

SYDNEY HARBOUR FEDERATION TRUST

104<sup>th</sup> MEETING

Boardroom, SHFT Offices, Building 28, Best Ave, Mosman  
Meeting in Private

22 April 2016

MINUTES

True & Correct Record of the 104<sup>th</sup> Meeting of the  
Sydney Harbour Federation Trust



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21/6 / 2016 Chair

**DRAFT UNTIL SIGNED**

Minutes of the 104<sup>th</sup> meeting of the Sydney Harbour Federation Trust held in the Boardroom, Sydney Harbour Federation Trust offices, Building 28, Best Ave, Mosman at 9.30am on 22 April 2016.

**Present**

Mr Kevin McCann AM	Chairman
Clr Jean Hay AM	Member
Mr Rohan Jeffs	Member
Ms Josephine Cashman	Member (By phone)

**In attendance**

Dr Susan Culverston	Acting Executive Director
Mr David Llewelyn	Acting Director Corporate Services, CFO
Mr Mark Billham	Executive Officer
Mr Daniel Sealey	Manager, Planning (for agenda items 4 and 5)
Mrs Jane Page	Secretariat

**Apologies**

The Hon Leo McLeay	Member
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The meeting commenced at 9.30am on Friday 22 April 2016.

**1) Introduction**

- a) Welcome  
The Trust RESOLVED to meet in private because of confidential budget matters on the agenda.

Moved: R Jeffs

Seconded: J Hay

The Chairman welcomed all to the meeting and acknowledged the traditional owners.

- b) Apologies  
The Hon Leo McLeay's apology was noted.
- c) The Declarations of Interest.  
The changes were noted.

**2) Minutes of the Meeting held on 29 February 2016 (Agenda Item 2)**

The minutes from the 103<sup>rd</sup> meeting held in private on 29 February 2016 were considered.

The secondment of Mr Bailey to Parks Australia and the appointment of Dr Culverston as acting Executive Director were reported in the minutes from the 101<sup>st</sup> meeting of the Trust held on 9 December 2015:

**Secondment**

*Mr Bailey has accepted a secondment to Parks Australia for 6 months commencing in January 2016. In accordance with s42 of the Sydney Harbour Federation Trust Act, approval for the appointment of Dr Susan Culverston to act in the position of Executive Director during Mr Bailey's absence has been given.*

The Trust RESOLVED to accept the minutes, from the 103<sup>rd</sup> meeting of the Trust held in private on 29 February 2016.

Moved: R Jeffs

Seconded: J Hay

**Matters Arising**

*Trend Analysis* – of Trip Advisor results will be collated by the June meeting.

*Corporate Plan* – copies of the Plan were made available to Trustees at the meeting.

*Markham Close funds* – legal advice was included in Board reports.

Other matters arising would be dealt with throughout the meeting.

*Information on the Indigenous meeting in Manly* – Ms Cashman advised that she had provided contact information and believed that this matter was now being discussed with the Harbour Trust.

### **3) Financial Statements (Agenda Item 3)**

The report was noted.

Mr Llewelyn spoke to the report.

The end of March result indicates that the Harbour Trust will exceed its original budgeted outcome for 2015-16. The Harbour Trust's leasing revenue is projected to be on budget for the year with low vacancy throughout the Harbour Trust's available stock. The Harbour Trust's licensing and accommodation businesses have continued to see lower revenue and occupancy rates during the year. Market surveys and benchmarking activities are currently being undertaken to assess opportunities for improved revenue. Stays on the island are being promoted during Biennale and other events.

There was discussion regarding the marketing of Harbour Trust sites including accommodation at North Head. An outbound targeted marketing campaign is to be investigated.

The Finance Minister has the delegation to approve higher return investments. The details of this are to be further investigated.

### **4) Heritage Strategy Plan (Agenda Item 4)**

The report was taken as read.

Mr Sealey gave an overview of the review of the 2005 Heritage Strategy Plan, pointing out the proposed changes.

The Board's approval was sought to submit the Draft Amended Heritage Strategy and a related Review Report to the Minister for the Environment, in accordance with the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

There was discussion of the document. *Map 2* is to be updated. Although not a requirement of the Department of the Environment, Trustees considered it to be worthwhile to include reference to consultation with external stakeholders as capital and heritage projects have been undertaken.

The Trust RESOLVED subject to the changes outlined above, to:

1. Submit the Review report to the Minister for the Environment in accordance with Section 341ZA(6) of the EPBC Act.
2. Submit the Draft Amended Strategy to the Minister for the Environment in accordance with Section 341AZ(2) of the EPBC Act.

Moved: J Hay

Seconded: R Jeffs

### **5) Draft Cockatoo Island Management Plan (Agenda Item 5)**

This report was to inform Trustees of the outcome of a Review of the Cockatoo Island Management Plan and to seek the Board's agreement for a draft amendment to the Management Plan to be placed on public exhibition.

The current Cockatoo Island Management Plan was made in accordance with the requirements of the Harbour Trust's Comprehensive Plan and the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and took effect from the date of its gazettal on 23 June 2010.

The Plan addresses the island's National and Commonwealth Heritage values, and its potential World Heritage values. Following the Plan's gazettal in 2010, Cockatoo Island was formally inscribed as a World Heritage place.

The EPBC Act requires Heritage Management Plans to be periodically reviewed. The review must:

- a. Assess whether the plan is consistent with heritage management principles;
- b. Assess whether the plan is effective in protecting and conserving heritage values of the place; and
- c. Make recommendations for the improved protection of the heritage values of the place.

The Harbour Trust has undertaken such a review, which recommends that the Plan be amended, primarily to address the island's status as a World Heritage place.

The Trust RESOLVED to:

1. Note the findings of the 2016 Review of the Cockatoo Island Management Plan.
2. Agree to the public exhibition of a draft amendment to the Cockatoo Island Management Plan.

Moved: R Jeffs

Seconded: J Hay

#### **6) Chairman's Report (Agenda Item 6)**

The Chairman delivered a verbal report.

The Chairman advised Trustees of details following recent discussions he has had with the Minister for the Environment regarding Board appointments which are imminent. Once appointed, induction sessions, including site visits will be held.

The Chairman gave an update on the Markham Close funds and requested management discuss with the Department of Finance procedures for obtaining higher interest rates from the investment. The Chair requested previous briefs regarding the Markham Close funds so that he can discuss further with the Secretary, Department of the Environment.

Snapper Island remains the responsibility of the Department of Finance. It is understood that Department is undertaking some decontamination and remediation work at present. In light of the Harbour Trust's history of remediation of contaminated sites, the desirable situation would be for the island to be handed to the Harbour Trust with funding for the Harbour Trust to remediate the site.

The Chairman recently had a very informative meeting with the acting Executive Director, Manager Planning, Director, Property & Business Development and Executive Officer at the Platypus site. There is pressure to commence work on the site in light of the recent Government allocation of funds for the next stage. The walkway linking Kesterton Park with the site was seen as beneficial to opening up the site. A lift is needed to take visitors from the site up to the car park and exit. Details of the Open Day will be put on the Harbour Trust's website.

The Chairman raised a number of issues regarding matters of joint interest between the Harbour Trust and NSW National Parks and Wildlife Service. The Chairman will discuss these matters in a meeting to be arranged with the Minister responsible.

There was discussion regarding the future of the Harbour Trust after 2033. Various models and scenarios will need to be examined.

**7. Governance, Risk and Compliance (Agenda Item 7)**

The report was noted.

The report was to update Trustees on the status of Governance, Risk and Compliance activities and new issues that have arisen from 1 February 2016 to 31 March 2016.

**8. Internal Audit Report (Agenda Item 8)**

The report was noted.

After considering the Accreditation of Contractors Review, consideration is being given to managing this in house.

There were only 3 minor recommendations for improvement in the Work Health and Safety Audit.

Trustees requested a report for the June meeting on the coming year's Internal Audit program.

**9. Plan Review Update (Agenda Item 9)**

Trustees were updated on progress with the preparation of the Platypus Management Plan and the review of the Middle Head Management Plan.

Following the Government's funding announcement for the Platypus site in November 2015, the Harbour Trust is accelerating the preparation of a Management Plan for Platypus.

The Harbour Trust continues to work with NSW National Parks & Wildlife Service to maximise public input and ensure consistent outcomes in the Harbour Trust's review of the Middle Head Management Plan and NPWS new Middle Head Master Plan.

**10. Community Advisory Committee Update (Agenda Item 10)**

Since the Board appointed the Community Advisory Committee (CAC) members in February 2016, all members have accepted their appointments. Applicants who were not successful or who did not reapply have been sent letters of thanks.

The CAC met on 22 March to discuss various matters with a follow up meeting on 12 April. The Platypus CAC met on 19 April to discuss matters particular to the Platypus site.

Discussions were held in relation to the presentation of notes from CAC meetings to the Board. It was agreed that in future a summarised version of the notes, highlighting any specific recommendations and advice, be provided to the Board.

**11. Work Health and Safety Report (Agenda Item 11)**

The draft report was noted and Trustees considered the report was in an excellent format for informing them of any Work Health and Safety matters. The Board queried whether hazards and near misses are recorded.

The position of Safety Advisor has been created and the appointment made. It is a part-time position – 3 days per week. The Harbour Trust is aiming towards accreditation under the appropriate standards for Work Health and Safety.

Mr Jeffs briefly outlined the penalties under WHS legislation.

Trustees requested that completion dates in the Safety Strategic Plan be re-examined to see if the dates for completion can be brought forward.

The Trust RESOLVED to:

Not to accept the Safety Strategic Plan outlined in the Draft WH&S report until the newly appointed Safety Officer has progressed the work outlined in the plan and the acting Executive Director has reviewed the completion dates.

Moved: R Jeffs

Seconded: J Hay

**Other Business**

*Signage and Entrances to SHFT sites*

A large gun has been offered to the Harbour Trust for display on its sites. The design for signage is in progress.

*Playgrounds*

The first priority is Cockatoo Island. A detailed costing is to be undertaken. Alternative arrangements to having a swimming pool on the island and using existing public facilities will be explored.

*Initiatives for Cockatoo Island*

Bubblers are being installed on Cockatoo Island, a project which aligned with recent visitor feedback. Research is ongoing in regard to improvements that can be made to the visitor experience.

There being no further business, the meeting closed at 11.55am.