ MECS	Options being included in draft strategy.	
23 September 2019	Aged Care	Issues Paper to establish Taskforce, urgent communications with our Aged Care Provider (Australian Unity)	December 2019	CHAIR	Options being included in draft strategy. Chair	

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					initiating high level working group.	
23 September 2019	Liquor Store	Complete analysis of margins as part of Liquor Store Business Plan and effect of changes	November 2019	MBCS	Business Plan updated and LS staff directed to set maximum gross profit margins	November 2019
24 September 2019	Motor Vehicle	Review Motor Vehicle Policy – Preferred vehicles	March 2020	CEO	Not yet commenced	
24 September 2019	Lease Fees	Provide information to the community on the revised rate schedule	December 2019	MBCS	Advice provided in report to Meeting. Householder to be sent out end of November.	November 2019
24 September 2019	Policy & Strategy	Prepare a more detailed report on Biosecurity Operations Plan Resourcing	November 2019	MECS/ MWH	Report to December meeting	
24 September 2019	Policy & Strategy	Timber from Camphor Laurel trees be auctioned to Islanders	January 2020	MECS/ MWH	After camphors removed	
24 September 2019	Land Administration	Seek Minister's approval for extension of Special Leases	November 2019	MECS	Request sent	November 2019
24 September 2019	Land Administration	Recommend to the Minister a new Permissive Occupancy P2020.1 be granted with conditions	November 2019	MECS	In progress	
24 September 2019	Land Administration	Review of Suspension of Residency Policy	November 2019	MECS	In progress	
24 September 2019	General Business	Interpretive Sign be considered for erection at entrance to Stephen's Reserve	March 2020	MIES	In progress	
24 September 2019	General Business	Inspection and assessment of lifesaving equipment at various sites including Neds and Blinky beaches	November 2019	MECS	Complete	November 2019

# 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.