

Board Meeting: September 2019	Agenda Item: 4	Record Number: ED19/8590
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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 May 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 May 2019 Board Meeting and Previous Meetings

LORD HOWE ISLAND BOARD

Action Sheet from May 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	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. 	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.	
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	Sediment study determined to not be effective for outcomes and timeframe, & therefore not required.	27 June 2019

Agenda Item No.	Item	Actions (refer to full minutes for detail)	Estimated Completion Date	By Whom	Progress	Actual Completion Date#
					Funding achieved for erosion remediation.	
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 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	On going, letters to be sent to lease holders in September 2019.	
10 (iv) September 2018	Review of Compliance with Residency Conditions	<ol style="list-style-type: none"> 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. Update report provided in September 2019	
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. Feasibility Study with TfNSW. Working Group being reinstated.	
12 (iv) September 2018	Location of Public Fuel Sales	<ol style="list-style-type: none"> 1. Rezone the land so that it can be operated by a private entity. 2. Submit a DA. 	February 2019 February 2019	MECS MIES	DA plans to be prepared. Re-zoning request being considered by planning.	
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		MIES	Completed initial internal discussions of what is required on this site	

Agenda Item No.	Item	Actions (refer to full minutes for detail)	Estimated Completion Date	By Whom	Progress	Actual Completion Date#
		the civic precinct and resolve to consider the original conditions of the lease. We agree to have an open meeting of the Board to consider the revised DA.		MECS	which have been included into the construction plan. 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.		CEO/ MECS	Strategy to be mapped for presentation to LHIB as out of session paper.	
13 iii) November 2018	Old Powerhouse site remediation	Suggestions for name of park at a later stage.		MIES	To be addressed on completion of amphitheatre	
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	
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.	
7 (i) May 2019	Finance Report – Budget Adjustments	Implement Budget adjustments as approved	May 2019	MBCS	Completed	May 2019
7 (ii) May 2019	Budget Process	<ul style="list-style-type: none"> Adjustments made to draft budget as approved in Closed Planning Meeting Extraordinary meeting to be held in June 2019 to approve budget 	May 2019 June 2019	MBCS MBCS	Completed Completed	May 2019 June 2019
9 (ii) May 2019	Amendments to the LHI Local Environment Plan	<ul style="list-style-type: none"> Submit Planning Proposal & Gateway Determination Report on outcomes of Gateway Determination 		MECS MECS MECS	Planning Proposal submitted. Waiting for Gateway Determination Completed.	

Agenda Item No.	Item	Actions (refer to full minutes for detail)	Estimated Completion Date	By Whom	Progress	Actual Completion Date#
		<ul style="list-style-type: none"> Prepare a revised Site Plan for Site 8 – Fuel Supply 				
10 May 2019	Leasing & Land Administration	Regular report to be tabled to include an updated List of outstanding issues, in particular, residency.		MECS	Implemented - Ongoing.	
11 (i) May 2019	Audit & Risk Committee Minutes	To be tabled in the Open Session.	November 2019	MBCS/ CEO	Advice provided to ARC who will report back to the Board	
11 (ii) May 2019	Code of conduct	Implement new Code of Conduct	June 2019	CEO/ MBCS	Included in Webpage & Policies within records system	August 2019
12 (ii) May 2019	Proposed Marine Rescue Concept	Support Marine communications enhancement		CEO/ MIES	Resolution of support sent to Marine Rescue NSW	June 2019
		Provide in-principle support to undertake further community consultation		CEO/ MIES	Resolution of support sent to Marine Rescue NSW. Public consultation undertaken.	Aug 2019
		Written response to Marine Rescue NSW		CEO/ MIES	Undertaken LEMC have resolved to support proposal.	June 2019 Sept 2019
15 May 2019	Windy Point erosion	Look at possible assistance		Chair/ CEO	Expert advice and proposal completed. Funding achieved, agreements reached, equipment being procured.	June 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.	

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.