

Board Meeting: May 2020	Agenda Item: 4	Record Number: ED20/4431
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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 April 2020 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 April 2020 Board Meeting and Previous Meetings

LORD HOWE ISLAND BOARD

Action Sheet from April 2020 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 2020	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"> 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>	Project on hold until resources become available.	
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 that 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. Now diverted to COVID-19 response.	

Agenda Item No.	Item	Actions (refer to full minutes for detail)	Estimated Completion Date	By Whom	Progress	Actual Completion Date#
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 Gateway approval achieved. Exhibition and referral process to begin following Gateway determination. Stage 2 LEP review is a major exercise requiring significant funds. Funding requirement included in Estimates briefing note in Sept 2019. Stage 2 not yet funded.	
12 (iii) September 2018	Airport Runway Feasibility Study	Form a high level working group, comprised of all relevant stakeholders.	April 2020	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 successfully achieved. New contract to secure weekly flights during COVID-19 negotiated and agreed with NSW Gov funding. Qantas have stood down most staff and NSW Gov staff diverted to COVID and bushfire response.	
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. 	<p>February 2019</p> <p>September 2020</p>	<p>MECS</p> <p>MIES</p>	<p>DA plans to be prepared. Gateway approval achieved for re-zoning.</p>	

Agenda Item No.	Item	Actions (refer to full minutes for detail)	Estimated Completion Date	By Whom	Progress	Actual Completion Date#
					Design and work towards DA will resume in coming months.	
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	Letter, & survey sent to Board Members 12 May. To review and discuss at June extraordinary meeting.	June 2020
24 September 2019	Motor Vehicle	Review Motor Vehicle Policy – Preferred vehicles	March 2020	CEO	Underway.	
24 September 2019	Policy & Strategy	Timber from Camphor Laurel trees be auctioned to Islanders	January 2020	MECS/ MWH	After camphors removed. Delay due to Uesi & COVID travel restrictions.	
24 September 2019	Land Administration	Review of Suspension of Residency Policy	November 2019	MECS	In progress, delayed due to higher priority commitments.	
9 (i) 10 December 2019	Policy & Strategy Biosecurity	The ECS team to prioritise the seeking of external funding to cover biosecurity costs to LHI.	June 2020	MEWH	Biosecurity funding proposal submitted to Treasury. Outcome not known. Bushfire and COVID impacts affecting the matter. Further economic stimulus funding proposals submitted to Treasury. Outcomes not yet known.	
9 (ii) 10 December 2019	Policy & Strategy Cities Power Partnership	Report be prepared nominating the 5 pledges selected and identifying how delivery of these pledges would be resourced.	March 2020	MECS	Not yet commenced.	

Agenda Item No.	Item	Actions (refer to full minutes for detail)	Estimated Completion Date	By Whom	Progress	Actual Completion Date#
9 (iii) 10 December 2019	Policy & Strategy Captive Management Facility (CMF)	<ul style="list-style-type: none"> ➤ Leave the CMF temporarily in place and implement an annual maintenance program ➤ Release an Expression of Interest to the LHI community to garner interest in the use of the CMF / site in its current or modified form. ➤ Further investigate other reuses described in Options 1 and 2 ➤ Have A Status Report at the March 2020 Board meeting 	Dec 2020	MECS	Not yet commenced. Not optimal time to seek EOIs due to COVID disruptions to travel/economy.	
23 Sept 2019 & 9 (v) 10 Dec 2019	Aged Care	<ul style="list-style-type: none"> ➤ An Issues Paper be prepared by January 2020 to enable the taskforce to meet before the next Board meeting in March 2020 ➤ An on-island aged-care working group be established to inform the mainland taskforce. 	May 2020	CEO	Working group not progressed because opportunities have emerged and Chair role in gov has changed. Liaison with Adventist Care underway as proposed home care services provider. Progress being made on aged care needs and provision of services.	
10 (i) 10 December 2019	Leasing & Land Administration Land Allocation Review	The Chair write to the Minister asking that the required legislative changes be expedited.	April 2020	Chair	Not yet undertaken. Changes in staff and crisis across NSW has put legislative changes on hold.	
10 December 2019	Rodent Eradication Project – Budget Shortfall Update	<ul style="list-style-type: none"> ➤ Put Project Management protocols into place ➤ Consider options on how to fund shortfall ➤ Support funding applications to various outside funding bodies 	June 2020	CEO	Report to March meeting. Funding proposals completed. Some proposals progressing to Treasury.	
7 (ii) 29 April 2020		<ul style="list-style-type: none"> ➤ A paper be brought forward to the Board outlining options for structural and operational cost reductions of the Board Administration. 	May 2020	CEO	Action completed. Report 11 (i) submitted to meeting.	
8 (viii) 29 April 2020	Issue of OC	<ul style="list-style-type: none"> ➤ Undertake the necessary steps to support the issue of a final Occupation Certificate (OC) or Interim 	May 2020	MECS	Completed	May 2020. Golf Club have appointed a private certifier.

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		OC for DA2015.05 on Lot 812 DP1213759.				
12 (ii) 29 April 2020	Revegetation of Blackburn Island	➤ Provide an acknowledgement that there has been work done and that mistakes were made regarding the timing, so that people have some confidence, in that lessons have been learned and things will improve from here on.	May 2020	MECS/ MEWH	In progress.	
15 (ii)	Question on Notice Viv Crombie	➤ Prepare a public response to the question and the reply as minuted, for further clarification to the community.	June 2020	CEO/ MBCS	Being sent out as Householder following adoption of Minutes	

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.