

SYDNEY HARBOUR FEDERATION TRUST

45<sup>th</sup> MEETING

Georges Heights – Private Meeting

18 September 2006

MINUTES

True & Correct Record of the 45<sup>th</sup> Meeting of the  
Sydney Harbour Federation Trust

.....  
Chair

Minutes of the 45<sup>th</sup> meeting of the Sydney Harbour Federation Trust held at Georges Heights at 9:00am on 18<sup>th</sup> September 2006.

Present

Mr Kevin McCann	Chair
Mr Robert Conroy	Member
Clr Susan Hoopmann	Member
Mr Peter Lowry	Member
Dr John Moriarty	Member
Brig. Kevin O'Brien (ret)	Member
The Hon. Barry O'Keefe (by telephone)	Member

In attendance

Mr Geoff Bailey	Executive Director
Mr Nick Hollo	Deputy Executive Director
Mr Ian Kearney	Deputy Executive Director
Mr Andrew Woodmansey	Director, Property Marketing and Management, for Agenda Item 11
Mr Paul Hinchey	Senior Director, Australian National Audit Office, for Agenda Item 4
Mr Mark Driessen	Walter Turnbull, for Agenda Item 4
Mr Richard Gibbons	SGS Economics, for Agenda Item 6
Ms Robyn Ephgrave	Secretariat
Ms Kate Stuart	Secretariat

The meeting opened at 9:05 am.

1. **Introduction** - Agenda Item 1

a) Apologies

Ms Di Talty

b) The Trust resolved to meet in private because of confidential financial matters on the agenda.

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

c) Declarations of Interest

Nil

d) The Chairman notified that he is resigning as a Director and Chairman of Triako Resources Limited following its takeover by CBH Resources Limited.

2. **Minutes from 28<sup>th</sup> July and 24<sup>th</sup> August 2006** - Agenda Item 2

The Board RESOLVED to accept the minutes.

Moved: P. Lowry Seconded: S. Hoopmann

**3. Matters Arising - Agenda Item 3**

Item 43.2 Discussions are to be held with Mosman Council on ways to secure the future of Bradley Bushland Reserve as a reserve.

**4. Financial Statements – Financial Year 30 June 2006 - Agenda Item 4**

Mr Mark Driessen, Executive Director, WalterTurnbull presented a summary of the end of year accounts to the Board. It was noted that the accounts had been reviewed by the Audit and Risk Management Committee. Mr Paul Hinchey, from the Australian National Audit Office (ANAO) confirmed that he was in a position to sign an unqualified audit report. He also confirmed that he had no comments to make relating to the audit of the financial statements.

B. O'Keefe requested that a summary of salaries on-costs be prepared for the next Board meeting.

The Executive Director passed a Management Representation Letter to the Board relating to the financial statements.

The Chair of the Audit and Risk Management Committee, Mr Peter Lowry, also reported to the Board on the financial statements.

The Board RESOLVED:

that in its opinion, the Financial Statements for the year ended 30 June 2006 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the *Commonwealth Authorities and Companies Act 1997*;

that in its opinion there are reasonable grounds to believe the Trust will be able to pay its debts as and when they become due and payable; and

to authorise the Chair of the Trust and the Chair of the Audit and Risk Management Committee, the Executive Director and the Director Corporate Services to sign the Statements and the Chair of the Trust and the Chair of the Audit and Risk Management Committee to sign a Board Representation Letter to ANAO.

Moved: P. Lowry, Seconded: K. McCann

**5. Annual Report - Agenda Item 5**

K. McCann requested that a comment on the pending transfer of North Head from NSW to the Trust be inserted in the forward to the Annual Report. A number of other minor amendments to the Annual Report were noted and the Board was asked to submit any further amendments to the Executive Director before the end of the week.

The Board RESOLVED to approve the report, subject to minor amendments.

Moved: P. Lowry, Seconded K. O'Brien.

**6. Report on Review of Business Plan - Agenda Item 6**

Mr R Gibbons, SGS Economics and Planning presented mid-term review of the Trust's funding requirements for 2011 (excluding HMAS Platypus). The review assessed current costs and revenue estimates using cash flow modelling against the original estimates made in 2002 on an unescalated basis. The Board noted that the Trust had not received funding for escalation for capital works or depreciation in the original funding.

SGS estimated that a further \$44.6m would be required to rehabilitate and complete projects on the Trust sites. They noted that if the Markham Close land sale proceeds were retained by the Trust, the amount required would be considerably less. This option would be presented to the Minister.

The Trust RESOLVED that the review be used as the basis for a report to the Minister to request additional funding in the 2007 budget.

Moved: P. Lowry, seconded: K. O'Brien.

**7. North Head Draft Agreement with NSW - Agenda Item 7**

The terms of the draft Deed of Agreement were discussed. It was noted that a) the Trust holds the land until 2031 and b) NSW had the right to approve changes to the Comprehensive Plan relating to the site and c) NSW had no right to approve leases up to 2031. It was agreed that K. McCann, K. O'Brien and G. Bailey would meet to discuss future arrangements with North Fort Museum, which was on the site but had no formal occupation arrangements for the land it occupied.

The Board RESOLVED to:

approve the draft Deed of Agreement; and

approve the Chair signing the Agreement on behalf of the Trust

Moved: K. McCann, Seconded: P. Lowry

**8. Signage Review - Agenda Item 8**

Nick Hollo explained the outcomes of the signage review. It was agreed that a signage policy would be adopted across all sites, including:

branding of Trust sites  
site entry points;  
interpretive signage;  
directional 'wayfinding' signs; and  
temporary signs regarding work in progress.

It was agreed that a designer be engaged to develop signage designs and consistent branding for both Trust signs and publications.

J. Moriarty commented that indigenous aspects needed to be incorporated into signage.

The Chair requested a report on the program for roll-out of signage at the next Board meeting.

**9. Audit Committee Report - Agenda Item 9**

A report was tabled at the meeting.

A meeting is to be organised between Mr McCann and Mr Lowry to discuss control systems for commercial and non-commercial projects with a view to ensuring that they are on time and on budget.

**10. HMAS Platypus - Agenda Item 10**

Mr Bailey reported that a contamination investigation and preparation of remediation costings is scheduled to be complete by November. A funding request will then be developed. Delays in projects would affect the budgeted leasing program and hence revenue projections.

**11. Leasing Review - Agenda Item 11**

Mr Woodmansey presented a review of current leasing activity.

The Chair requested that future presentations include:

leasing progress against income forecasts; and

a split between commercial and non-commercial buildings.

**12. Executive Director's Report - Agenda Item 12**

A response by the Chair, dated 8 September, to the Ombudsman's letter was tabled for information.

Mr Bailey was requested to prepare a presentation at the next meeting on his recent trip to inspect sites in San Francisco including the Presidio and Fort Mason.

The Chair requested two new quarterly reports:

an Occupational Health and Safety Report to include incidents and injuries to staff, contractors and the general public; and

an environmental report covering bushland management and regeneration, and environmental sustainability, eg recycling, energy efficiency.

**13. Programme of upcoming Trust events - Agenda Item 13**

The programme was noted. The Chair requested that the programme for 'Art in the Open' to be held at Headland Park on 12 November be circulated to the Board together with the date for the proposed North Head open day.

#### **14. Other Business**

The dates for next year's Board meetings need to be agreed upon. K Stuart to circulate a proposed timetable.

The promotion and development of Indigenous events was raised. A programme for 2007 is to be prepared and presented at the December Board meeting. J. Moriarty and N. Hollo to meet and discuss.

K. O'Brien gave an update on the activities of the Defence Historical Advisory Committee, detailing the arrival of the 6" gun to be installed at Lower Georges Heights.

The meeting closed at 1:15 pm.