

SYDNEY HARBOUR FEDERATION TRUST

31st MEETING

Chowder Bay

13 December 2004

MINUTES

True & Correct Record of the 31st Meeting of the  
Sydney Harbour Federation Trust

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Chair

Minutes of the 31st meeting of the Sydney Harbour Federation Trust held at Chowder Bay at 10am on 13th December 2004.

Present

Mr Kevin McCann	Chair
Clr Susan Hoopmann (departed 11:35am)	Member
Mr Peter Lowry (from 10:15am)	Member
Dr John Moriarty	Member
Brigadier Kevin O'Brien (ret'd) by telephone	Member
The Hon. Barry O'Keefe	Member

In attendance

Mr Geoff Bailey	Executive Director
Mr Andrew Woodmansey	Director, Business Development
Mr Peter Gifford (from 10:20)	Consultant, probity auditing
Ms Robyn Ephgrave	Secretariat

The meeting opened at 10:10 am.

**1. Introduction**

a) Apologies

Nil

b) The Trust resolved to meet in private because of the need for open discussion on confidential commercial issues regarding leasing tenders.

c) Declarations or Interest

K. McCann advised that he was retiring as non partner Chairman of Allens Arthur Robinson effective 24 December 2004

**2. Confirmation of the minutes of previous meetings – Agenda Item 2**

The Trust RESOLVED to approve the minutes of the 30th meeting held on 3<sup>rd</sup> December.

Moved by B. O'Keefe, seconded S Hoopmann.

**3. Matters Arising from the minutes Action List - Agenda Item 3**

Item 28.1 Mr Lowry, in his capacity as Chair of the Audit and Risk Management Committee, confirmed he had met with Mr Paul Hinchey, Australian National Audit Office on Friday 10 December.

Item 29.1 A tour of several Trust sites has been arranged for Board members on 20 December.

Item 30.1 Audit reports on decontamination of Trust lands are to be provided to the Board for review.

Item 30.2 A visit by Board members to the site of the proposed lookout designed by Rick Leplastrier has been arranged for 20 December.

**4. Tenant Selection Procedures and Procedure for Dealing with Applicants Rejected during the EOI/RFP Process - Agenda Item 4.**

Mr Peter Gifford, Probity Auditor, joined the meeting. Mr Gifford advised that he had reviewed the Tenant Selection Procedures and the Procedure for dealing with applicants rejected during the EOI/RFP process. In his opinion these were comprehensive and robust. He was now in the process of observing the procedures in practice by following an actual EOI/RFP process from beginning to end. At the conclusion of his review he would issue a report on his findings.

There was a general discussion on the Tenant Selection Procedures and Procedure relating to applicants who are rejected during the EOI/RFP process. It was agreed that faxed Expressions of Interest and Requests for Proposal were not to be accepted.

Criteria for accepting late applications needed to be developed and were to be limited to Expressions of Interest not Requests for Proposal.

It was agreed that the Probity Auditor review the processes for a representative sample of sites for each leasing tender undertaken and sign-off that these were in accordance with approved policy and procedures.

**5. Chowder Bay RFP and Gunners Barracks update - Agenda Item 5**

Mr Andrew Woodmansey gave an update on the Chowder Bay and Gunners Barracks Request For Proposals.

**6. Financial Report – Agenda item 6**

The report was noted. The Chair asked that the next report include more exception analysis. Mr Bailey commented that a detailed Budget review would be prepared for the February meeting.

**7. Other Business—Agenda Item 7**

There were no other items of business raised.

The meeting closed at 12pm.